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BANFF PUBLIC LIBRARY BOARD MEETING

Minutes

Wednesday, January 24, 2018

5:30pm

1. Call to Order

A Oosting called the meeting to order at 5:35

In Attendance: A Oosting (Chair), S Jones, J Harding, M Buckingham (Secretary), S Repstock (Acting Library Director), S Good Monod (Vice Chair), J Gould (Treasurer), Zahra Soar, B Standish (Town of Banff Council), G Wirth (ID9 Council).

Regrets: M Black

2. Approval of Minutes of November 22, 2017

Motion: J Gould moved to approve the Minutes of November 22, 2017, seconded by S Good Monod
CARRIED 2018-1

3. Approval of Agenda

The date of the next meeting should be Feb 28, 2018

Motion: J Gould moved to approve the Agenda as amended, seconded B Standish,
CARRIED 2018-2

4. Electronic Motions

Motion: To approve the editing of line items for the Financial Statements,
CARRIED December 19 2018-3

Motion: To approve the change to the Sunday opening hours,
CARRIED January 8 2018-4

The staff are aware of the new hours. S REPSTOCK WILL MONITOR THE HOURS AND REPORT NEXT MONTH.

5. Old Business

a) **Maternity Leave Update** – S. Repstock – The transition is going well with information being organized.

b) **Staff Appreciation December Event** – S. Repstock – The staff and their partners had dinner at the Maple Leaf, with the Library paying for the staff and each staff paying for their partners.

5. New Business

a) **Presentation of Plan of Service** – S. Good Monod – The Province requires this to be updated every 3 to 5 years. A survey was conducted with 270 responses, five focus groups of stakeholders were held and the Town identified needs were considered. The final version will be presented at the February meeting. Board members should look at the on-line version and send any comments to Stormy.

The plan includes: developing on-going partnerships with others, such as the Whyte Museum and the Banff Centre.

Addressing concerns about the BISAC Cataloguing System. This must be sustainable, not dependant on the knowledge of present staff members

Lifelong learning continuing, especially for adults. The programming must be sustainable, not dependant on the talents of present staff.

Social, Physical and Virtual space: A Oosting will meet with the Town and Whyte Museum to determine which parts of the building are our responsibility and which belong to the Town.

THIS PLAN WILL BE REVIEWED ANNUALLY. Some of the information from the survey will be used in on-going projects.

b) Upcoming Year Goals and Objectives – A. Oosting

1. **Strategic Plan:** This is not the same as the Plan of Service, but is the way we will implement our plans. This will require an ad hoc committee.

a. The Visioning Plan from 2015 is still relevant but needs more detail.

2. **Capital Plan:** ad hoc committee

3. **Business Plan:** HR&F will work on this.

4. **Policy review:** Both HR&F and BD&P Committees will work on policies depending on which are most relevant to each Committee

5. **Communication strategy:** BD&P

6. **BISAC Review:** ad hoc committee

Ad Hoc Committees will be appointed

c) **Little Free Pantry** – A Oosting – The Food Rescue is using the Library as a distribution centre. Monique, the Assistant Library Director, has been picking up the food, removing identifying marks and putting the food out. This is part of the food security plan for the town. At this time there is no formal agreement. G WIRTH WILL INQUIRE AT THE NEXT MARIGOLDMEETING ABOUT HOW OTHER LIBRARIES HANDLE THESE SITUATIONS.

7. Reports

a. **HR & F Committee Update** – S. Good Monod – This Committee is working on the Plan of Service, planning to meet with former Treasurer, B Berci, to discuss Reserve and Capital Fund polices, and formulate policies for the Endowment Fund.

b. **BD & P Committee Update** – M. Buckingham – Beginning to formulate a Communication Plan and planning to develop a plan for updating all the Library Policies.

c. **Marigold Board** – The next meeting is this Saturday.

d. **Librarian's Report to Board** – S. Repstock – The report is attached.

e. **Town Council Update** – B. Standish - Council has adopted 3-year capital and operating budgets. The housing is on time and on budget. The money for Library landscaping has been allocated and the project will begin once there is an agreement with the Whyte Foundation. New doors are required to comply with fire code. S REPSTOCK WILL CONTACT THE TOWN ABOUT THE FIRE DOORS.

Resignation: J Harding is resigning. Andrew thanked Jess for his many years of service.

8. Next Meeting – February 21, 2018

9. Adjournment – J Harding

moved to adjourn at 7:25.

CARRIED 2018-5

Andrew Oosting March 23, 2018