

**BANFF PUBLIC LIBRARY BOARD MEETING**  
**Minutes for Wednesday, September 27, 2023, 7:30 pm**  
**at Banff Public Library and via Teams**

**Present:** Ali Buckingham (Chair), Monica Dominguez (Vice-Chair), Candice Noakes (Secretary), Sarah McCormack (Library Director), Kenna Ozbick, Manuela Olibera-Dorn, Alexandra Parkinson

**Regrets:** Elizabeth Seybold, Ted Christensen

**Absent:** Kaylee Ram

1. **Call to Order:** Ali Buckingham called the meeting to order at 19:34
  
2. **Consent Agenda:** Ali Buckingham moved to approve the agenda, financial statements, committee and library director reports. No objections. Carried.
  
3. **Old Business:**
  - a. **Policy review schedule and update:** policy review, updates and board approval has been on hold while Bow Valley DEI completes its review of Banff Public Library's policies. Sarah McCormack reported that she received a written copy of the review from Bow Valley DEI in September (copy on file in Teams). In Sarah's opinion, the review is not sufficiently fleshed out. She is looking for more granular details and has gone back to Bow Valley DEI with questions. Once a final copy of the review is ready, Sarah will post it in teams for Board review and approval, after which she will reschedule the review of all policies by the Board.
  
  - b. **Fundraising:** Candice Noakes reported that KEA Canada has provided draft copies of the Banff Public Library Strategic Plan and Case for Support to be reviewed by the Banff Public Library Board and Library Director. She will post these on Teams for everybody's review. The Board will aim to approve these documents at the October Board meeting. The Banff Canmore Community Foundation web page for Banff Public Library is not yet published, but it was determined this should wait until the above-mentioned documents are approved so that they can inform that page. Ali Buckingham and Candice Noakes are meeting in early October to initiate plans to send thank you emails to donors on behalf of the Board via Canada Helps.
  
  - c. **Plan of Service:** Sarah McCormack reported that KEA Canada has provided draft copies of the Banff Public Library Strategic Plan, which she also wants to review with her staff for feedback. As indicated above, the goal is to approve this document at the October board meeting, also the due date is end of the calendar year.
  
4. **New**
  - a. **Budget:** Sarah McCormack walked through the proposed 2024 budget with the Board (budget on file in Teams). A couple revenue items (Library of Things support from Town of Banff and support from ID9) are still to be confirmed. Sarah, Alexandra Parkinson and

Elizabeth Seybold will meet to discuss the ID9 budget. The main expense increases compared to 2023 are for staffing. Sarah noted that this is the operating budget only and does not include capital or 75<sup>th</sup> Anniversary funding. Ali Buckingham asked the Board to review the budget for final approval at the October Board meeting or via electronic motion.

- b. **October 3 Professional Development Day and Polaris Upgrade:** Sarah McCormack reported that the Library will be closed October 3 while a Polaris upgrade takes place on October 3. Because services will be down, the staff will take this opportunity to review job descriptions, organizational structure, tasks and assignments, get training on shelving and collection organization, receive information about the Library of Things, and discuss the Strategic Plan / Plan of Service. Candice Noakes has agreed to join at 1:30 pm to offer Board presence and discuss that work that has been done on this document. Alex Buckingham moved to approve that the Library be closed on October 3 to support Professional Development Day. Monica Dominguez seconded the motion. No objections. Carried.

## 5. Reports

- a. **HR&F (Human Resources and Finances):** committee reports for the summer are on file in Teams. Ali Buckingham reported that the Committee will review the budget before final approval by the Board. The Travel Policy is on schedule to be reviewed by HR&F but will remain on hold until the DEI review is completed.
- b. **BD&P (Board Development and Policy):** committee reports for the summer are on file in Teams. One of the items that had been discussed at the committee meetings was Board recruitment. Sarah McCormack asked if the Board would like to have the applications blinded (removal of data that can identify gender, race, etc.) for the first round of reviews. Candice Noakes moved to approve that the applications be blinded for the first round of application reviews. There were no objections. Carried.
- c. **Library Director's Report:** Sarah McCormack's reports for the summer are on file.
- d. **Update on Staffing:** Sarah McCormack provided an update on staffing, details of which are included in her September Library Director report.
- e. **Council Report:** Sarah McCormack and Alexandra Parkinson will be meeting to discuss funding from Lake Louise. Kaylee Ram and Ted Christensen were unavailable to provide Town of Banff reports.
- f. **Marigold:** Alexandra Parkinson reported that she attended the Marigold August meeting and in her option their financial statements are in good shape; they are making good investments in more e-resources including BrainFuse.

- 6. **In Camera:** no Board members identified a need for an in camera session.

7. Next Meetings:

- a. **BD&P:** October 11 at 7:00 pm via Teams
- b. **HR&F:** October 18 at 7:00 pm via Teams
- c. **Library Board Monthly Meeting:** October 25 at 7:30 pm on site and via Teams

8. Meeting ended at 20:23.

