



INSPIRE. ENRICH. CONNECT

**BANFF PUBLIC LIBRARY BOARD MEETING
Minutes**

Wednesday, May 26, 2021

6:00 pm via Zoom

Present - Ali Buckingham, Sarah McCormack, Maura Knox, Courtney Maxwell-Alves, Brian Standish, Monica Dominguez, Michaela Duggan, Brig Hopkins, Laura Rivero (auditor), Taylor Thompson (auditor)

Regrets - Sonia Zyvatkauskas

Absent - Jean Marc Stelter

1. **Call to Order:** 6:02pm
2. **Approval of Minutes of April 28, 2021 - Motion to approve - Monica Dominguez 01-05-26-2021**
3. **Approval of Agenda - Motion to approve - Michaela Duggan 02-05-26-2021**
4. **Electronic Motions:** None
5. **New Item Added** - welcome and introduction of new board member Maura Knox
6. **Training/Outside Presentation**
 - a. Audit review T. Thompson, KPMG
 - i. Laura Rivero and Taylor Thompson, auditors for the Town of Banff, presented their financial review and findings. Status of the review - complete.
 - ii. Main item of note is the library board's eligibility for the Canada Emergency Wage Subsidy (CEWS), which is currently in question and being reviewed by the CRA. Sarah is working on an analysis.
 - iii. Other items noted in the review and highlighted during this presentation include: related party transactions, slight variance with TOB records due to payroll, capital assets, Marigold moved to computer software, impact of COVID-19 on all operations, and the endowment fund.
 - iv. Questions for the board, answers unanimous:
 1. Any concerns going into the future **(no)**
 2. Any bias, fraud, or illegal acts **(no)**
 3. Subsequent events after December 31 that might impact numbers **(no)**
 4. Any litigation or contingencies **(no)**
 - v. No questions or concerns. Laura and Taylor leave the meeting at 6:25.
 - b. Conversation among board members on the process moving forward to finalize and approve the financial statements.
 - c. **Motion to approve financials as is presented at this meeting and give Sarah the authority to finalize the approval - 03-05-26-2021 - Monica Dominguez.**
7. **Old Business:**

- a. Annual Report
 - i. No changes, approved last meeting.
 - ii. BD&P committee determined it will be shared on the library's website and social media channels, and a copy will be shared with Council.

- b. Marigold Member Libraries Workshop and Closure May 12
 - i. Link to sessions available until the end of December - in the library report for this meeting. Well attended by staff.

8. New Business:

- a. Summer Schedule for Board meetings and committees
 - i. Board will not meet in July or August.
 - ii. Committees will meet as needed:
 - 1. HR&F: June 23 at 6 pm.
 - 2. BD&P: Monica will contact the committee to determine the next meeting.
 - iii. Brief explanation of the committees for the new board member, Maura. Courtney will add Maura to Basecamp and to the BD&P committee.

9. Reports:

- a. **HR&F Committee – M. Duggan**
 - i. Meeting last Friday May 21. Michaela became Chair of the committee.
 - ii. Discussed financials and where they are expected to be.
 - iii. Next meeting: policy review

- b. **BD&P Committee – M. Dominguez**
 - i. Meeting last Thursday May 20. Monica became Chair of the committee.
 - ii. No new updates on the renovation plans.
 - iii. Briefly discussed the annual report, as noted above.
 - iv. Discussed parting gifts to board members - mugs by local ceramicist, Ciara Linteau.

- c. **Financial Statement – M. Duggan**
 - i. Nothing to report.

- d. **Librarian's Report - S. McCormack**
 - i. Brian questioned the situation with CEWS and if we have to pay it back. Sarah answers below:
 - 1. CRA reviewing our file. Sarah putting together the justification documentation.
 - 2. We were underspent anyway so we do have the money to pay back; little bit would come out of operations reserve, wouldn't be a huge concern.
 - ii. Painted the bathroom.
 - iii. Several tours with board members.
 - iv. Premier Kenney update: libraries are in stage 2 so we can be open as early as June 10.
 - v. Staff doing well, attended many professional development sessions and mental health activities.
 - vi. Sarah will let the board know if she needs assistance with CRA. Marigold is supportive.



INSPIRE. ENRICH. CONNECT

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

- i. Brian: nothing really new, trying to get the town back open and back to normal, approved new board member Maura.
- ii. JM - absent.

f. Marigold Meeting – B. Hopkins

- i. Quick recap of marigold for Maura.
- ii. No meeting to report on.

10. In Camera: N/A

11. Next Meeting: June 30, 2021 at 6 pm (Zoom)

12. Adjournment: 6:44 pm