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**BANFF PUBLIC LIBRARY BOARD MEETING**

**Meeting Minutes**

**Wednesday, November 30, 2022**

**7:30 pm at Library**

**Present:** Kaylee Ram, Melissa Carroll, Courtney Maxwell-Alves, Ali Buckingham, Monica Dominguez, Candice Noakes, Elizabeth Seybold, Sarah McCormack, Manuela Olibera-Dorn, Laurie Edwards (Banff Canmore Community Foundation) Ted Christensen

**Regrets:** Alexandra Parkinson

1. **Call to Order:** 7:34 pm
2. **Welcome New Board Member**
  - i. Introductions from each board member and new board member, Candice Noakes
3. **Consent Agenda:**
  - a. **Approval of Agenda**
  - b. **Financial Statements**
  - c. **Motion to approve - E. Seybold 01-11-30-2022**
4. **Minutes of October 26, 2022**
  - i. In progress. The board will review and approve the minutes at the January 2023 board meeting.
5. **Training/Outside Presentation: Laurie Edwards, Community Foundation**
  - a. Presentation delivered by Laurie Edward from the Banff Canmore Community Foundation about the Banff Public Library Fund. Presentation materials are available on Teams for the board to reference and review.
    - i. Purpose of the fund is to support the Banff Public Library collections and benefit the community.
    - ii. Emerging funds (hasn't reached big enough volume to disperse funds) comprised of stocks and bonds. The balance is currently approximately \$16,000.
    - iii. Laurie explained the process of how this fund is managed and reported on, including opportunities for growing the fund.
  - b. Discussion and brainstorming followed this presentation.
  - c. Ali suggested the sub-committees handle strategizing how to plan fundraising goals for the Banff Public Library Fund and potentially create a fundraising committee.

6. **Old Business:**

- a. Open Hours
  - i. Hours have been extended for the past few weeks. A bit slow but people are taking advantage of the later hours.

7. **New Business:**

- a. 2023 Board Schedule
  - i. Discussion around board schedule, including policies, for the upcoming year.
  - ii. Last Wednesday of the month, 7:30 pm, in-person at the library (online option). Board does not meet in July, August, and December.
  - iii. Committees meet once a month, generally a week before the board meeting. HR&F meets Wednesday, and BD&P meets Thursday.

8. **Reports:**

- a. HR&F (Human Resources and Finance)
  - i. No updates/surprises on financials.
  - ii. Discussed gifts for library staff and decided on grocery gift cards. There is about \$1000 available for this.
- b. BD&P (Board Development and Policy) Committee
  - i. Discussed having staff and board social. The most popular option was curling and catered food/drinks at the Fenlands. Packages begin at \$286 (not including catering).
  - ii. Also discussed fundraising initiatives. Will need to come back to this after Laurie's presentation.
- c. Librarian's Report - S. McCormack
  - i. Several successful grants and the budget was passed by Council today.
  - ii. Will be getting some more money to support the Library of Things.
  - iii. PD day went well.
- d. Council Report
  - i. Nothing new to report. Currently in the middle of service review.
- e. Marigold
  - i. No update - more info in January.

9. **In Camera**

- a. Motion to increase the Library Director's salary by 7%. **Moved by E. Seybold 02-11-30-2022.**

10. **Motion to adjourn at 20:45 pm- Moved by K. Ram 03-11-30-2022.**

11. **Next Meeting: January 25, 2023 – 7:30 pm at library (or hybrid)**