



## **BANFF PUBLIC LIBRARY BOARD MEETING**

### **Meeting Minutes**

**Wednesday, May 25, 2022**

**7:30 pm at Library (hybrid via Teams)**

- 1. Call to Order:** Call to order 7:34pm

**Present:** Alexandra Janecke, Ali Buckingham, Kaylee Ram, Melissa Carroll, Sarah McCormack, Monica Dominguez, Liz Seybold

**Absent:** Manuela Olibera-Dorn, Ted Christensen

**Regrets:** Courtney Maxwell-Alves

- 1. Consent Agenda : Motion to approve – M. Dominguez 01-05-25-2022**

- a. Approval of Minutes of April 27, 2022**
- b. Approval of May Agenda**
- c. Financial Statements**

- 2. Training/Outside Presentation: Audit Review**

- a. Colin Mitchell and Taylor Thompson from KPMG presented financial reports providing a summary of findings**
  - i. They prepared a review not an audit**
  - ii. Consistent year after year**
  - iii. Guidance for thresholds \$18k or 5% variance**
  - iv. Uncertainty over CEWS subsidies received during the pandemic**
    - 1. CEWS subsidy of \$128k included in 2020 Financial Statement revenue**
    - 2. 2021 CRA concluded CEWS not applicable for Libraries (Public Institution)and had to be paid back**
    - 3. Expensed in 2021, will show under income and result in a negative net income**
  - v. Slight amount owing of \$33k for payroll adjustments (Grants vs TOB payroll+ cleaning services)**
    - 1. normal no cause for concern**
    - 2. clean review**
  - vi. consistent items**
- b. Good preparation and cooperation from S. McCormack**

**Motion: 02-05-25-2022 K. Ram motion to accept audit review of 2021 financial statements- Carried**

**3. Old Business:**

- a. Fundraising (M. Dominguez)
  - i. Adopt a magazine link and donation button live on Library website- can see what magazines are up for adoption. Goal of each board member having two magazines adopted by next board meeting in June

**4. New Business:**

- a. BD&P Committee Mandate
  - i. Minor grammar changes completed  
**Motion: 03-05-25-2022 M. Carroll motion to approve BD & P committee mandate with changes as presented-carried**
- b. HR & F Committee Mandate
  - i. No changes
- c. Compensation Review
  - i. Marigold has conducted their third-party compensation review
    - 1. Good to find out the market rate for Banff staff
    - 2. Sarah has requested a quote from a third-party provider, other libraries have worked with them and they have provided good results
    - 3. if the quote is under \$2k, Sarah does not need a motion to approve spending
    - 4. Discussion to continue next month's board meeting for a decision to conduct a compensation review and quote approval
    - 5. Frequency of review to be determined {review annually/internally or externally/every 3 years}

**5. Reports:**

- a. HR&F (Human Resources and Finance) Committee –Chair
  - i. Committee Mandate reviewed
  - ii. Chair position appointed: Liz Seybold
- b. BD&P (Board Development and Policy) Committee – M. Dominguez
  - i. Committee Mandate reviewed and edited
  - ii. Chair position appointed: Monica Dominguez
- c. Librarian's Report - S. McCormack
  - i. School/ Library rate for 3 newspapers- get 3 copies of each newspaper for \$600-650 {National Post, Globe & Mail}
  - ii. Received "Making a Difference" Award Library of Things- \$750 cheque and Certificate of Recognition
  - iii. Received \$1000 from Bow Valley Food Alliance for the Little Pantry
  - iv. New Staff: Diana Boyle and Linda Chisholm
- d. Council Report - T. Christensen, K. Ram, A. Janecke
  - i. Nothing new to report
- e. Marigold - M. Olibera- Dorn



i. Nothing new to report

**6. Next Meeting: June 29, 2022**

RSVP for in person meeting on Teams

**7. Adjournment: Motion to adjourn: 04-05-25-2022 M. Carroll motion to adjourn 8:30pm**