

Ponoka Jubilee Library Board Minutes

December 11, 2023

Location: Ponoka Jubilee Library

Current Board Members: Alison Gorrell [Chair], Sharon Rowland [Treasurer], Laeta Morskate, Diamond Reid, Kathleen Macaulay[secretary], Alana Cissell, Jeff Ramage[Members at Large], Cal David [Town of Ponoka], Carla Lloyd [Town of Ponoka], Janice Baron [Interim Library Manager], Janice Rarick[to be appointed]

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

Regrets: C. Lloyd

1.0 CALL TO ORDER 6:34 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 Additions
- 1.2.2 Motion to adopt – Motion to adopt the agenda as circulated made by S. Rowland. Carried

1.3

1.4 Adoption of November 20, 2023 Minutes

- 1.4.1 Motion to adopt the November 20, 2023 minutes with amendments made by A. Cissell. Carried

1.5 Review of Team Norms – tabled

2.0 PUBLIC FEEDBACK – None

3.0 FINANCE

- 3.1 Financial Report for November 2023 Unavailable for the December meeting. Tabled until January 2024
- 3.2 Vacation pay is owing to some staff and is in arrears. A. Cissell moved that PJJ board reimburse individuals money owed and noted in the right column in a separate cheque. Retroactively adjust the budget and ensure that the 2024 budget includes 6% vacation pay. Carried
- 3.3 S. Rowland will review the updated budget in January
- 3.4 Signing authority – the bank has requested documentation of the Library boards legal name. No name could be found other than Ponoka Friends of the Library Society which was dissolved in 2019. S. Rowland moved that the Library board make the legal name 'The Town of Ponoka Library board care of the PJJ board. Ensure that this is reflected with bank, accountant, revenue Canada and the bylaws. Carried
- 3.5 PJJ is a registered charity

4.0 LIBRARIAN'S REPORT

4.1 Statistics

Library Usage: 4659

Teen Space: 309

Circulation: 5556 ↑439

Circulation (YTD): 57345

↑5530

Patron: 2761 ↓405 *The drop in number could be a result of a large number of expired patrons for this time of year.*

FB Followers: 1530 Same as October FB Page Likes: 1241 Same as October Twitter Followers: 697 ↓2

Instagram Followers: 208 ↑4

4.2 Operations

The Canada Youth Works grant application for 2024 opened on November 20, 2023. The grant application has been completed and it has been submitted. This grant is for two Summer Program Coordinator positions.

The town installed locks on the single bathroom by the classrooms and on the kitchen. The bathroom will remain locked unless there is a meeting or classes and will also be used as a staff bathroom. CAC, Adult Learning and library staff all have keys. The bathroom was being used as a change room for some patrons as well as it being left in a mess. Food was being stolen from the kitchen.

With the colder weather we are experiencing more people using the atrium for long periods of time. We have one gentleman that has been stashing some of his belongings behind a study carrel and leaving it overnight. Andrew Jones from the Town of Ponoka is going to see if he can have someone from the town address this.

Parkland Regional Library held a design contest for the month of November (see to right). A patron from our library, Challen Gladman won! PRL will order promotional materials with the image for their 2024 anniversary celebrations

4.3 Programming Report

November was a slower but steady month for programs as the Program Coordinator was on vacation and there were no special events or programs planned.

Cynthia took over and ran all the programs. We did have a two large school tours with a total of 71 grade one students from Ponoka Elementary School.

The library will close early on December 12, 2023. This is due to staff shortage due to illness.

4.4 Outreach Report

Outreach services remain steady with requests and general browsing.

5.0 Reports

5.1 Town of Ponoka

5.1.1 Janice Rarick will be on the agenda for December 12 board meeting minutes to be appointed

5.1.2 Staff recognition for the town get a gift card to spend in town. Full time get \$100 and part time get a \$50 card. Currently it is for the grocery stores but are looking at 'Ponoka bucks'. The pre stampede breakfast has been planned. Long term service

and will have a golf tournament in the summer. A designated social committee plans the functions. It was queried if there is a set dollar amount for years of service – C. David will look into this.

5.2 HR Committee

5.2.1 Vacation Pay Correction

Vacation pay is owing to some staff and is in arrears. A. Cissell moved that PJJ board reimburse individuals money owed and noted in the right column in a separate cheque. Retroactively adjust the budget and ensure that the 2024 budget includes 6% vacation pay. Carried

5.1.2 Interviewed a candidate that was not successful. An interview is being held December 13, 2023 and potentially one in the future. Ads are posted on PRL, Partnership Job board, Canada Job Bank and libshare.

5.3 Policy review

5.3.1 Need to change the name of the library board in the policies to 'The Town of Ponoka Library Board care of PJJ'

5.3.2 D. Reid made a motion to approve Ponoka Jubilee Library Computer and Internet Use Policy. With amended dates and a review every 2 years instead of 5. Carried. The next policy that will be reviewed is the Board of Directors policy, The Child conduct and Patron Conduct. Discussion was had around combining these two policies

6.0 Correspondence

6.1 Incorporation of the Board – included in signing ability

6.2 A. Gorrell confirmed with R. Sheppard that all minutes need to be signed and kept on file.

6.3 Grant application – Federal Anti-Racism Initiative Grant. J. Baron wondering what it is used for, how much the grant is and if the board would like her to apply. The Library Board said yes apply. The grant is \$5000 and is used to support June 21 events (National Indigenous Peoples Day).

Next Meeting Date: January 29, 2024 at 6:30 pm @ PJJ