

BANFF PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
Wednesday, October 24, 2018
5:30pm

Present: A. Oosting, Z. Soar, S. Repstock, M. Buckingham, S. Jones, B. Hopkins, B Standish, L. Stokalko, P. Anasco, S. Good Monod (by phone)

Regrets: Jean-Marc Stelter, Kyle Brenders

Absent:

Call to Order: A. Oosting called the meeting to order at 5:35 p.m.

Approval of Minutes of: 1. Special Meeting-Board Retreat, June 24, 2018
2. September 19, 2018

24/10/18-30 Motion by Z. Soar to approve the Minutes from the Board Retreat, June 24, 2018 and the Meeting of September 19, 2018. Seconded by S. Good-Monod. CARRIED.

Approval of Agenda:

24/10/18-31 Motion by B. Standish to approve the Agenda as presented. Seconded by S. Jones. CARRIED.

A. Oosting introduced the new Board Members, Brigitte Hopkins, Patty Anasco and Lindsay Stokalko. Board members introduced themselves to the table.

Electronic Motions:

22/09/18-26 Motion by A. Oosting to: Allow for the closure of the library on [Sunday] October 7 [2018] during the regularly scheduled hours. The Acting Library Director shall make appropriate notifications to inform the public and patrons of the closure. CARRIED.

22/09/18-27 Motion by A. Oosting to: Allow for the closure of the library from October 15 – October 28 [2018] during the regularly scheduled hours as indicated in this email dated September 22, 2018. The Acting Library Director shall make appropriate notifications to inform the public and patrons of the closure. [For painting of the interior of the library]. CARRIED.

26/09/18-28 Motion by A. Oosting to: Recommend to Council that Jean-Marc Stelter be appointed to the Banff Public Library Board as the ID9 representative. CARRIED.

26/09/18-29 Motion by A. Oosting to: Move the October monthly board meeting to October 24 at 5:30 pm to allow for new board members to participate in this meeting. The Acting Library Director will change the notification on the website to reflect the change. CARRIED.

Old Business:

- a. **Painting:** Finished Friday Oct. 19. Staff are now replacing items and cleaning. The Library has been open between 4-5 pm for patrons to pick up reserved items. New computers have been ordered and will be installed mid-November.
- b. **Provincial Grant:** The 2018 PLSB Library Operating Grant of \$52,000 has been received. Public Library Services Branch decided this year to review our application because of a concern regarding their interpretation of the Alternate Town Council Representative position. They felt it did not comply with the Alberta Library Act. This issue has been resolved.
- c. **Policy Review Overview:** Current Library policies are not up-to-date. When the BD&P Committee is active, it will be reviewing policies that S. Repstock has been compiling and organizing.

New Business:

- a. **2019 Budget Development:** The proposed 2019 Operating Budget has been submitted to the Town of Banff. We have been fund-raising and putting money into reserves. This year we will spend some of the capital reserves. Because the Town's deadline is close, we will vote on the Budget by electronic motion once people have had a chance to look at the budget.
- b. **Library Facilities:** As requested, S. Repstock has been gathering estimates for new library furnishings. S. McCormack will complete the project in early 2019. S. Repstock asked for permission to have the Lobby pay phone removed. It has been out-of-order for 8 months and Telus would not repair. Newer phones are located nearby.

24-10-24-32 Motion by A. Oosting to have the Lobby pay phone removed. Seconded by L. Stokalko. CARRIED.

- c. **Board Management:** A. Oosting outlined the roles of the BD&P and HR&F committees. P. Anasco and L. Stokalko volunteered for BD&P. B. Hopkins volunteered for HR&F. L. Stokalko volunteered to act as Library Board Secretary. Committees will be finalized at the November 2018 meeting.
- d. **BISAC Committee:** Z. Soar presented the findings of the Ad-Hoc committee evaluating BISAC. The Committee did not reach a conclusion, but Sarah McCormack will be asked to provide further information about maintaining BISAC after she returns from Leave.

Reports:

HR & F Committee: S. Good Monod reported that the Committee is continuing to look at Finance Policy and Personnel policies.

PD & B Committee: No report.

Library Director's Report & Statistics: The Library continues to be busy. Painting is completed. New staff are hired. New computers will be replacing the public Internet stations. New storage shelving will be installed in the hall to the staff room. S. Repstock is monitoring the Pilot Hold project undertaken by Marigold.

Marigold Board Update: no report.

Financial Statements: The Financial Statements for September were presented.

Town Council Update: B. Standish reported on the business of Town Council: Budget deliberations will be starting soon.

Correspondence:

- a) Alberta Municipal Affairs – call for nominations Minister's Awards for Excellence
- b) Marigold Library System – Marigold Report
- c) Alberta Municipal Affairs – Public Library's Branch – 2018 Library Operating Grant.

Next Meeting: Wednesday, November 21 at 5:30 p.m.

Adjournment: A. Oosting adjourned the meeting at 7:25 p.m.

Approved by:

Chair

Date

Nov 21, 2018

Secretary

Date

Nov 21/18.