

Ponoka Jubilee Library Board Minutes

April 15, 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], Deanna Cundliffe [Library Manager], Janice Baron

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], Deanna Cundliffe [Library Manager], Janice Baron

Regrets:

1.0 CALL TO ORDER 6:32 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 the agenda with the addition of grant/financial as circulated made by C. Lloyd, seconded by D. Reid.
Carried

1.3 Adoption of March 2024 Minutes

- 1.3.1 Motion to adopt the March 2024 minutes with amendments made by L. Morskate, seconded by J. Rarick. Carried

1.4 Review of Team Norms

- 1.4.1 Norms will be reviewed January, April and October rather than quarterly as the PJL board only meets 10 months out of the year.

2.0 FINANCE

2.1 Financial Report for March 2024

- 2.1.1 Ponoka Town Council has advanced \$50 000.00 of the PJL operational grant with remaining grant dollars to come at a later date.
- 2.1.2 Ponoka County Council approved the PJL request for an operating grant of \$63 000.00 plus a 3% Cola increase. Janice will send an invoice to Ponoka County Council for the additional 3% Cola increase.
- 2.1.3 March 2024 had a revenue of \$612.75 in the donations budget line. \$500.00 of this was donated by Battle River insurance to go towards supporting 100 Book before Kindergarten.
- 2.1.4 Expense line 62140 has \$200.40 in it to provide a buffer to cover costs incurred by social media platforms.
Motion to approve March's 2024 financial report as read made by A. Gorrell, seconded by S. Rowland. Carried

2.2 Signing Authority for new manager, Deanna Cundliffe. Motion to approve signing authority made by A. Gorrell, seconded by L. Morskate. Carried

2.3 Grant and Budget review

2.3.1 J. Baron made a request to the Town for an advancement of the operational grant after discovering that there were insufficient funds in the PJJ account to cover bills and salaries for March and April

Discussion around this followed.

- PJJ operates on a legislated Calendar year (January - December) while the Town operates on a Fiscal year (April – March). This leaves a three month window in which the PJJ has no income from grants. A. Gorrell has met with The Town's CFO about the differences in fiscal years but there is no ability to align the two due to each institution's mandates. Part of the challenge is that PJJ would need to stretch a 12 month budget into 15 months in order to catch up and align monthly budget allocations with the Town and County who provide the majority of the operational funding. S. Rowland will discuss this feasibility of this with the library manager and Sandra Lund and report back.
- In the past, reserves were used to cover this deficit but there are no longer enough reserves left to do that.
- C. Lloyd inquired as to how that happened? Current Board Members reported that this had been the historical practice for prior to them joining PJJ Board. In part some of the overages occurred due to some bills being paid late so there were fines and staff expense claims were submitted in a lump sum rather than in a timely manner. This has been rectified by amending the Board Policy on this.
- Discussion regarding how PJJ can be more fiscally responsible. C. Lloyd stated that the Town is willing to provide hands on support with PJJ financials. Contact would be Sandra Lund.

Strategies discussed were as follows:

- It was noted that reporting on finances is not specific enough.
- The PJJ book keeper was asked to add additional expense lines however she responded that keeping better records on site would be a more effective and efficient way to provide clarity on expenses. This is primarily in regards to tracking grant revenues and expenses.
- Staff expenses need to be remitted in a more timely manner
- PJJ needs a monthly variance report from the PJJ manager to the Board.
- Rowland Parker will continue to do year end.
- A. Gorrell will speak to Town CFO Sandra Lund about other ways to ensure that the three month gap from January to March of each year is covered. Discussed a quarterly grant rather than a lump sum.
- D. Cundliffe and S. Rowland will meet with the book keeper Theresa Goudreau to clarify the budget and also to connect her to the Board and not just PJJ staff.

A. Gorrell made a motion that D. Cundliffe(PJJ manager) contact the PJJ book keeper to arrange a meeting with D. Cundliffe and S. Rowland to reconcile/clarify PJJ financials and to provide a report to the Town Of Ponoka Council so that PJJ is in compliance with Town requirements and also to connect with Rowland Parker. Carried

3.0 LIBRARIAN'S REPORT [Staff meeting minutes Apr 8.docx](#)

3.1 Statistics

Library Usage: 6428

Teen Space: 2137

Circulation: 5184 ↓129

Circulation (YTD): 16168 Patron: 2790 ↓10

FB Followers: 1596 ↑13

Twitter Followers: 727 Same as last month

Instagram Followers: 223 ↑5

3.2 Operations

- 3.2.1 "Name That Tune?" night at The Crow on March 20 at 7:00 pm had to be postponed due to staff illness. It has been rescheduled for April 17.
- 3.2.2 Co-operators - Battle River Insurance Ltd. has once again agreed to sponsor our 1000 Books Before Kindergarten Program with \$500. We will be using this money to purchase book bags and books. A thank you letter was sent (see attached).
- 3.2.3 PJJ's Program Coordinator is still on a medical leave until May 1.
- 3.2.4 We had our Wi-Fi modem stolen from our public catalogue computer. Parkland Regional Library may have one PJJ can have.
- 3.2.5 Our Seed Library is up and running. As usual, it is very popular. Limited to 5 packs per week/member.
- 3.2.6 Draw for three gift baskets for Blind Date with a Book was done in the middle of March. All sponsors were sent thank you cards.

