

**BANFF PUBLIC LIBRARY BOARD MEETING**

**Agenda**

**Wednesday, June 30, 2021**

**6:00 pm via Zoom**

**Present** - Sarah McCormack , Ali Buckingham, Courtney Maxwell-Alves, Michaela Duggan, Monica Dominguez, Maura Knox

**Regrets** - none

**Absent** - Jean Marc Stelter, Brian Standish, Sonia Zyvatkauskas, Brig Hopkins

- 1) **Call to Order:** 6:04 pm
- 2) **Approval of Minutes of May 26, 2021:** *Motion to approve - Monica Dominguez 01-06-30-2021*
- 3) **Approval of Agenda:** *Motion to approve - Courtney Maxwell-Alves 02-06-30-2021*
- 4) **Electronic Motions:** None
- 5) **Old Business:**
  - a. Board Schedule and Committee Spreadsheets
    - i. Was reviewed at each committee meeting for June.
    - ii. Added a column indicating which policies are legislated, and added the review schedule.
  - b. Board recruitment
    - i. Was reviewed at each committee meeting for June.
    - ii. Asking to add meetings breakdown: one library board meeting per month, but with an additional committee meeting (which each board member must serve on one).
    - iii. Call comes out in September.
- 6) **New Business:**
  - a. Building safety and broken AC
    - i. AC broke June 29. Will be fixed today.
    - ii. We don't have a plan in place or procedure for when this happens (or heat goes out).
    - iii. Legislation based on staff members comfort/safety - so many variables affecting this (direct sunlight, physical labour,etc)
    - iv. Sarah will work with the staff member who is the health and safety officer to develop a procedure.
- 7) **Reports:**
  - a) **HR&F Committee** – M. Duggan
    - i) Discussed financial statements. Will bring budget update to next meeting in September.

- ii) Motion to place funding received by the Canada Emergency Wage Subsidy (CEWS) into a cash-only GIC while we wait for a decision regarding libraries eligibility in the grant program - **03-06-30-2021 approved by Michaela Duggan.**

b) **BD&P Committee** – M. Dominguez

- i) Discussed the policy review schedule.
- ii) We should have a designated person for new member onboarding. Maura will take on this role. We will develop a checklist of all the things a new board member needs to know.
- iii) Develop educational piece on Catharine Robb Whyte to announce new signage and name.

c) **Financial Statement** – M. Duggan

- i) Reviewed them at the last committee meeting.

d) **Librarian's Report** - S. McCormack

- i) Open to the public on June 14.
- ii) This weekend the library started in-house programming - once upon alphabet, yoga, storytime, continuing some online programming (book club).
- iii) Received \$2000 from Town of Banff to support food rescue with the pantry. Shelving arriving August 9.
- iv) Grant for \$60,000 to Healthy Communities Initiative for 2 smart hubs with unlimited data- library pick up and drop off locker at Lake Louise (won't find out until September).
- v) Market -secondweek of July into August, weekly - board members to volunteer - informational about the library, outreach.

e) **Town Council Reports** - B. Standish / JM Stelter

Absent.

f) **Marigold Meeting** – B. Hopkins

Absent.

8) **In Camera:** None.

9) **Next Meeting:** Wednesday September 29, 2021 at 6 pm

10) **Adjournment:** 6:37 p.m.