



## **BANFF PUBLIC LIBRARY BOARD MEETING**

### **Agenda**

**Wednesday, February 23, 2022**

**6:00 pm via Zoom**

**Present:** A. Janecke, A. Buckingham, K. Ram, M. Carroll, S. McCormack, M. Dominguez, T. Christensen

**Absent:** M. Olibera-Dorn

**Regrets:** M. Duggan, C. Maxwell-Alves

1. **Call to Order:** 18:06
2. **Approval of Minutes of January 26, 2022:** *Motion to approve – Sarah McCormack 01-02-23-2022*
3. **Approval of Agenda:** *Motion to approve - Kaylee Ram 02-02-23-2022*
4. **Training/Outside Presentation: Meeting Rules of Order – A Janecke**
5. **Old Business:**
  - a. Fundraising
    - i. Leaning in to board members strengths, i.e. grant writing
    - ii. Grant writing/fundraising channel on teams for planning
    - iii. Formal asks to be recorded
  - b. Board Training
    - i. Laura Taylor, Marigold Library System scheduled March 24, 6pm
    - ii. Will replace March Board Meeting. Motions to be added to training meeting, if needed.
6. **New Business:**
  - a. Policy G2 Board Governance
    - i. Monica Dominguez presented update and changes made to the G.2 Policy made by the BD&P Committee
    - ii. Motion to move G.2 Board Governance Policy as presented - *03-02-23-2022 moved by Alexandra Janecke*
  - b. Policy G4 Financial Investment
    - i. Ali Buckingham presented update and changes made to the G.4 Financial Investment Policy made by the HR&F Committee.
    - ii. Motion to move G.4 Financial Investment Policy as presented - *04-02-23-2022 moved by Monica Dominguez*
  - c. Board Recruitment and appointment of new members
    - i. Board to decide how to recruit
    - ii. Need the 2 extra members
    - iii. Board can request Libby review all previous applicants and move – move to approve by Monica Dominguez.
    - iv. Action: Sarah to contact Libby
7. **Reports:**



- a. **HR&F Committee –M. Duggan**
    - i. Written report
  - b. **Financial Statement – M. Duggan**
    - i. Close to budget
  - c. **BD&P Committee – M. Dominguez**
    - i. Fundraising – planning to be hosted in a Teams Channel
    - ii. Skills Matrix – some board members yet to fill out
    - iii. Board member training tracking – will be on Teams
  - d. **Librarian's Report - S. McCormack (in folder)**
    - i. In person programs to start again
    - ii. Book club will remain online
    - iii. Will begin work again on projects that were on hold during the pandemic, I.e. Library of things
    - iv. Applying for awards for Library of Things
    - v. Completed grant in kind for ID9
    - vi. Finishing up provincial grant through Public Library Services Branch
    - vii. PD day on January 31<sup>st</sup> went well. Planning next for March (COVID fatigue).
  - e. **Banff Town Council Report - T. Christensen, K. Ram**
    - i. No updates
    - ii. Question from Sarah regarding landscaping: Kaylee to follow up with Council
  - f. **Improvement District 9 Council Report - A. Janecke**
    - i. No updates
  - g. **Marigold Library System Board- M. Olibera-Dorn**
    - i. No updates (M. Olibera-Dorn absent)
8. **Next Meeting: Wednesday March 24, 2022** (Board Training)
  - a. Next Board Meeting: April 27, 2022 (Annual Organizational Meeting)
9. **Adjournment:** 6:59 p.m.