

Ponoka Jubilee Library Board Minutes

January 29, 2024

Location: Ponoka Jubilee Library

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

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

Regrets:

Public: Haley Amendt – Director of Sylvan Lake Library

1.0 CALL TO ORDER

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 the agenda as circulated made by S. Rowland. Carried

1.3 Adoption of December 11, 2023 Minutes

- 1.3.1 Motion to adopt the agenda as circulated made by A. Cissell. Carried

1.4 Review of Team Norms

- 1.4.1 Adopted Late 2022 – Reviewed January 29, 2024

2.0 FINANCE

2.1 Financial Report for November 2023

2.2 Financial Report for December 2023

- 2.2.1 Copier lease higher due to having to pay for October and November
- 2.2.2 \$2088 paid to the Pride Society of Ponoka – PJJ collected donations for them
- 2.2.3 Permanent part time salaries higher than usual due to 3 pay periods for the month
- 2.2.4 C. Lloyd queried about overages. S. Rowland explained that there were some unexpected overages but overall we are still on track with the budget.
- 2.2.5 Motion to adopt the November and December 2023 budget made by C. Lloyd. Carried

2.3 Authority for Online Banking

- 2.3.1 J. Baron needs board minutes to show that she has permission to access online banking. S. Rowland made the motion to grant J. Baron and PJJ's book keeper, Theresea Boudreau, view only access to Credit Service Union online banking. Carried
- J. Baron will let T. Boudreau know that this has been approved.

3.0 LIBRARIAN'S REPORT

3.1 Statistics

3.1.1 Library Usage: 1916

Teen Space: 340

Circulation: 5556 ↑439

Circulation (YTD): 60957 ↑3612

Patron: 2807 ↑45

FB Followers: 1538 ↑8

X – previously Twitter Followers: 695 ↓2

Instagram Followers: 214 ↑6

3.2 Operations

3.2.1 The library was closed from Saturday, December 24 until Tuesday, January 2. It was well posted ahead of time with posters throughout the library, on the library's website and social media posts. Staff was also good at reminding patrons and there were no complaints. J. Baron came on three separate days to empty the drop box and run a request list. The people counters are not reliable. Replacing the batteries does not seem to resolve the issue. Many days staff are relying on making an estimate which is difficult to do. Recommended that new ones are purchased.

A. Gorrell made the motion that J. Baron interim library manager purchase two people counters @ \$120.00 + GST each from operating and office supplies budget. Carried

3.3 Programming Report

3.3.1 December was a slower month for programs as most of the programs wind down after the second week and there were no special events or programs planned.

3.4 Outreach Report

3.4.1 Outreach is busy and steady

4.0 REPORTS

4.1 Town of Ponoka

– formatting
issues. See 4.3

4.2 HR Committee Update – A.Cissell

4.2.1 Welcome to the library board Carla Lloyd and Janice Rarick.

4.2.2 2 individuals presenting via zoom regarding the library manager position. Ten minute presentation on Your approach to Library Strategic Planning and Community Engagement

4.2.3 Presentations -
Olivia Brotzell 7: 20 - 7:30
Available to start April 1st, 2024

Deanna Cundliffe 7:40 - 7:50
Available to start as soon as needed

4.4 Town of Ponoka

- 4.2.4 Mayor Fergusson is advocating to get more government support is addressing social issues such as people who are houseless or need access to health care. He is connecting with other Mayors to lobby the government ministries.
- 4.2.5 No further progress has been made on the lease agreement. The P JL board will be updated when progress is made

5.0 NEW BUSINESS

5.1 2024 Board Meeting Dates –

- To be held the third Monday of each month with the exception of February and May due to Statutory holidays. February date will be Monday, February 26 and May will be Monday, May 27

5.2 Conflict of Interest Policy

- Would like a conflict of interest policy. Specific to staff to clarify roles. A. Gorrell and D. Reid will begin this process. Clarity around borrowing library items for personal use without permission. Will need to clarify if this is conflict of interest or code of conduct.

5.3 Return to PRL Website hosting

- J. Baron seeking confirmation that P JL will be moving back to using the PRL website. Confirmed. The interim P JL library manager will be responsible for ensuring that PRL is informed of what needs to be on the website.

5.4 Election of Officers 2024 – Chairperson, Treasurer and Secretary

- Chairperson
 - First call for nominations: L. Morskate nominates A. Gorrell. C. Lloyd seconded
 - Second call for nominations: none
 - Third call for nominations: none

Motion: to elect A. Gorrell as Board Chair by L. Morskate. Carried.

- Treasurer
 - First call for nominations: A. Gorrell nominates S. Rowland. D. Reid seconds
 - Second call for nominations: none
 - Third call for nominations: none

Motion: to elect S. Rowland as Treasurer by A. Gorrell. Carried.

- Secretary
 - First call for nominations: J. Rarick nominates K. Macaulay. L. Morskate seconded
 - Second call for nominations: none
 - Third call for nominations: none

Motion: to elect K. Macaulay as Secretary by J. Rarick. Carried.

6.0 CORRESPONDENCE

6.1 Square Machine

- This is the debit/credit machine. Policy needs to change as PJJ is not allowed to charge for transactions. J. Baron has removed the ability to pay online as there are many policies that will need to change regarding this.

6.2 2024 Grant Funding from the Town of Ponoka – A.Gorrell

- Ponoka town council has passed a motion to approve the budget at \$106 460

Next Meeting Date: February 26, 2024 at 6:30 pm at PJJ.

Meeting adjourned at 8:24 pm. S. Rowland

PJJ Board Chair

PJJ Secretary