

**BANFF PUBLIC LIBRARY BOARD MEETING**  
**Meeting Minutes**  
**Wednesday, September 29, 2021**  
**6:00 pm via Zoom**

**Present:** Ali Buckingham, Michaela Duggan, Sarah McCormack, Courtney Maxwell-Alves, Brian Standish, Jean Marc Stelter, Sonia Zyvatkaukas

**Regrets:** None

**Absent:** Monica Dominguez, Maura Knox

1. **Call to Order:** 6:21 p.m.
2. **Approval of Minutes of June 30, 2021:** *Moved to meeting on October 6, 2021*
3. **Approval of Agenda:** *Motion to approve with amendment to remove 7. New Business (a) New Representative to Marigold - Michaela Duggan 01-09-29-2021*
4. **Electronic Motions:** *The Banff Public Library recognizes National Day for Truth and Reconciliation, September 30<sup>th</sup> as a Statutory Holiday – August 12, 2021 - approved by Board*
5. **Training/Outside Presentation:** N/A
6. **Old Business:**
  - a. Board Recruitment
    - i. Each board member is contacting possible recruits to submit an application for the October 15, 2021 deadline.
    - ii. Brian will no longer be Town of Banff representative.
7. **New Business:**
  - a. New Representative to Marigold
    - i. Discussion postponed until the appointment of new Board members in October.
  - b. Vaccination Policy
    - i. Ali posted a draft similar to the Town of Banff policy, with minor changes (library director in place of HR; didn't include volunteers in policy). Looking for feedback (next meeting).
    - ii. As an employee policy, it shouldn't include the Board.
    - iii. More discussion and motion to add HR15 and HR16 to the policy at the next meeting.
  - c. Exam Invigilation
    - i. Recent requests to have a staff person in the room at the same time of exam, normally do not do this (we just administer the exam). Particularly from the University of Alberta.
    - ii. Need to schedule a bylaw review to add this.

- iii. Sarah is looking to hire a part-time staff to accommodate requests like this on an as needed basis.
  - iv. Motion to offer exam invigilation with a staff member present at a fee to cover the cost of staffing only - **02-09-29-2021 moved by Jean Marc Stelter.**
- d. Library Budget 2022
- i. Brief discussion of staff wages and the proposal to increase them (losing staff because of this).
  - ii. Need a substantial increase to remain on par with current numbers (2016, 2019). Sarah will create a report on this with hard comparative numbers to present to the Board, which will be reviewed at a future meeting.

**8. Reports:**

**a. HR&F Committee – M. Duggan**

- i. Budget is completed. To be reviewed at the next meeting.
- ii. Mentioned employee evaluations, which the Board will need to participate in, and some staff training with library assistants.

**b. BD&P Committee – M. Dominguez**

- i. Absent, no report.

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

- i. Everything is in order. Payroll in 2021 is a little higher than usual due to benefits.

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

- i. Closed the job opening for Communications Library Assistant. Currently setting up interviews, there are few great candidates.
- ii. Not successful with the Healthy Communities Initiative grant (second round). Will need to submit an alternative grant application for the Remote Library Lockers Program.
- iii. Library of Things starts in October.

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

- i. For both JM and Brian, nothing to report. Waiting on results from the upcoming election.

**f. Marigold Meeting – JM Stelter**

- i. New Marigold consultant assigned to the Banff Public Library is Kristine den Boon.

**9. In Camera: N/A**

**10. Next Meeting:** October 6, 2021 at 6 p.m. (proposed)

**11. Adjournment:** 7:06 p.m.