

Ponoka Library Board Minutes

October 15, 2023

Location: Ponoka Jubilee Library

Current Board Members: Alison Gorrell [Chair], Sharon Rowland [Treasurer], Laeta Morskate, Diamond Reid, Kathleen Terry, Alana Cissell, Jeff Ramage [Members at Large] Cal David [Town of Ponoka] Dan Galway [Library Manager]

Board Present: Alison Gorrell [Chair], Sharon Rowland [Treasurer], Kathleen Terry [Secretary], Laeta Morskate, Diamond Reid, Jeff Ramage [Members at Large] Dan Galway [Library Manager]

Public Present:

1.0 CALL TO ORDER 7:03 PM

1.1 Treaty Land Acknowledgement

- 1.1.1 The Ponoka Jubilee Library Board acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

1.2 Adoption of Agenda

1.2.1 Motion to adopt

Motion to adopt the agenda as circulated made by S. Rowland. Carried

1.3 Adoption of September 2023 Minutes

Motion to adopt the agenda as circulated made by S. Rowland. Carried

1.4 Review of Team Norms

- 1.4.1 Reviewed and all are still relevant. No concerns presented by board members. All in favour. Carried
Will be reviewed every board meeting

2.0 PUBLIC FEEDBACK

3.0 FINANCE

3.1 Financial Report for September 2023

- 3.1.1 Revenues are slightly up. In part due to a donation from the Town for Pride.
- 3.1.2 Refund from Brogar items not yet received.
- 3.1.3 Permanent salaries high this month due to it being a 3 pay month.
- 3.1.4 There will be an overage in programming costs due to grants that still need to be fulfilled.
- 3.1.5 A cheque will be given to the Ponoka Pride Society as PJJ collected donations on their behalf for 3 months before they were incorporated. \$2088.00 will go to the Ponoka Pride Society. Records of each donation were kept as well as recording expenses to the library.

- 3.1.6 No word yet regarding the lease with the town.
- 3.1.7 Motion to adopt the financial report as presented made by L. Morskate. Carried

3.2 Change of Signing Authority

- 3.2.1 A. Gorrell moved to add Janice Baron to have signing authority and remove D Galway effective October 20, 2023. Carried

4.0 LIBRARIAN'S REPORT

4.1 Statistics – holding steady, with Facebook having more traffic than the other social media platforms

4.2 Meetings

4.3 Collections

- 4.3.1 We received a donation towards collection materials, so we will see some overage on our collections budget. This was a \$500 donation and is being put to good use.
- 4.3.2 We have added a Nintendo Switch to our collection/programming supplies. This was funded in part through donations collected by one of our staff and fundraising from the Anime Club. Some funds collected through the vendors' booth at FanFest also contributed to the purchase of the item. Staff are planning to use it primarily for programming, with the eventual circulation of games purchased for the device. When interest in the games decline, they will be put into circulation. In addition, extra controllers, games and a charging station were purchased with these funds.
- 4.3.3 We have finished processing all clothing items for our clothing lending library. This initiative launched at the same time as the first Career Launchpad workshop.

4.4 Operations

- 4.4.1 We have a new staff member on the team at PJJ. She has just started training and we look forward to integrating her into the schedule as a Library Clerk. It is possible that she may also take on some programming duties, which will lead to the eventual promotion to Library Assistant. This will come with some more time in the role and experience shadowing other staff members.
- 4.4.2 We have done several school visits over the course of September and early October. These have gone quite well and we have arranged to have two classes of students visiting on a regular, bi-weekly basis to browse the Library and take out books to be used in-classroom. Still awaiting the book box.
- 4.4.3 Much of the activity for this month has been consumed by getting things in order for a smooth rest of the year, in the absence of the Library Manager. This coming week will entail ensuring Janice Baron is up to speed on reporting duties, systems and procedures. Additionally, all spending for 2023 outside of photocopying and some office supplies should be concluded by the end of this coming week (October 21). Programming supplies are also being purchased in

advance of the coming year to ensure staff have what they need to continue to provide services.

- 4.4.4 For Orange Shirt Day this year, Library Staff collaborated with Wolf Creek Public Schools on a series of videos reading from Indigenous authors and discussing briefly the meaning of reconciliation. These are all available on the Library's social media as well as Wolf Creek's YouTube page.

4.5 Programming Report

- 4.5.1 Program numbers are looking good and have increased from September. There is a program variety of nine different programs offered with a total of 20 programs offered this month.
- 4.5.2 Adult Art Experience was post-phoned due to illness.

4.6 Outreach Report

- 4.6.1 Rimoka/Ponoka hospital only want one drop in per month. Seasons and Northcott have regular drop ins though Northcott seldom have book requests as they prefer readings.
- 4.6.2 Long term care ward, Ponoka Hospital has received a new general mix collection of 24 items.
- 4.6.3 Free library at the Aquaplex is doing very well as reported by the Town
- 4.6.4 September only saw one week of outreach due to illness

5.0 Reports

5.1 Town of Ponoka - no report

5.2 HR Committee

- 5.2.1 Welcome to Diamond Reid as an official board member
- 5.2.2 Ad for a new library manager has been posted on Liveshare. Partnership with job board and Canda job board, waiting for approval.
- 5.2.3 Question arose about having two interviews rather than just the traditional one interview. D. Galway suggested that J. Baron participate in the interviews
- 5.2.4 S Rowland queried whether J. Baron should get an increase in pay due to taking on the librarian role. \$5.00/hr increase, 26 hrs/week = \$140.00/week for 8-10 week. S. Rowland moved that Janice's wage increases by \$5.00/hr effective October 23, 2023 and ends when a full-time librarian is hired. This is for 26-28 hours per week. Approved and carried. D. Galway will speak to the P JL book keeper. Janice will attend the November and December board meetings.
- 5.2.5 End of term – cannot change dates of end of term. K. Terry and L. Morskate requested to continue term. J. Ramage will not extend his term. L. Morskate will need her extension approved prior to the January 2024 meeting so that she can vote in the January meeting.
- 5.2.6 New Library Appointment approved by Ponoka Town Council we welcomed Diamond Reid
- 5.2.7 Effective November 20, 2023 the P JL board meetings will commence at 6:30 PM. Carried

6.0 New Business

6.1 Policy review

6.1.1 Members of the policy committee are Laeta, Jeff, former library manager Dan Galway and A. Gorrell(ad hoc). Recommended that D. Reid replace J. Ramage on the committee. A. Gorrell requested that J. Ramage mentor D. Reid for a couple of months.

6.1.2 D. Galway will share a master list of all policies

6.2 Add the lease agreement to each agenda

7.0 Correspondance

7.1 Minister Ric McIver – PJJ's Community colouring book was not selected. Information about initiatives submitted will be posted late this year.

7.2 Ponoka Pride Society – sending thanks and gratitude for our support

Next Meeting Date: November 20, 2023, 6:30 pm at the library