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**BANFF PUBLIC LIBRARY BOARD**  
**Meeting Minutes**  
**Wednesday, November 24, 2021**  
**6:00 pm via Zoom**

**Present:** Ted Christensen, Kaylee Ram, Monica Dominguez, Ali Buckingham, Sarah McCormack, Courtney Maxwell-Alves, Melissa Carroll, Manuela Olibera-Dorn, Alexandra Janecke

**Regrets:** none

**Absent:** Maura Knox, Michaela Duggan

1. **Call to Order:** 6:02 p.m.
2. **Approval of Minutes of October 24, 2021:** *Motion to approve - Ali Buckingham 01-11-24-2021*
3. **Approval of Agenda:** *Motion to approve - Courtney Maxwell-Alves 02-11-24-2021*
4. **Electronic Motions:** none
5. **Training/Outside Presentation: Overview of Welcome Email and Q&A- S McCormack**
  - a. No questions or concerns.
6. **Old Business:**
  - a. Welcome New Board Members!
    - i. M. Dominguez welcomed the new board members: T. Christensen, K. Ram, M. Carroll, M. Olibera-Dorn, and A. Janecke.
    - ii. Group introductions and team icebreaker exercise.
  - b. Library Budget 2022 – Phased Approach and Presentation to Council
    - i. A. Buckingham provided background information for new board members.
    - ii. Determined not to put in the additional staff wages in the budget based on advice from administration.
    - iii. Removed items out of the budget that can be fundraised or supported by grants. This was to enable an increase in staff wages (rather than a big ask).
      1. Amended categories highlighted located in the financials.
        - a. For example: increased other grants, reduced some items in programming and collections.
        - b. Not much flexibility with this current budget.
    - iv. Motion to approve the amended 2022 budget - *03-11-24-2021 moved by Ali Buckingham.*
  - c. Appointment of a Marigold Representative
    - i. Need to appoint a board member as our representative for Marigold.

- ii. Motion to appoint Manuela Olibera-Dorn as the Banff Public Library Board's Marigold Representative - **04-11-24-2021 moved by Ali Buckingham.**

d. Fundraising

- i. Ongoing conversation and priority for 2022. Interested in community /local partnership opportunities.

**7. New Business:**

a. Microsoft Teams

- i. A. Buckingham provided a demonstration of Teams for the board.
- ii. Everyone has been invited by email to niche training for Teams.

b. SenSource (quote attached in 'Financial' folder)

- i. New visitor tracker/ door count system - updated system with real time information.
- ii. More accuracy and time data (when are we busiest? demographics? Do we need to staff differently? Tracks visit length).
- iii. Comes to approximately \$1000 (USD), which we currently have the capital funds to support this purchase.
- iv. Motion to approve the capital purchase of SenSource - **05-11-24-2021 moved by Kaylee Ram.**

c. Library Staff Development Day – January 2022

- i. Library will be closed for one day in January for staff development and training (other operational requirements).
- ii. Motion to approve one day off for staff development in January 2022 - **06-11-24-2021 moved by Courtney Maxwell-Alves.**

d. Library Workroom desk and shelving request - Capital

- i. Request for up to \$5000 for capital purchasing of furniture for staff workroom made by S. McCormack.
- ii. Motion to authorize S. McCormack to spend up to \$5,000 on office furniture - **07-11-24-2021 moved by Ali Buckingham.**

e. Added item - committee appointments

- i. Human Resources and Financials (HR&F):
  - 1. A. Janecke
  - 2. M. Olibera-Dorn
  - 3. T. Christensen
- ii. Board Development and Policy (BD&P):
  - 1. M. Carroll
  - 2. K. Ram

**8. Reports:**

a. **HR&F Committee – A. Buckingham on behalf of M. Duggan**

- i. Priority has been reviewing and amending the budget.



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- ii. Nothing to report on for financials.
- iii. Hired a new staff member looking after communications.
- iv. Next priority is S. McCormack's annual evaluation and review.

**b. BD&P Committee – M. Dominguez**

- i. Will not review policies until the new year, based on the policy schedule.
- ii. Main focus is new board member recruitment and orientation and transitioning over to Teams.
- iii. Next priorities are prepping for policy review and fundraising.
- iv. Will have a short committee meeting in December.

**c. Financial Statement – A Buckingham on behalf of M. Duggan**

- i. Nothing to report/ as expected.

**d. Librarian's Report - S. McCormack (in folder)**

- i. New format of reporting now located in Teams.

**e. Council Report - T. Christensen, K. Ram, A. Janecke**

- i. Nothing to report.

**f. Marigold Meeting -**

- i. Nothing to report.

**9. In Camera:** none

**10. Next Meeting:** January 26, 2021

**11. Adjournment:** 7:34 p.m.