

BANFF PUBLIC LIBRARY BOARD MEETING

Minutes

Wednesday, July 29th, 2020

6:00 pm via Zoom

**Present: Lindsay Stokalko, Monica Dominguez, Sarah McCormack, Ali Buckingham, Joanne Harris,
Sonia Zyvatkas, Brian Standish,**

Regrets: Michaela Duggan

Absent: Brig Hopkins, Kyle Brenders, JM Stelter

1. **Call to Order:** 6:05pm
2. **Approval of Minutes of June 24th, 2020:** Motion to approve minutes - 01-07-29-2020
3. **Approval of Agenda:** Motion approve agenda - 02-07-29-2020
4. **Electronic Motions:** none
5. **Training:**
 - Resume training sessions and solicit requests from board members for topics
 - One new idea - "Why do libraries focus so heavily on children's programming?"
 - Suggested new training session on general programming overview
 - History of library
 - General collections overview
 - Sarah McCormack to resume sessions from her list of topics
6. **Old Business:**
 - a. Closure updates and re-opening by appointment
 - Appointments are going well
 - 45 minute appointments for computers and browsing sessions
 - Appointments are nearly fully booked
 - Will increase from 1 person at a time - will see how many people can be safely accommodated at a time to browse and to use computers and to use own devices - can go up to three people possibly and will check in with staff to ensure things are going smoothly and people feel safe
 - Masks are worn by everyone in the space - recieved 200 masks from Marigold and 2100 from Masks for Albertans
 - Some challenges with the space includes only one entrance, no plexi-glass dividers - staff has to get used to having people in the space again and ensure there is enough staff to meet the needs of patrons, staff working from home will have to be re-evaluated to come back to work to fulfill needs
7. **New Business:**

a. August Business

- HR&F Committee has to work on budget and present to board in August prior to be sent to Town Council for September or October - Town of Banff is pushing deadlines back - likely October for a deadline
- Regular policy review to resume in September which will beef up the agenda again - committees to discuss policy review schedule at their next meetings

8. Reports:

a. HR&F Committee – J. Harris

- Nothing to report
- Refer to meeting notes

b. BD&P Committee – S. Zvyatkauskas

- Cancelled due to several board members having to cancel
- August committee meeting will review Sarah McCormack's Plan of Service document
- Prioritize policy review

c. Financial Statement – J. Harris

- Sarah McCormack and Joanne Harris met then HR&F committee met to discuss
- Old furniture has been removed
- New tables and chairs are being researched to allow for social distancing and to use for larger groups when appropriate
- Carey Anne Lees and Sarah McCormack have gone through the space and are coming up with a holistic plan and will have a proposal for HR&F Committee
- Operational Reserve of \$110,000 - assist schools with \$25,000 of these funds if students are not going back to school in the fall:
 1. printing
 2. resources to fill gaps
 3. WiFi access
- Very difficult for many families and printing services were in high demand due to many people not having printer access
- Partnership between library and schools to support students, teachers, parents
- Perhaps a needs assessment would be appropriate to determine what kind of support and services people need - partner with Town of Banff with community assessment and the school should have a good idea of what people need - contact school boards as well
- Services for all community members and not just students - especially for WiFi and printing services
- Sarah McCormack received a \$4500 grant from BCCF for the Job Seeker Program and kits are being assembled - 50 kits will be available and include hygiene kits, note pads, portfolios, Nesters and West Rock gift certificates for meals and new clothing for interviews or employment - contents will not be advertised on the website specifically to ensure people who need them most will be able to receive them
- 75% COVID salary coverage will continue until December 31st and Sarah McCormack will continue to apply for these funds

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- Banking has been transferred to Bow Valley Credit Union - \$100,000 transferred currently and other things can be moved once credit card has been applied for - should be done by end of September 2020 - almost all signing authorities have been in to complete paperwork
- Some funds do need to be kept separate - details to be worked out before the end of September

d. Librarian's Report - S. McCormack

- Continuing on with library operations
- One staff member has applied to SAIT for library diploma - work this support into the Professional Development budget - 2-3 year timeline for completion - tuition agreement form at end of report for reference
- Appointments are going well
- Young Canada Works position not filled for the summer, can be changed to term position to be completed by March 31, 2021
- Fall programming is being developed now including a walking tour of Banff
- Trying to create physical programming, not just digital programming
- Summer reading program has been very popular
- How flexible is the library to increase being open to the public as in just opening the doors and being open to the public? Roam is increasing service to 80% soon - should just increase number of appointments and see how that goes and determine what is the best way to move forward and how people best exist in the space
- Will need to increase cleaning schedule
- Will need to inform the public regarding how to maintain safe social distance and behaviour in the library
- Bathroom facilities have all be upgraded to no-touch toilets, soap, faucets
- Until the new furniture arrives it will be difficult to know how people will exist in the space

e. Town Council Report - B. Standish / JM Stelter

- Mandatory masks effective Friday July 30, 2020 noon for 100-200 block of Banff Avenue and all indoor spaces in Banff - took the bulk of the council meeting to get through but was the right decision for the Town of Banff
- How will this be monitored on Banff Avenue? Ambassadors are handing out masks and educating people - not enforcing currently - only 5 to 6 weeks left of Banff Avenue being pedestrian only
- Will bylaw be enforcing this somehow? They have been present to monitor bikes and skateboards and will not also monitor for mask wearing

f. Marigold Meeting – B. Hopkins

- Brig not present to share Marigold update

9. Next Meeting: August 26th at 6pm via Zoom

10. Adjournment: 6:43 pm



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

Lindsay Stokalko
Banff Public Library Board Chair / Secretary