

BANFF PUBLIC LIBRARY BOARD MEETING

Minutes

Wednesday, August 26th, 2020

6:00 pm via Zoom

Present: Sarah McCormack, Lindsay Stokalko, Brian Standish, Joanne Harris, Michaela Duggan, Ali Buckingham,

Regrets: Sonia Zyvatkauskas, Kyle Brenders, Monica Dominguez

Absent: JM Stelter

1. **Call to Order:** 6:05pm
2. **Approval of Minutes of July 29th, 2020:** Motion to approve Joanne Harris 01-08-26-2020
3. **Approval of Agenda:** with date of approval of meeting minutes changed from June 24th to July 29th and note that due to technological difficulties meeting will be brief - motion to approve Ali Buckingham - 02-08-26-2020
4. **Electronic Motions:** None
5. **Training – Library Programming**
 - Moved to September meeting due to ongoing technological difficulties
6. **Old Business:**
 - Closure updates and re-opening status
 - i. Plan to move from one household to four households at a time in the library with appropriate social distance and mandatory masks
 - ii. after labour day there will be some door opening - 12pm to 4pm - open for grab and go, study space, browsing, computer use etc.
 - iii. Still accommodate curbside pick up and booked appointments
 - iv. Some in house programming to be done in the morning before 12pm opening time - story time, yoga, etc.
 - v. Will watch what's happening in town, with schools reopening and adjust services accordingly
 - vi. All staff back in space - no longer working from home
 - vii. Two staff on leave
7. **New Business:**
 - September and Fall policy review
 - i. Chairs will delegate to committee members for review, will review individually, discuss at committee level and come up with recommendations to bring to board for approval
 - Technology Report from Marigold
 - i. Richard Kenig submitted the report - recommendations not pressing, but HR&F committee will have to discuss as part of budget discussions

- ii. Most things were replaced last year as per those recommendations so the library is ahead of schedule

8. Reports:

- **HR&F Committee – J. Harris**
 - i. Committee did not meet - will meet twice in September to discuss budget and policy review
 - ii. Joanne Harris met with Sarah McCormack and discussed staff on leave, vacation time and closing the BMO bank account to complete the move to Bow Valley Credit Union after receipt of credit card
 - iii. Review Bylaws & Schedule A, B, D, E
- **BD&P Committee – S. Zvyatkauskas**
 - i. Committee met to discuss plan of action for Plan of Service
 - ii. Sonia will delegate policy for review - Review Bylaws & Schedule C
- **Financial Statement – J. Harris**
 - i. Joanne Harris and Sarah McCormack went over budget
 - ii. Committee will meet to hash out budget details in September
- **Librarian's Report - S. McCormack**
 - i. see above - Closure updates and re-opening status for details
 - ii. keeping an eye on school reopening plan - there's a detailed resource guide especially pertaining to dealing with outbreaks which may speak to the library's new pandemic policy that is currently being drafted
 - iii. Staff member got accepted to library tech program
 - iv. Money earmarked for assisting with school reopening - still waiting to see what the plan is before communicating with them about what kind of support the library can provide - likely mid-September to get a better idea of what schooling will look like - Sarah McCormack and Joanne Harris discussed leaving this support open-ended to address as needed
 - v. Collection Development is going well and in step with curriculum reading and will advertise Solero heavily in schools as it's a great support for online learning
- **Town Council Report - B. Standish / JM Stelter**
 - i. Nothing to report for Town of Banff
 - ii. JM not present to report on ID9
- **Marigold Meeting – B. Hopkins**
 - i. Saturday August 29th, 2020 morning meeting - nothing to report yet, will report at September board meeting

9. **In Camera:** not needed

10. **Next Meeting:** Wednesday September 30th at 6pm via Zoom

11. Adjournment: Motion to adjourn at 6:32pm - Joanne Harris - 03-08-26-2020

A handwritten signature in black ink, appearing to read "Lindsay Stokalko". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Lindsay Stokalko
Banff Public Library Board Chair / Secretary