

**BANFF PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
Wednesday, February 28, 2018  
5:30pm

**1. Call to Order**

A. Oosting called the meeting to order at 5:37

**Present:** A. Oosting (Chair), S. Jones, M. Buckingham (Secretary), S. Repstock (Acting Library Director), S. Good Monod (Vice Chair), J. Gould (Treasurer), M. Black, Z. Soar, B. Standish (Town of Banff Council), G. Wirth (ID9 Council)

**2. Approval of Minutes of: January 24, 2018**

**Motion: S. Jones moved to approve the Minutes of January 24<sup>th</sup> as presented, seconded by M. Black**  
**Carried 2018-6**

**3. Approval of Agenda:** The following items were added: 8. Correspondence, 6d. Copper Sculpture, 6e. Annual Report to Public Library Services Branch (PLSB)

**Motion: J. Gould moved to approve the Agenda as amended, seconded by S. Good-Monod**  
**Carried 2018-7**

**4. Electronic Motions – none this month**

**5. Old Business**

- a. **Plan of Service** – S. Good Monod presented the 2018 to 2023 Plan of Service. This document will be useful for formulating a new Strategic Plan. It was noted that some focus group results may have been skewed by staff participation.

**Motion: S. Good-Monod moved to accept the Plan of Service and direct the acting Library Director to submit it, seconded by M. Black.**  
**Carried 2018-8**

- b. **Food Pantry Update** – Library staff have been picking up food. Banff Food Rescue should be providing all the labour. The Library will only supply the space. Signs should warn that this food is at or beyond the “Best Before” date.

**Motion: A. Oosting moved to direct S. Repstock to prepare a MoU outlining the Library’s parameters for the Food Pantry, seconded by M. Black**  
**Carried 2018-9**

## 6. New Business

- a. **Strategic Plan Development** – A. Oosting: With the Plan of Service finished, we should develop a Strategic Plan, focusing on five items for five years.  
THE BOARD SHOULD DEVELOP A STRATEGIC PLAN AT A BOARD RETREAT

- b. **AGM in April** – A. Oosting: Continuity of Board is important for a smooth transition. Executive members are appointed at the AGM. All our meetings are open to the public. The AGM will be our April meeting. A. Oosting will prepare a Banff Public Library Annual Report 2017 for the April meeting.

THE ROLE OF THE AGM, QUORUM AND THE RELATIONSHIP OF THE BOARD TO THE TOWN SHOULD BE IN THE BYLAWS. THERE MAY BE OTHER ITEMS IN THE BYLAWS WHICH SHOULD BE ADDED OR AMENDED.

- c. **BISAC Review** – A. Oosting: This review will need an ad hoc committee to consider

- how and why did the Library decide on BISAC
- the transition
- the pros and cons of BISAC
- the viability of the system
- Is this the best system for the Library?

THE AD HOC BISAC COMMITTEE WILL AIM TO COMPLETE THEIR REPORT FOR OCTOBER. MEMBERS WILL BE: Z. Soar, M. Buckingham, S. Good-Monod, B. Standish.

- d. **Copper sculpture** by Tony Bloom – It was commissioned by the Library Board in the 90s and was removed for safety reasons in 2005. There are 14 pieces that cost about \$5000. S. REPSTOCK WILL CONTACT JENNIFER LAFOREST IN THE TOWN OF BANFF PLANNING DEPARTMENT.

- e. **Approval of Public Library Survey and Annual Report** – S. Repstock: This is a report of Library statistics for the Public Library Services Branch.

**Motion: A. Oosting moved to approve the Annual Report as presented for the PLSB, seconded by S. Good-Monod**  
**Carried 2018-10**

## 7. Reports

- a. **HR & F Committee Update**

- S. Good Monod: This committee met twice in the past month, once with B. Berci, the past Treasurer to discuss both the Capital and Reserve Funds. In the past reserve funds or surpluses would be moved to the Restricted Capital Fund. The Endowment Fund needs to be shown in the Annual Report.

- Sharing files using Google Drive is not secure. We will consider using Dropbox for sharing working documents.
- Banff Public Library received a \$2000 grant from Bow Valley Learning Council in Oct. 2017 for a Joint Project.  
S. REPSTOCK WILL DRAFT AND SIGN A MEMORANDUM OF UNDERSTANDING WITH BOW VALLEY LEARNING COUNCIL
- S. Good Monod has drafted a job description for S. Repstock’s role as Acting Library Director, which is now in the personnel file.
- H. Imrie, an employee since 2001 is retiring. The board and staff would like to give Heather a gift.

**Motion: S. Good Monod moved to give H. Imrie a gift certificate for \$300, seconded by G. Wirth** **Carried 2018-11**

S. REPSTOCK WILL ARRANGE TO ROLLOVER THE EXISTING GIC.  
BD&P WILL LOOK AT ALL THE POLICIES.  
HR & F WILL DEVELOP A POLICY FOR COMPENSATION FOR THE LIBRARY DIRECTOR.

**b. BD & P Committee Update**

- M. Black: All our policies need to be updated.  
M. BLACK WILL CREATE A SPREADSHEET AND RANK POLICIES IN PRIORITY FOR REVIEW.
- Presently our Personnel Policy is based on the Town of Banff policy. Marigold will help with policies.  
BD&P WILL INVESTIGATE AND WRITE OUR OWN POLICY IF NECESSARY.
- Fundraising and Gala: We should question the role of the Gala. Perhaps a “Friends of the Library” group could take this on. The Gala is popular, but is it for outreach appreciation or fund raising?  
M. BLACK WILL CONTACT CHIC SCOTT ABOUT ORGANIZING A “FRIENDS OF THE LIBRARY” GROUP.

**c. Marigold Board Update** – G. Wirth presented the Marigold report. Reiterated that Marigold is available to provide support to the Board.

**d. Library Director’s Report to Board** – S. Repstock presented Library Director’s report.  
A. OOSTING WILL CONTACT ROBERT EARL and S. REPSTOCK WILL CREATE A FILE REGARDING THE PROGRESS OF THE FRONT DOOR REPLACEMENT.

**e. Town Council Update** – B. Standish presented the Town Council report.

**8. Correspondence**

- a. Letter: J. Fish.

**9. Next Meeting – Wednesday, March 28, 2018**

**10. Adjournment:**

<b>Motion: G. Wirth moved to adjourn the meeting at 7:45 p.m. Carried 2018-12</b>
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