

BANFF PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
Wednesday, September 19, 2018
5:00pm

Present: A. Oosting (Chair), Z. Soar, S. Good Monod (via Skype) S. Repstock (Acting Library Director), J-M. Stettler (I.D. Representative)

Regrets: M. Buckingham, S. Jones

Absent: J. Gould

Call to Order: A. Oosting called the meeting to order at 5:10 pm

1) Approval of Minutes of June 24, 2018:

ACTION: A. Oosting will present an Electronic Motion to Approve the Minutes of June 24, 2018.

2) Approval of Agenda: Approval of Agenda as amended: New Business 5e : Update on 2018 2019 Budget Procedures

3) Electronic Motions:

Y09/18-24 Motion by A. Oosting to direct the Library Director, in consultation with the Marigold IT Representative, to purchase new computers, printers, and monitors as outlined in the recommendations for 2018 in the 2018 Technology Report . The amount of expense for these items shall not be in excess of \$10,000 and would be taken from the capital reserve fund and not the operating budget. **September 12, 2018.**
CARRIED.

4) New Business:

a) Update on Board Members:

- i) ID#9 Representative: Introduction of Jean-Marc Stettler to the members present
- ii) A. Oosting presented M. Black's Letter of Resignation from the Board. Awaiting resignation from M. Buckingham.
- iii) Board Positions are being advertised through the Town of Banff. Three applications have been received.

b) Library Painting:

S. Repstock reported the Library will be painted by StudentWorks beginning October 15. S. Repstock requested Board approval to close the Library between October 15 and October 28 to allow for the task to be completed. If the painting is completed before October 28, the Library will reopen early.

ACTION: A. Oosting will present an Electronic Motion to close the Library October 15-October 28, 2018.

c) Update on Provincial Grant:

A. Oosting provided an update on the concerns that Public Library Services Branch (PLSB) had regarding the term "Alternate" as applied to the backup Town Council representative on the Library Board. PLSB had refused to dispense the annual Grant for Financial Assistance until the terminology was removed/clarified by the Town of Banff. Once this clarification was received, PLSB notified the Library that the funds would be released.

d) Update on Policy Review:

A. Oosting and S. Repstock reported on the progress of the Policy writing and review. A plan for progressing forward on the review process was discussed.

e) Update on 2019 Budget Procedures:

A. Oosting reported on the communication from Tara Johnston-Lee, Town of Banff Municipal Clerk, regarding the timeline for presenting the Library's 2019 Budget to Town Council. The request was to have the grant request amount by September 28. The Library Service Review is scheduled for the morning of December 12, 2018. The Budget preparation was discussed.

6) Reports

a) HR & F Committee – S. Good Monod submitted notes of the September 10, 2018 HR&F Committee Meeting for the Minutes.

b) PD & B Committee – No Report

c) Library Director's Report & Statistics – S. Repstock submitted the Library Director's Report & Statistics for the Minutes. There was discussion regarding the current staff shortage. A suggestion was made to close the Library on Sunday, October 7 as there are not enough staff to work.

ACTION: A. Oosting will present an Electronic Motion to close the Library Sunday, October 7, 2018.

d) Marigold Board Update – No Report as there is not currently a Banff Library Board representative on the Marigold Board

e) Town Council Update – No Report as B. Standish was absent.

f) Financial Statements – The August 31, 2018 Financial Statements were reviewed. A. Oosting will ask A. Eirisch for clarification on the line items Internally Restricted Funds and Leasehold Improvements

7) Correspondence –

a) Lyster, Linda, Chair Marigold Library Board – 2018 Levy

b) Black, Mark - Resignation Banff Library Board

c) Taylor, Laura – Deputy CEO, Marigold Library System – Approval of Funding to Provide Services to Indigenous Populations Grant

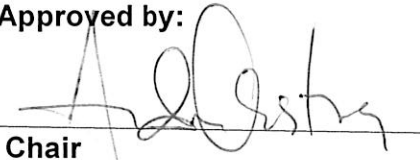
d) Talsma, Nicole, Marigold Library System- Information regarding Holds Pilot project.

8) Next Meeting: 5:30 pm October 17, 2018


9) Adjournment:

19-09-18-25. A. Oosting moved the meeting adjourn at 7:30pm. CARRIED.

Approved by:


Chair

Oct 24/18
Date


Secretary

Oct 24/18
Date