



## BANFF PUBLIC LIBRARY BOARD MEETING

### Minutes

Wednesday, May 29, 2024

7:00 pm at Library

Attendance: A. Parkinson, L. Seybold, K. Cazes, A. Buckingham, P. Hickling, C. DiManno, C. Noakes, M. Olibera-Dorn, and M. Dominguez.

1. **Call to Order: 7:05 p.m.**
  
2. **Consent Agenda: Moved – M. Dominguez, Carried.**
  - a. **Approval of Agenda**
  - b. **Financial Statements**
  - c. **Reports**
  - d. **Minutes of April**
  
3. **Training/Outside Presentation: KPMG Audit Review**
  - Report from KPMG by: Colin E. Mitchell, Auditor
  - No major concerns noted by auditor
  - No questions or specifications requested by board to auditor
  - Agenda and report located in Teams material files
  - **Accepted Motion, Moved by L. Seybold, Carried.**  
  - Sarah concerned about KPMG financial cost and process. Questions regarding potential RFP for future audits. HR + F Committee to follow-up with KPMG on increased costs, will request an itemized list of costs pertaining to the Audit Review.
  
4. **Old Business:**
  - None
  
5. **New Business:**
  - a. LM 1 – Records Management Policy – Moved by M. Dominquez, Carried.
  - b. LM 3 – Tabled re: communication plan – On Hold
    - i. Suggestion to hire a company to complete a communication plan. C. Noakes to meet with Kia (?).
  - c. Motion re: Inclusive language throughout policy manual (e.g. she/he - they – gender neutral terminology) -- Moved by P. Hickling, Carried
  - d. HR 11 Volunteers Policy – Moved by L. Seybold, Carried



- e. Board Summer Activities
  - A. Buckingham proposes full board gathering instead of committee meetings over the summer.
    - Discussion about advertised recruitment pertaining to time commitment for board members, concern by Manuella.
    - Conclusion: No decision, discuss at June board meeting
- f. Reporting – guidelines

**6. Reports:**

- a. HR&F (Human Resources and Finance) - L. Seybold
- b. BD&P (Board Development and Policy) Committee - M. Dominquez
- c. Librarian's Report - S. McCormack
- d. Council Report - C. DiManno
- e. ID 9 Council – A. Parkinson
- f. Marigold Representatives – A. Parkinson, M. Olibera-Dorn
- g. Marigold Conference Report

**7. In Camera**

- 8. Next Meeting: June 26, 2024 – 7:00 pm at library (or hybrid)  
Adjourned 8:23 p.m.**