

Ponoka Jubilee Library Board Minutes

February 26, 2024



Location: Ponoka Jubilee Library

Present: Current Board Members: Alison Gorrell [Chair], Laeta Morskate, Alana Cissell, [Members at large], Carla Lloyd [Town of Ponoka representative].
Interim Library Manager: Janice Baron

Regrets:

Kathleen Terry [Secretary]
Sharon Rowland [Treasurer]
Cal David [Town of Ponoka representative]
Diamond Reid
Janice Rarick
Unnamed [County of Ponoka representative]

Public Present:

1.0 Call to Order at 6:33 PM

- 1.1 Treaty and Land Acknowledgement
- 1.2 Adoption of Agenda
 - 1.2.1 Additions: New business 5.1 FCSS , 5.2 Alberta Library Service Annual Report, 5.3 Conflict of Interest clarification

Motion: to adopt the Amended Agenda by Alana Cissell. Carried.

- 1.3 Reading and adoption of January 29, 2024 minutes.

Motion: to adopt the Minutes as circulated by Laeta Morskate . Carried.

2.0 Finance

- 2.1 Financial Report for January 2024
 - 2.1.1 Presentation of Financial Report for January 2024
 - 2.1.1.1 Staff Travel mileage claim was high due to a staff member claiming an extended period of time. Advised was claims will have to be made once every 4 months.
 - 2.1.1.2 Copier costs were high due to set up of a new lease.

Motion: to accept the Financial Report for December 2024 as presented by Carla Lloyd. Carried.

3.0 Librarian's Report

- 3.1 Statistics
 - 3.1.1 Library visits, circulation, and social media numbers allsteady.
- 3.2 Operations
 - 3.2.1 New "people counters" are up and working well
 - 3.2.2 2024 FCSS funding application has been prepared and is ready for review.

- 3.2.3 Alberta Public Library Survey and Annual Report has been prepared and is ready for review.
- 3.2.4 The Ponoka Food Bank has donated \$2400 to the Library's free little pantry.
- 3.2.5 Staff has been asked to host "What's That Tune" at The Crow as a fundraiser for the Library, since attendance for Trivia Nights has been waning.
- 3.2.6 Staff has been prepping books for Blind Date with a Book for the month of February.

3.3 Programming

- 3.3.1 No special events were planned for the first two weeks of January, therefore it has been a slower month.
- 3.3.2 Outreach programs are well attended and steady.
- 3.3.3 Program reports were submitted and reviewed.

4.0 Reports

4.1 Town of Ponoka Report (Carla Lloyd)

- 4.1.1 Discussed was the prospected expansion of Remoka.
- 4.1.2 Homelessness in Ponoka.
- 4.1.3 The Town of Ponoka budget will be approved in April
- 4.1.4 With the upcoming Trade Fair, the suggestion was made to have representation of the Library at the booth of the Town of Ponoka.

4.2 HR Committee Update (Alana Cissell)

- 4.2.1 Deanna Cundliffe has accepted the position of Library manager and shall start April 1, 2024.
- 4.2.2 In order to set up Deana for success, Janice Baron has agreed to help transition and mentor her for the month of April.

Motion: that Janice Baron will continue to receive the same Interim Manager's pay for the month of April, as she helps transition Deana Cunliff into her role as Library Manager by Alana Cissell.

4.3 Policy Committee (Diamond Reid)

- 4.3.1 we received a request from the Public Library Services Branch for copies of our required policies under Section 4(3) of the Libraries Regulation. They had previously contacted the library directly to request these policies but never received a response. D. Reid board policy lead will submit them as requested

5.0 New Business

5.1 FCSS Funding Application

- 5.1.1 Janice Baron has prepared the 2024 funding application to be reviewed by the Board. Some changes will be made and a motion will be made over SLING.

5.2 The Alberta Public Library Survey and Annual Report

- 5.2.1 The Alberta Public Library Survey and Annual Report have been prepared and presented to the Board for approval before submitting them. Some changes will

be made and a motion will be made over SLING.

5.3 Clarification of Conflict of Interest

- 5.3.1 With a Conflict of Interest policy being drafted, Laeta Morskate wants to clarify how her involvement with The Board and also being business owner of The Crow do not create a conflict of interest. Being asked to host library fundraisers may seem to contradict this. The cost for extra staff, plus not being able to have a regular service while these events are taking place make for an almost neglectable profit during these events.

6.0 Correspondence

6.1 2024 Grant Funding County of Ponoka

- 6.1.1 Correspondence from Peter Hall from the County of Ponoka approved the 2024 funding request with a flat rate (2023) and with further deliberations to the additional 3% of COLA increase occurring later in March.

Next Meeting Date: March 18, 2024 at 6:30 pm in the Ponoka Jubilee Library.

Motion: to adjourn at 7.47 pm by Alana Cissell . Carried.