

Ponoka Jubilee Library Board Minutes

March 18, 2024

Location: Ponoka Jubilee Library

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

Regrets: Sharon Rowland [Treasurer], Carla Lloyd [Town of Ponoka]

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 as circulated made by A. Cissell.
Carried

1.3 Adoption of October 16, 2023 Minutes

- 1.3.1 Motion to adopt the February 26, 2024 minutes as amended made by A. Cissell
Carried

1.4 Review of Team Norms

- 1.4.1 Move to a quarterly review rather than monthly

2.0 FINANCE

2.1 Financial Report for February 2024

- 2.1.1 A \$2400.00 food bank donation for the pantry was deposited. Donations look high but due to this however, it is specific to the Library Pantry and is not technically a donation. There is currently no other budget line that this fits under.
- 2.1.2 Program costs look like they are very high. This is due to needing to cover the cost of career launchpad. Career Launchpad is paid for through a grant that is separate from program costs but there is no current budget line that this

money fits under. The \$1095.22 will be paid for from that grant and is not a cost to the program budget. Is it possible to add budget lines to reflect the previous two items?

- 2.1.3 J. Baron queried when charging patrons for photocopying resumes and immigration items should have a cost attached, currently the cost of doing this is between \$600.00 and \$1000.00/year. A. Cissell will find out if there are any other places in Ponoka that offer free photocopying of these items prior to any further discussions or any decisions being made.
- 2.1.4 Motion to approve February's 2024 financial report as read with clarification by J. Baron and the PJL bookkeeper on the requested budget lines. Carried.

3.0 LIBRARIAN'S REPORT

3.1 Statistics

Library Usage: 6259

Teen Space: 1165

Circulation: 5313 ↓434

Circulation (YTD): 11021

Patron: 2800 ↓7

FB Followers:

1583 ↑55

Twitter

Followers: 727

↑14 Instagram

Followers: 218

↑3

3.2 Operations

- 3.2.1 The Alberta Public Library Survey and Annual Report has been completed and submitted successfully. There is a copy of the Annual Reports stats with this report.
- 3.2.2 Staff was preparing for holding a "Name That Tune?" night at The Crow on March 20 at 7:00 pm. Our Trivia participation has been low we thought we would try something new. Unfortunately, this has been postponed due to staff illness.

- 3.2.3 Blind Date with a Book ran for the month of February and we will draw for the prizes in March. This has been very popular once again. We also had excellent sponsorship from local businesses supplying us with prizes. Close to 100 people participated
- 3.2.4 Parkland Regional Library has begun the task of transferring our information from our current website to Parkland's hosting site. As of March 1st, our old site is no longer up and we now are under Parkland's hosting. PRL has set it up now that if you go to our old site it will automatically take you to the new PRL one. PRL staff used to be able to go in and update the website, with this change over this is no longer a possibility. All updates/changes now need to be sent to PRL so that they can make the changes.
- 3.2.5 Our Program Coordinator is on a medical leave from February 28 to April 2. This has led to cancelled programs.
- 3.2.6 One of our permanent part-time clerks has resigned. Her last day will be March 23. A job posting is up in the library and on our Facebook and Twitter account. We have also shared it with Libshare. We have had only a handful of applicants at this point. This will be on hold until the new Library manager starts.
- 3.2.7 We were given approximately twenty book bags with the new design (one of our patrons was the winner of the design on the bag). We talked to Parkland about selling them on a donation basis (\$5 minimum) and they approved.
- 3.2.8 Staff created a lovely spring display in the atrium display box.

3.3 Programming Report

- 3.3.1 February was a steady month for programs. Outreach is busy and steady. Seasons was on outbreak for a few weeks but we still managed to do some drop offs for them.

3.4 Outreach Report

- 3.4.1 Ponoka Hospital only wants one drop in per month. Seasons, Rimoka and Northcott have regular drop ins though Northcott seldom has book Requests (they prefer readings).
- 3.4.2 Ponoka General Hospital has a new transition ward and have signed up for the Outreach program.

4.0 REPORTS

4.1 Town of Ponoka – C. David

- 4.1.1 There are four new doctors coming to town. The Town will host an open house To introduce and welcome them on May 1st from 5:00pm – 7:00 pm.
- 4.1.2 Sadly Councillor Ted Dillon passed away. His service was held on Friday, March

22, 2024.

4.1.3 Dr. Margaret Law presented at the February 22, 2024 PRL meeting on governance and where responsibility falls.

4.1.4 Ponoka population list was updated by the Government of Alberta as no current numbers were available.

4.2 HR Committee Update – A. Cissell

4.2.1 New Library manager Deanna Cundliffe starts on April 2, 2024. A. Gorrell will be at the library to greet her. Deanna has relocated to Ponoka.

4.3 Policy Committee – D. Reid

4.3.1 In the personnel policy it has been updated to state that travel expenses need to be updated quarterly. D. Reid will update this policy.

4.3.2 All policies are now contained in one document that is linked by a table of contents. All policies have also been reformatted and a glossary is included.

4.3.3 A document has been created that will keep track of when and what policies need updated/reviewed.

5.0 NEW BUSINESS - none

6.0 CORRESPONDENCE - none

Motion to adjourn made by L. Morskate at 7:35pm.

Next Meeting Date: April 15, 2024 at 6:30 pm at PJJ

Signature – A Gorrell, PJJ Board Chair

Signature K. Macaulay, PJJ Secretary