



BANFF PUBLIC LIBRARY BOARD MEETING

Meeting Minutes

Wednesday, June 29, 2022

7:30 pm at Library (hybrid via Teams)

Present: A. Buckingham, M. Dominguez, L. Seybold, A. Janecke, C. Maxwell-Alves, S. McCormack, M.

Olibera-Dorn

Regrets: M. Carroll, K. Ram

Absent: T. Christensen

1. **Call to Order:** 7:37 pm

2. **Consent Agenda:**
 - a. **Approval of Minutes of May 25, 2022**
 - b. **Approval of June Agenda**
 - c. **Financial Statements**
 - d. **Motion to approve – moved by A. Janecke 01-06-29-2022**

3. **Training/Outside Presentation: Strategic Plan**
 - a. S. McCormack presented information about the process so far
 - b. Access and inclusion grant from YCW approved – can hire to begin the process for the strategic plan
 - c. Timeline – goal end of 2023 to complete the project
 - d. Including Lake Louise --- more community-focussed
 - e. Discussion of grants and fundraising to support this work

4. **Old Business:**
 - a. Fundraising (M. Dominguez)
 - i. Check-in about the Adopt a Magazine program - \$100 for a year
 - ii. So far 6 magazines have been adopted
 - iii. Goal is for the board to advocate for this fundraising initiative and “sell” 20 magazines
 - iv. Sarah will investigate alternative marketing sources to get the word out in the community (RMO, TOB)
 - b. Committee Structure and Membership
 - i. Need to confirm with the committee membership of K. Ram and T. Christensen.
 - ii. Committees will meet during the summer.



5. New Business:

- a. G7 Policy on Policy making – BD & P
 - i. Minor changes – grammatical edits, more clear, minor changes in sentence structure and language – M. Dominguez presented the most recent version
 - ii. **Motion to approve G7 Policy as presented – 02-06-29-2022 moved by M. Dominguez**

6. Reports:

- a. HR&F (Human Resources and Finance) - L. Seybold
 - i. Board review of library director – a reminder to complete
 - ii. Staffing wage assessment – external – compensation review – committee recommends moving forward with this and creating a schedule for future assessments
 - iii. Reviewed board profiles/recruitment documents from TOB – added one question about the library’s importance to the community
- b. BD&P (Board Development and Policy) Committee – M. Dominguez
 - i. Discussed fundraising – adopt a magazine initiative – tracking form will be tweaked – earring fundraiser (by Sarah)
 - ii. Reviewed G7 Policy and made minor changes
 - iii. Discussed evaluation for Sarah and board profiles
- c. Librarian’s Report - S. McCormack
 - i. Spending \$1000 from bow valley food alliance to support the pantry, working with IGA for better pricing
 - ii. New programming for the summer – summer reading program, right from the start program, artistic flow
 - iii. Experience bundle – highlight library of things items that are underused or not popular – bubble party bundle currently; yoga
- d. Council Report - T. Christensen, K. Ram, A. Janecke
 - i. Council in LL passed to sign the revised Marigold agreement and schedule c (increase in tax levy per capita). - A. Janecke
- e. Marigold - M. Olibera- Dorn
 - i. M. Olibera-Dorn will provide a summary report of key takeaways from the Marigold conference.

7. Next Meeting: September 28, 2022 – 7:30 pm in person at library (or hybrid)

8. Adjournment: Motion to adjourn at 9:00 pm moved by A. Janecke 03-06-29-2022