

BANFF PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
Wednesday, May 23, 2018
5:30pm

Present: J. Gould, S. Good Monod, A. Oosting, Chair, S. Jones, Z. Soar, S. Repstock, Acting Library Director, M. Buckingham, Secretary, B. Standish

1. **Call to Order:** A. Oosting called the meeting to order at 5:35
2. **Approval of Minutes of: April 25, 2018**

23/05/18-19 Motion by J. Gould to approve the Minutes of April 25, 2018, seconded by S. Jones. CARRIED.

3. **Approval of Agenda:** There were no additions to the Agenda.

23/05/18-20 Motion by S. Good Monod to approve the Agenda, seconded by Z. Soar. CARRIED.

4. **Electronic Motions:** The only electronic motion was withdrawn.

5. Old Business

- a. **2017/2018 Annual Report:** A. Oosting: Some wording was changed, and logos were added. Once it is finished it will be given to the Banff Town Council in their Agenda package. A. Oosting will make a short presentation to Council when the report is submitted.
ACTION: *A. Oosting will submit the finished Annual Report to Tara Johnston-Lee for addition to the Agenda package.*
- b. **Board Retreat:** A. Oosting: The meeting room at the Banff Centre Library has been booked. A. Oosting will prepare an agenda for the retreat on S, June 24th. S. Repstock will arrange a tour of the Whyte Archives June 27 between 5 and 6 pm.
ACTION: *A. Oosting will contact Town about the Doors Open and the possibility of highlighting Municipal Buildings.*
ACTION: *A. Oosting will send an agenda for the retreat by the first week of June.*

6. New Business

- a. **Discussion re: Marigold Member/Representative:** Since G. Wirth represents ID9, it would be best for Banff Public Library to have their own representative. The appointment of a representative will be delayed until after new Board members are appointed in Fall 2018

- b. **Board Development/Workshops:** The Town has organized a workshop for Boards with Employees.
ACTION: *M. Buckingham will attend and report back.*
Marigold has an annual workshop in May which provides an opportunity to network with other Marigold Library Board members and Library staff
ACTION: *Anyone with information about workshops should circulate the information.*
- c. **Advertising for New Board Members:** A Board Open House at the Library could inform potential members about our Board. Recruitment of Board members is a Town responsibility, but our members can be proactive by approaching people we feel would be good Board members

7. Reports

- a. **HR & F Committee** - *S. Good Monod* - Using the Medicine Hat Public Library Policies, S. Jones drafted a policy for Banff Public Library which will be formatted to match the style suggested by BD&P. The Endowment fund should be a line item on our Financial statement. The policy will include the process for drafting the annual budget. It will also include a note on depreciation which has been confusing for some. A review of the 2018 Budget at next meeting will begin the process for drafting the next budget
- b. **PD & B Committee** – *M. Black* - met with C Scott who is not interested in a Friends group but would like to organize a fund raiser in the fall. BD&P will talk to him about an appreciation event. M. Black and S. Repstock met about Policy writing and the format. S. Repstock is putting the policies into the computer. She will attempt to have them input before the summer.
- c. **Ad-Hoc BISAC Committee Report** – *Z Soar* - Results of the 69 completed surveys were considered. The survey will continue until June 15. A draft report will be submitted to the September Board Meeting to allow for additional information to be included before the final report in October
- d. **Library Director's Report & Statistics** – *S. Repstock* – Presented Library Director's Report and Statistics. Farmer's Market is back in Central Park. S. Repstock would like to have a table on Library property promoting the library on Market Days.
ACTION: S. Repstock will investigate whether ToB would allow the library to have a table outside on Market days
- e. **Marigold Board Update** – None
- f. **Town Council Update** – B. Standish – The lease with the Whyte is still not signed. B Standish will send an email when it is finalized
- g. **Financial Statements** – Presented and reviewed. Fund raising is a budget line, but none has been done. Once we have a capital plan, we will use some of the Internally restricted funds for those projects

8. Correspondence - None

- 9. **Next Meeting:** The Board Retreat is scheduled for Sunday June 24th at the meeting room, Paul D. Fleck Library. A tour of the Whyte Museum will be arranged for Wednesday June 27th
ACTION: *A. Oosting will prepare and send the Agenda for the Board Retreat, including time & place*

10. Adjournment:

23/05/18-21 S. Jones made a motion to adjourn at 7:30

Approved by:

Andrea Osting
Chair

September 19, 2018
Date

Mary Smith
Secretary

Sept 20 / 2018
Date