

**BANFF PUBLIC LIBRARY BOARD MEETING
Minutes**

Wednesday, April 28, 2021

6:00 pm via Zoom

Present: Lindsay Stokalko, Sarah McCormack, Sonia Zyvatkauskas, Ali Buckingham, Courtney Maxwell-Alves, Monica Dominguez, Brig Hopkins, Michaela Duggan, Jean-Marc Stelter, Brian Standish, Laura Taylor

Regrets: Joanne Harris

1. **Call to Order:** 6:00pm
2. **Approval of Minutes of March 31st, 2021:** 01-04-28-2021 - Motion to approve Courtney Maxwell-Alves
3. **Approval of Agenda:** 02-04-28-2021 - Motion to approve Monica Dominguez - add "Appointment of Secretary" to Annual Organizational Meeting below
4. **Electronic Motions:** none
5. **Training - with Laura Taylor – Marigold**
6. **Annual Organizational Meeting**
 - a) Appointment of Chair - Ali Buckingham - 03-04-28-2021 - motion to approve Monica Dominguez
 - b) Appointment of Vice Chair - Monica Dominguez 03-04-28-2021 - motion to approve Monica Dominguez
 - c) Appointment of Treasurer - Michaela Duggan - 03-04-28-2021 - motion to approve Monica Dominguez
 - d) Appointment of Secretary - Courtney Maxwell-Alves - 03-04-28-2021 - motion to approve Monica Dominguez
 - e) Appointment of Marigold Representative for Banff confirmation - Brig Hopkins
 - f) Appointment of HR&F Committee (chairs to be decided at next committee meeting)
 - a. Brig Hopkins
 - b. Jean-Marc Stelter
 - c. Michaela Duggan
 - d. Sonia Zyvatkauskas
 - g) Appointment of BD&P Committee
 - a. Courtney Maxwell-Alves
 - b. Monica Dominguez
 - c. Brian Standish
 - Lindsay Stokalko (cc. Ali Buckingham) will contact Libbey MacDougall at Town of Banff about immediately filling positions left vacant by Joanne Harris and Lindsay Stokalko who is leaving Banff for work as of June 1st and as a result needs to resign from the board - last meeting will be May 26th, 2021

7. Old Business:

a. Review and approval of Annual Report

- Courtney Maxwell-Alves and Lindsay Stokalko to do final review and approve for Sonia Zyvatkauskas who will then make it available for publishing online

b. Closure updates

- Will still be closed in May with surge in cases locally
- Continuing with projects and services
- Repainting bathrooms while closed
- Weeding collection
- Looking for new projects to work on

c. Renovation updates

- Sarah McCormack put design documents on basecamp - still need information from both firms - Laura Taylor suggested companies to do designs based on previous experience with them
- Request for Proposal (RFP) - official document that summarizes what we want for our money - board is required to undertake RFP process as per G8 purchasing policy and model on Town of Banff
- Sonia Zyvatkauskas added RFP materials in Basecamp with example of current one via Town of Banff - to see how RFP takes shape and what it contains
- Can release publically or released to specific suppliers - Sarah McCormack already has short list we can share directly with
- RFP would contain goals for work, wish list, scope of work, deliverables, due dates, budget limits, other expectations ie. desire to have community input in design, low VOC materials, WCB obligations of contractors etc.
- Forces organization to think though and describe project for consensus and creates buy in and creates a shareable document and provides a record of how to award and select supplier - shows that we are responsible stewards of library funds
- Can always refer to RFP if there are any disputes
- Builds capacity of board for further RFP processes
- What is the approach for RFP process - three options:
 1. take all research material gathered by sarah and shape into formal RFP and send to short list of supplies and ask to make submission based on proposal - accepted practice for RFP's - will be a uniform approach
 2. use same parameters in RFP document to plug in with information we already have from designers to create hybrid document and ask them to fill in blanks and then sign off as true representation of what they would deliver - requires more work for board and suppliers - not a standard process and no recommended
 3. information - gather material and put in comparative table and outline the differences and similarities to inform decision making process
- Is there a disadvantage of going with a formal RFP process? There isn't a disadvantage - a committee would need to be formed to draft this RFP.
- AD-HOC RFP committee will need to be formed to start crafting an RFP OR Sarah McCormack with proceed with option 1 above and will create the document with the materials she has based on the examples on Basecamp and the BD&P Committee will contribute and Sonia Zyvatkauskas offered to review the final draft

8. New Business: None

9. Reports:

a. HR&F Committee – J. Harris

- Nothing to report - committee did not meet

b. BD&P Committee – S. Zvyatkauskas

- Policy review schedule reviewed and revised by committee and scheduled equitably - new schedule is on Basecamp - four year cycle - 7 to 8 policies to review for each committee per year plus additional for review by AD Hoc as required

c. Financial Statement – J. Harris

- Nothing to note - Joanne Harris absent from meeting

d. Librarian's Report - S. McCormack

- Grant received by library to use until 2022 for digital assets - tablets and computer and ereaders for people to borrow
- Talking to Town of Banff staff about collaborating with them on a library of things - BPL started with tools and some sporting equipment and - meeting tomorrow to discuss how to house materials in library foyer and put the objects to borrow in library system
- Working on final aspects of the library audit with the auditors
- All staff and several board members are attending Marigold Members Workshop on May 12th and the library will be "closed" that day
- Monica Dominguez referred to a real estate magazine that has a favourable article about the Banff Public Library - copies available at Credit Union
- Putting new and notable books in window so people can browse that way

e. Town Council Report - B. Standish and JM Stelter

- Brian has nothing to report on behalf of the Town of Banff other than Johnson and Johnson vaccines for the 30+ in Town of Banff and vaccination centres are happening often in town
- Jean-Marc has nothing to report on behalf of ID9

f. Marigold Meeting – B. Hopkins

- Brig Hopkins left the meeting early, however Jean-Marc Stelter stated nothing of note happened at meeting

10. Next Meeting: May 26th, 2021

11. Adjournment: 7:22pm

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