

BANFF PUBLIC LIBRARY BOARD MEETING

Meeting Minutes

Wednesday, May 31, 2023

Attendance: Alison Buckingham (Chair), Monica Dominguez (Vice-Chair), Sarah McCormack, Candice Noakes, Kaylee Ram, Elizabeth (Liz) Seybold (Treasurer), Alexandra Parkinson, Manuela Olibera-Dorn,

Regrets/Absent: Kenna Ozbick, Ted Christensen

Special Guests: Sally Scherer, Linda Korsbrek (Treasurer and President of Friends of Canmore Library)

1. Call to Order at 7:34 p.m. by Ali Buckingham

2. **Consent Agenda:** Monica moves to approve the agenda. Motion carried.

- a. Approval of Agenda
- b. Financial Statements
- c. Reports

3. **Minutes of April 25, 2023:** Alex moves to approve the minutes. Motion carried.

4. Training / Outside Presentation:

Friends of Canmore Library Society: Sally Scherer (Treasurer) and Linda Korsbrek (President) of Friends of Canmore Library Society provided a presentation on the history of the Society and advice for setting up a Friends of Banff Public Library Society. See separate attached report.

5. Old Business

- a. **Document Review and Access and Inclusion Policy:** Sarah is still waiting to hear back from the consultant on the document review.
- b. **Fundraising Plan and Consultant:** the board discussed the proposal provided by KEACanada (Kathy Arney, President and Founder), which includes a needs investigation and contracted support that includes facilitating a Board retreat and building a strategic plan and communications strategy. Alex moved to approve signing the proposal and contract KEACanada for these services. Carried

Monica will send out a poll over teams to determine a good time to hold the Board retreat (ideally sometime in June, late afternoon or early evening).

6. New Business

- a. **Recruitment:** Board needs to replace one board position. Recruitment will take place in the fall (September). Board members are encouraged to think about

friends and colleagues who may be interested in sitting on the Board. Sarah is working on the Town of Banff recruitment questionnaire.

- b. **LS 5 Hours of Service Policy:** BD&P Committee reviewed and updated the Policy. Monica moved to accept the policy as presented, including list of statutory holidays. Motion carried.

7. Reports

- a. **HR&F (Human Resources and Finance) Committee:** only Sarah and Ali were able to attend the May Committee meeting. They discussed setting up the annual performance evaluation for Sarah McCormack and reviewing/updating the Library Director contract. Manuela is working on the contract and Liz will review. A vote for Chair of the Committee did not take place because the other committee members were absent.

- b. **BD&P (Board Development and Policy) Committee:** the BD&P meeting notes from May 23, 2023 were posted to Teams.

Meet the Board Day: The committee discussed changing “Meet the Board Day” into an opportunity for Board members to take turns representing BPL during the weekly Farmer’s Market in Banff. We can share a table with Town of Banff. Sarah will share a schedule with the Board so that directors can volunteer for specific days. Sarah can get name tags for Board members.

Marigold Conference: Monica reported that 4 Board members attended and it was a great learning experience. Sarah encouraged each Board member to submit a report about what they learned.

Committee Chair and Meetings: Candice Noakes offered to take over as Chair. All in favour. The next meetings will take place on June 23, July 25 and August 24 at 5 pm. Kaylee extended her regrets for the July and August meetings.

- c. **Librarian’s Report:** Sarah reported that Kim Mayberry has resigned. Monica will distribute a farewell card to the Board members. Sarah has not yet hired the Young Canada Works communications and outreach position as there have been no qualified candidates.
- d. **Council Report:** Alex met with the Canadian Federation of Library Associations and had a tour with North York Central Library in Toronto. They have a great Library of Things as well as spaces that can be borrowed such as an entrepreneur room, interview room, and sewing room. They also have a library on wheels.

Kaylee reported that she discussed the issues of the cracked uneven pavement outside the entrance way and the falling lights with the Town of Banff and they are actioning repairs.

- e. **Marigold:** Manuela reported no activity as the Marigold board will not meet again until August.

8. **In Camera** – not required at this meeting

9. **Next Meetings**

- a. **Library Board Meeting: June 28, 2023** – 7:30 pm at library or hybrid
- b. **HR&F Meeting:** June 21– 6:30 p.m. (via Teams)
- c. **BD&P Meeting:** June 23 – 5:00 p.m. (via Teams)

Ali moved to adjourn the meeting at 9:05 p.m. Motion carried.

