BANFF PUBLIC LIBRARY BOARD MEETING

Meeting Minutes

Wednesday, March 29, 2023

Attendance: Ali Buckingham (Chair), Monica Dominguez (Vice-Chair), Sarah McCormack, Candice Noakes, Kenna Ozbick, Kaylee Ram, Elizabeth Seybold (Treasurer),

Regrets: Alexandra Parkinson, Manuela Olibera-Dorn, Ted Christensen

1. **Call to Order at 7:30 p.m.**

2. **Consent Agenda:** 02-22-2023 moved by E. Seybold. Motion carried.

    a. Approval of Agenda
    b. Financial Statements
    c. Reports
    d. Minutes of February 22, 2023

3. **Training / Outside Presentation:** S. McCormack gave a presentation of the e-resources that library members can find by going online to the Banff Public Library web site (https://www.banfflibrary.ab.ca/eResources). Sarah also showed how user statistics are tracked through Marigold (includes some stats which are by region or town/city). Sarah briefly demonstrated the Library of Things (https://libraryofthings.carrd.co/) web page.

4. **Old Business**

    a. **AGM Information and Reminders:** A. Buckingham reminded everyone of the upcoming Annual General Meeting and refreshed everyone on the available positions: Chair, Vice Chair, Chair of BD&P, Chair of HR&F, Secretary, Treasurer, Marigold Rep. Everyone is asked to consider if they wish to keep their current positions or fill a current or vacant position.

    b. **Strategic Visioning Mini-Committee to Plan Strategic Visioning Session:** A. Buckingham asked for at least two Board members to volunteer to sit on the Strategic Visioning Mini-Committee with S. McCormack. Send Sarah an email if you wish to join. It will be short-term and likely involve only a few meetings.

5. **New Business**

    a. **Marigold Library System Conference (May 10):** The annual conference (https://www.showpass.com/mlsc2023) takes place May 10 in Calgary. Sufficient budget is available for any board members who wish to attend. Please email S. McCormack by April 4 if you wish to register.

    b. **HR. 1 Personnel Policy (with Accessibility caveat):** M. Dominguez moved to approve the Policy as presented with the caveat that it will be reviewed shortly after an accessibility and inclusion policy is adopted. Carried.

c. **HR. 3 Acting Library Director Policy (with Accessibility caveat):** E. Seybold moved to approve the Policy as presented with the caveat that it will be reviewed shortly after an accessibility and inclusion policy is adopted. Carried.

d. **HR. 4 Employee Recruitment & Selection (with Accessibility caveat):** K. Ram moved to approve the Policy as presented with the caveat that it will be reviewed shortly after an accessibility and inclusion policy is adopted. Carried.

e. **LS. 2 Supervision of Children or Vulnerable Persons Policy (with Accessibility caveat):** K. Ozbick moved to approve the Policy as presented with the caveat that it will be reviewed shortly after an accessibility and inclusion policy is adopted, and with a note that "vulnerable persons" component should be moved to HR. 2 policy. Carried.

f. **LS. 1 Provision of Resources to Those Unable to Use Conv. Print:** A. Buckingham moved to approve the Policy as presented with the caveat that it will be reviewed shortly after an accessibility and inclusion policy is adopted. Carried.

6. **Reports**
    a. **HR&F (Human Resources and Finance) Committee:** the HR&F meeting notes from March 22, 2023 were posted to Teams. The Board was invited to ask questions. E. Seybold suggested that we try not to reinvent the wheel as much as possible when developing policies. There may already be good policies out there. Sarah noted that the fentanyl text kits have been well received.

    b. **BD&P (Board Development and Policy) Committee:** the BD&P meeting notes from March 23, 2023 were posted to Teams. The Board was invited to ask questions. M. Dominguez and S. McCormack highlighted plans for the document review.

    c. **Librarian's Report:** S. McCormack posted her report to Teams, and presented some of the highlights during the meeting. Sarah presented the new Tip Tap Pay stand and showed examples of the new "blind resume" format with text redacted that can identify gender, ethnicity and other traits that could bias the recruiter.

    d. **Council Report:** K. Ram reported that there was no activity specifically relevant to the Banff Public Library this month, but gave some highlights around street, sidewalk and land use, as well discussions with CP about pedestrian/bike crossing.

    e. **Marigold:** M. Olibera-Dorn was unavailable to provide an update.

7. **In Camera** – not required at this meeting

8. **Next Meetings**

    a. **Annual General Meeting: DATE and TIME?**

b. **Library Board Meeting:** April 26, 2023 – 7:30 p.m. at library (or hybrid)
c. **HR&F Meeting:** April 19 – 6:30 p.m. (via Teams)
d. **BD&P Meeting:** April 20 – 6:30 p.m. (via Teams)

L. Seybold moved to adjourn the meeting at 8:27 p.m. Motion carried.