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## BANFF PUBLIC LIBRARY BOARD MEETING

### Minutes

Wednesday, October 25, 2023

7:30 pm at Library

**Present:** Ali Buckingham, Elizabeth Seybold, Candice Noakes (minutes), Alexandra Parkinson, Sarah McCormack

**Regrets:** Kaylee Ram, Monica Dominguez, Ted Christensen, Manuela Olibera-Dorn

**Absent:** Kenna Ozbick

1. **Call to Order:** Ali Buckingham called the meeting to order at 19:35

2. **Consent Agenda:**

- a. Approval of Agenda
- b. Financial Statements
- c. Reports

Elizabeth Seybold moved to accept the agenda. No objections. Carried

3. **Minutes of September 27, 2023**

Elizabeth Seybold moved to accept the minutes. No objections. Carried

4. **Old Business:**

a. **Bow Valley DEI Policy Review**

No additional changes will be made to the DEI Policy Review. Moving forward, Committees are directed to review any tabled and future scheduled policies with the DEI recommendations in mind. Sarah McCormack has updated the Board work calendar, which will guide what policies need to be reviewed and which are impacted by the DEI review.

b. **Library Director generic contract**

The Library Director generic contract presented to the Board does not represent Sarah McCormack's contract but would be used if needed for a new hire. The Board was asked to approve the generic contract. Alexandra Parkinson moved to approve to contract as presented to the Board. No objections. Carried

c. **BPL Strategic Plan**

The strategic plan is not yet ready to be approved by the Board, as Library staff members provided additional feedback during the staff professional development day. Sarah McCormack



and Candice Noakes have incorporated that feedback into the draft document and are going to review the changes with KEA Canada so that they can be added to the final document. The KEA Canada team were unable to meet on time to finalize the strategic plan for approval at the October board meeting. This will be moved for final approval in November. This will be sent to the Board by Candice Noakes through Teams Chat for advance review.

d. **HR 5 – Tabled**

e. **HR 6 – Tabled**

#### 5. **New Business:**

a. **New board members**

Banff Public Library is waiting on final confirmation from Town of Banff of new Board members.

b. **Staff holiday cards**

Alexandra Parkinson agreed to purchase holiday cards for the Banff Public Library staff and arrange for Board members to sign them. Elizabeth Seybold agreed to work with Sarah McCormack to purchase Nestors grocery gift cards for the staff (value to be determined by Sarah and Elizabeth).

c. **2024 Budget**

Elizabeth Seybold moved to approve the budget as presented by Sarah McCormack at the September 2023 Banff Public Library Board meeting. Candice seconded the motion. No objections. Carried. Sarah will send the board members a copy of the budget, priorities, opportunities, and successes documentation. She encouraged board members to attend the December 4 Town Council meeting when the budget will be presented to show its support.

#### 6. **Reports:**

a. **HR&F (Human Resources and Finance)**

The Committee's notes are on file. The committee worked on HR5 and HR6 policies as well as the Library Director generic contract. Sarah McCormack's annual performance review is coming up. Elizabeth Seybold noted that there was a poor response to the survey asking Board members for their feedback prior to Sara's review.

b. **BD&P (Board Development and Policy) Committee**

Sarah McCormack and Candice Noakes continued to update the strategic plan and have a meeting in early November to review it with KEA Canada. They will also be reviewing the Case for Support that KEA Canada prepared. All of this work will lead into also updating the Banff Canmore Community Foundation Banff Public Library web page, Ali Buckingham and Candice Noakes walked through the Canada Helps portal together and Ali is now set up to thank new



donors who make a donation through the portal. Sarah and Candice will set up welcome meetings and packages for new Board members.

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

Not completed on time for the Board meeting due to illness. Sarah McCormack updated the Board that there is a successful candidate for the Collection Development position but housing needs to be found before the final contract can be signed. Sarah reported that Tip Tap results have been poor. The Staff Professional Development day went well and new staff members are phenomenal.

**d. Council Reports**

Improvement District #9 Report: Alexandra Parkinson and Sarah McCormack had an encouraging meeting with Lynn Price at Marigold to ensure Banff Public Library is better supported to provide services to Improvement District #9.

**e. Marigold**

The release of Brain Fuses has been successful.

**f. In Camera**

Not requested for this meeting.

**7. Adjournment**

Meeting adjourned by Ali Buckingham at 20:23

**8. Next Meetings**

- **Banff Public Library Board Meeting:** November 29, 2023 – 7:30 pm at library (or hybrid)
- **BD&P Committee Meeting:** November 15, 2023 – 7:00 pm over Teams
- **HR&F Committee Meeting:** November 22, 2023 – 6:30 pm over Teams

