



BANFF PUBLIC LIBRARY BOARD MEETING
Meeting Minutes
Wednesday, January 26, 2022
6:00 pm via Microsoft Teams

Present: Ali Buckingham, Sarah McCormack, Michaela Duggan, Alexandra Janecke, Ted Christensen, Courtney Maxwell-Alves, Monica Dominguez, Manuela Olibera-Dorn

Absent: Maura Knox (resigning from the board), Melissa Carroll, Kaylee Ram

1. **Call to Order:** 6:01 p.m.
2. **Approval of Minutes of November 24, 2021 - Motion to approve – T. Christensen 01-01-26-2022**
3. **Approval of Agenda: Motion to approve – A. Janecke 02-01-26-2022**
4. **Training/Outside Presentation:** none
5. **Old Business:**
 - a. Library Budget 2022 – Phased Approach and Presentation to Council
 - i. Presented to Council and we are currently waiting for final approval.
 - ii. Council was supportive and the wage increase for library staff have already gone through. Board will have an in-camera next meeting to discuss Library Director’s salary.
 - b. Fundraising
 - i. Board will brainstorm ideas as a group. Each board member will bring some fundraising ideas to the next board meeting in February.
 - ii. Board members will determine a target fundraising goal for the year.
 - c. Library Staff Development Day – January 31, 2022 - update
 - i. Capacity building for staff.
 - ii. Staff requested we wait until spring for social gathering.
6. **New Business:**
 - a. Policy
 - i. Michaela Duggan presented update and changes made to the G. 3 Financial Management Policy made by the HR&F Committee.
 - ii. Motion to move G.3 Financial Management Policy as presented - **03-01-26-2022 moved by M. Olibera-Dorn**
 - iii. Monica presented update and changes made to G. 1 Code of Conduct Policy made by the BD&P Committee.
 - iv. Motion to approve the revisions on G.1 Code of Conduct Policy as presented – **04-01-26-2022 moved by M. Dominguez**



- b. Financials – added to the agenda
 - i. Different quotes in the financials to due to the required electrical changes. Quote of \$3,500 (from capital spending budget). Same company we used for the computer area. Not essential but is something we should do sooner rather than later (safety issue).
 - ii. Motion to accept both quotes as presented and move forward with the electrical work – **05-01-26-2022 moved by A. Janecke**

7. Reports:

a. HR&F Committee –M. Duggan

- i. Focused on policy, last financials from November 2021.
- ii. Some staff have been off sick due to COVID-19. Sarah had acquired rapid tests through a rapid testing program provided by the Alberta Government in August

b. BD&P Committee – M. Dominguez

- i. Focused on policy.
- ii. Discussed board member training and further onboarding.
- iii. Organizing a virtual Board Basics workshop facilitated by Marigold. Monica will let us know the potential dates once Marigold gets back to her.
- iv. All board members need to complete their Skills and Abilities matrix and send to Sarah ASAP. This document was sent in the welcome email and filed in Teams (Training and Engagement).
- v. Hoping to plan an in-person outdoor social gathering for board and staff. Tentatively booked for Friday May 13, 2022.

c. Financial Statement – M. Duggan

- i. Nothing of note to report.
- ii. November financials are located in the Financial Folder

d. Librarian’s Report - S. McCormack (in folder)

- i. Some building and infrastructure issues but the Town of Banff has been helpful and responsive.
- ii. Update on upcoming grants and final reports.
- iii. Working on annual report.

e. Council Report - T. Christensen, K. Ram, A. Janecke

- i. T. Christensen – Town of Banff passed capital budget today, nothing specific to the library at this stage.
- ii. A. Janecke – Grant applications are out and posted on ID 9 website.

f. Marigold - M. Olibera-Dorn

- i. Nothing to report.

8. Next Meeting: February 23, 2022

9. Adjournment: 7:13 p.m.