



## BANFF PUBLIC LIBRARY BOARD MEETING

### Meeting Minutes

Wednesday, April 27, 2022

6:00 pm via Zoom

**Present:** Sarah McCormack, Courtney Maxwell-Alves, Ali Buckingham, Alexandra Janecke, Liz Seybold, Monica Dominguez, Melissa Carroll, Manuela Olibera-Dorn

**Absent:** Kaylee Ram, Ted Christensen

**Regrets:** none

1. **Call to Order: 6:06 pm**
2. **Consent Agenda:**
  - a. **Approval of Minutes of February 23, 2022 - Motion to approve – A. Janecke 01-04-27-22**
  - b. **Approval of Agenda - Motion to approve – A. Janecke 02-04-27-22**
  - c. **Financial Statements - Motion to approve – A. Janecke 03-04-27-22**
3. **Training/Outside Presentation: Sensource- S. McCormack**
  - a. New system to count visitors and tracking. Provides different data and metric reporting.
  - b. About 5 % lower than the previous system.
4. **Old Business:**
  - a. Fundraising
    - i. M. Dominguez created three spreadsheets for fundraising options.
    - ii. Working on a sponsorship letter for the Adopt a Magazine program.
    - iii. Goal is to raise the profile of the library and raise money for the library.
    - iv. Note from S. McCormack: there have been inquiries about naming opportunities for library programs. Needs to be discussed further.
5. **New Business:**
  - a. Nominations to the Library Board
    - i. Chair
      1. Nomination of Ali Buckingham by Melissa Carroll
    - ii. Vice-Chair
      1. Nomination of Monica Dominguez by Ali Buckingham
    - iii. Treasurer
      1. Nomination of Liz Seybold (self-nominated)
    - iv. Secretary
      1. Nomination of Courtney Maxwell-Alves by Melissa Carroll
    - v. Motion to close nominations: **Moved by M. Olibera-Dorn 04-04-27-22**
    - vi. Motion to accept slate of nominations as elected: **Moved by M. Carroll 05-04-27-22**
    - vii. Human Resources and Finance Committee



1. Liz Seybold
  2. Manuela Olibera-Dorn
  3. Alexandra Janecke
- viii.** Board Development and Policy Committee
1. Melissa Carroll
  2. Courtney Maxwell-Alves
  3. Monica Dominguez
- ix.** Committees will report back in May regarding selection of committee chairs.
- x.** Marigold Representative
1. Manuela Olibera-Dorn
- b.** Policy G5 Trustee Orientation and Education Policy
- i. Minor changes: editing and ensuring flow, language.
  - ii. Deleted handbook references (no more physical handbooks).
  - iii. **Motion to approve the changes to Policy G5 as presented – M. Dominguez 06-04-27-22**
- c.** Policy G6 Trustee Recruitment Policy
- i. Minor changes: removed redundancies and some editing.
  - ii. Added a line regarding diversity and inclusivity so that the board represents the Banff community
  - iii. **Motion to approve the changes to Policy G6 as presented – M. Dominguez 07-04-27-22**
- d.** Policy 8 Purchasing Policy
- i. No significant changes – cleaned up language.
  - ii. **Motion to approve Policy G8 as presented – A. Buckingham 08-04-27-22**
- e.** Policy 9 Credit Card Policy
- i. No changes made.
  - ii. **Motion to approve Policy G9 as presented – A. Janecke 09-04-27-22**
- **Reports:**
- HR&F Committee –A Buckingham
    - Completed policy review for policies G8 and G9.
    - Welcomed L. Seybold to committee and board.
    - Will be working on Sarah’s review – will come to the board in May.
  - BD&P Committee – M. Dominguez
    - Completed policy review for policies G5 and G6.
    - Discussed the Marigold Board Basics workshop: in future, we will schedule this workshop for November to coordinate with onboarding new board members and as a refresher for existing board members.
    - Marigold Library Conference is on May 11; the library will be closed for staff professional development.
    - Looking toward a social event in June for board and staff.
    - M. Dominguez updated fundraising spreadsheets.



- Librarian's Report - S. McCormack (in folder)
  - New sensource system, new phones, new desks - staff area has been reorganized.
  - Posted a several positions – two candidates will be offered part-time.
  - Position posted for the Summer Reading Program Coordinator.
  - Tentatively approved for Young Canada Works full-time internship. The position will include library assistant duties, and working with Library Director on the plan of service, including areas regarding accessibility and inclusion.
  - New upcoming programs and expansion of programs.
- Council Report - T. Christensen, K. Ram, A. Janecke
  - Nothing to report.
- Marigold - M. Olibera- Dorn
  - Upcoming conference and AGM.
  - CEO retiring in June.
- **Next Meeting: May 25, 2022** (in person with online option at 7:30 pm)
- **Adjournment: Motion to adjourn at 7:24 pm – C. Maxwell-Alves 10-04-27-22**