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**BANFF PUBLIC LIBRARY BOARD MEETING**

**Meeting Minutes**

**Wednesday, October 27, 2021**

**6:00 pm via Zoom**

**Present:** Sarah McCormack, Michaela Duggan, Courtney Maxwell-Alves, Ali Buckingham, Maura Knox, Monica Dominguez (left at 6:38 p.m.), Jean Marc Stelter (arrived at 6:38 p.m.)

**Absent:** none

**Regrets:** none

**1. Call to Order:** 6:06 p.m.

**2. Approval of Minutes of September 29, 2021:** Motion to approve - Michaela Duggan 01-10-27-2021

**3. Approval of Minutes of October 6, 2021, Special Board Meeting:** Moved to the agenda of the next meeting.

**4. Approval of Agenda:** Motion to approve - Monica Dominguez 02-10-27-2021

**5. Electronic Motions:** A. Buckingham moves to repeal motion 05-03-31-2021 which was a motion for a 2% increase in the library director salary, applicable February 14, 2021. As per discussion at the Sept 29 and Oct 6 Board Meetings, S. McCormack, Library Director declined, with thanks, the wage increase in preference of applying the funds towards her Library Assistant staff budget during these tight times. Motion Approved Monday October 18, 2021.

Board Chair Note: that Sarah turned down the increase and that this reversal motion is at her request. She more than deserves a raise but has requested that at this time the money be put to wages of other staff.

**6. Training/Outside Presentation:** Presenting to Town Council: S. McCormack

- a) Presenting to Town Council: S. McCormack
  - i) Used to present budget during municipal granting process but was moved to service review.
  - ii) Draft budget prepared, sent to town administration, then Libbey informs us when to present the budget (usually December/January).
  - iii) Presentation will be a joint effort between S. McCormack (Library Director) and A. Buckingham (Chair of the Board).

**7. Old Business:**

a. Board Recruitment

- i) Applicant suggestions sent to Libbey and appointed by Town Council. The next meeting will be the first with new board members.

## 8. New Business:

### a. Basecamp

- i) Costs \$1000 per year (US). Marigold has corporate subscription to Microsoft 365 Teams, which we could use without any cost beyond our Marigold fee.
- ii) Discussion. Will lose some functionality of Basecamp, have to go through the process of moving data over, and the library uses Teams internally.
- iii) Motion to cancel the subscription of Basecamp before the renewal date and use Microsoft Teams for documents and communications - **03-10-27-2021 moved by Michaela Duggan**

### b. Fundraising

- i) Will form a board sub-committee to focus on fundraising when we have new board members.
- ii) Brainstormed ideas and fundraising options - individual sponsorship, grants - multiple approaches.
- iii) S. McCormack put \$1000 on the budget fundraising line - not limited to this number, will look for opportunities. This will be an ongoing conversation.

### c. Library Budget 2022 – Phased Approach

- i) S. McCormack presented the phased approach to the budget increase request. This includes multiple options for the Town of Banff.
- ii) Changes reflected in the Town of Banff grant and payroll salaries.
- iii) Motion to approve the three budget options proposal to be presented to Town Council - **04-10-27-2021 - moved by Maura Knox.**

## 9. Reports:

### a. HR&F Committee – M. Duggan

- i) Discussed fundraising and financials - nothing new to report.

### b. BD&P Committee – M. Dominguez

- i) New skills matrix for onboarding new board members has been developed. We will have new and existing board members complete it so we know who has which skills.
- ii) Libbey sent new candidates (extension to October 24, 2021). We need to have our suggested list to Libbey by Sunday October 31, 2021.
- iii) No policies to review until the new year.

### c. Financial Statement – M. Duggan

- i) Nothing new to report.

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

- i) S. McCormack presented her "Wish List" - including library lockers.
- ii) New communications staff signing contract October 28, 2021.

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

- i) JM Stelter is still on council at this point. The organizational meeting is on November 4, 2021.
- ii) B. Standish is no longer the Town of Banff representative.

### f. Marigold Meeting – JM Stelter

- i) Nothing new to report.

## 10. In Camera: none

**11. Next Meeting: November 24, 2021** (*Last meeting of the calendar year, first meeting for new members*)

**12. Adjournment:** 6:58 p.m.