3.3 Programming Report

- 3.3.1 March was a slow month for programs as our Program Coordinator is on medical leave and our programmer was ill for a week and a half. Northcott is no longer has regular visits unless they have requests from patrons.
- 3.3.2 (As taken from the PJJ staff meeting minutes)
 - 3.3.2.1 Looking to 'beef' up programming – see attached minutes
 - 3.3.2.2 Looking @ more advertising to promote PJJ. Aiming for a 3% increase in Library traffic
 - 3.3.2.3 Will be hiring a permanent part time staff member due to an ongoing staffing shortage.
 - 3.3.2.4 D. Cundliffe brought up concerns around staff working alone in the library. This will need to be reviewed to ensure PJJ is in compliance with the Alberta Government's legislation. A. Gorrell also asked C. Lloyd to confirm that the building itself is meeting OHS workplace safety. C. Lloyd will contact A. Jones regarding this.

3.4 Outreach Report

3.4.1 There was only one outreach visit in March due to staff illness.

4.0 REPORTS

4.1 Town of Ponoka – C. David and C. Lloyd

- 4.1.1 The Town of Ponoka Council had a booth at the Ponoka Trade Fair at which PJJ pamphlets were being handed out. C. Lloyd suggested that in the future the PJJ manager attend the Trade Fair.
- 4.1.2 A. Gorrell queried if D. Cundliffe could somehow participate in Town Council meetings to strengthen collaboration.
- 4.1.3 Seniors week is the first week of June and events will be held by Ponoka Town Council.
- 4.1.4 C. Lloyd said that recently the Gov't of Alberta has been pushing the Town Council to identify partisan lines. Town Council works hard to remain unpartisan as their role is to support all people in the Town of Ponoka.
- 4.1.5 C. Lloyd inquired about the PJJ's demographics, clientele and who PJJ collaborates with in the community. Response was that yes the library collaborates with many organizations and is continuously working to broaden that scope.

4.2 HR Committee Update – A. Cissell

None

4.3 Policy Committee – D. Reid

- 4.3.1 D. Reid sent the updated policy package to everyone. It is newly formatted so a request was made that Board Members review the package so any amendments can be made and then a motion to approve the policy package can be made. The package was also sent to Alberta Legislative Advisors a. The current contact for this division was currently away. The package will be filed by the Branch and the PJJ Board was told that if PJJ board wants it reviewed to let them know when we would like that completed. A date of May 3, 2024¹ was set as that will allow the PJJ Board to review any suggestions made at the June 2024 meeting

5.0 BUSINESS ARISING

- 5.1 A. Cissell inquired about other agencies that offer free printing to clientele. This was tabled until more information regarding actual cost can be determined.

6.0 NEW BUSINESS

- 6.1 Welcome Deanna Cundliffe – Deanna joined the PJJ team on April 2, 2024 and has already been doing great work.

6.2 Staff Development

- 6.2.1 First Aide Training – Some staff of PJJ have expressed interest in being trained in First Aid. Further discussion was had regarding this. A. Gorrell said CPR training was also required and C. Lloyd stated that Naloxone training would also be a good idea.
- 6.2.2 C. Bottomly would like to enroll in a librarian technician course. D. Cundliffe requested that she submit information on programs. D. Cundliffe inquired if the PJJ Board would be able to assist with some of the costs of the program. This is unlikely due to the current budget situation but is not

off the table.

7.0 CORRESPONDENCE

7.1 Alberta Municipal Affairs – Office of the Minister RE: Libraries Act

7.1.1 Ron Sheppard was contacted regarding the changes to this Act. He reported that his Act has been on the books since 1999 so it is unlikely that it will impact PJL at this time.

7.2 TD Summer Reading Project Officer RE: StoryWalk – a kit will be shipped to PJL in late April. Posters are available to print

7.3 Canadian Council of Archives – Young Canada Works Program Coordinator RE:Grant – PJL application has been put on a waiting list

7.4 Board Basics Workshops – Public Library Services Branch has announced 3 in person Board Basics Workshop dates. Go to <https://www.alberta.ca/library-board-basics-workshops> for more information.

7.5 Habitat For Humanity – Contacted D. Cundliffe asking if they could host an informational meeting at PJL. D. Cundliffe responded that pending permission from the town there shouldn't be a problem. C. Lloyd will follow up on this with the Town as there may already be a partnership with the town. She asked that PJL hold off until she is able to get clarification regarding conversations the town may already have had.

Motion to adjourn made by A. Gorrell @ 8:04 pm. Carried

Next Meeting Date: May 27, 2024 at 6:30 pm at PJL

Signature – A Gorrell, PJL board chair

Signature K. Macaulay, PJL secretary