



## **BANFF PUBLIC LIBRARY BOARD MEETING**

### **Meeting Minutes**

**Wednesday, February 23, 2022**

**6:00 pm via Zoom**

**Present:** Alexandra Janecke, Alison Buckingham, Kaylee Ram, Melissa Carroll, Sarah McCormack,  
Monica Dominguez, Ted Christensen

**Absent:** Manuela Olibera-Dorn

**Regrets:** Michaela Duggan, Courtney Maxwell-Alves

1. **Call to Order:** 18:06
2. **Approval of Minutes of January 26, 2022:** *Motion to approve – M. Dominguez 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 into 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 meetings if needed.
6. **New Business:**
  - a. Policy G2 Board Governance
    - i. M. Dominguez presented an 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 A. Janecke*
  - b. Policy G4 Financial Investment
    - i. A. Buckingham presented an updated policy with 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 M. 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
    - 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 the 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: Motion to adjourn at 6:59 pm – K. Ram 05-02-23-22**