

Ponoka Library Board Minutes

November 20, 2023

Location: Ponoka Jubilee Library

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

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

Regrets: Carla Lloyd

Public Present:

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 Motion to adopt the agenda as circulated made by L. Morskate.
Carried

1.3 Adoption of October 16, 2023 Minutes

- 1.3.1 Motion to adopt the October 16, 2023 minutes as amended made by D. Reid
Carried

1.4 Review of Team Norms – read by A. Gorrell

- All board members still in agreement with norms as read.

2.0 PUBLIC FEEDBACK

3.0 FINANCE

3.1 Financial Report for October 2023

- 3.1.1 Summer works grant second installment of \$4 481.11 deposited
- 3.1.2 Donations up significantly in October
- 3.1.3 Office equipment purchase of a Nintendo switch
- 3.1.4 Operating and office supplies up due to a purchase of signage from Wedins and paper purchase.
- 3.1.5 Periodical costs up due to renewal of subscriptions

Motion to adopt the financial report as presented made by S. Rowland. Carried

4.0 LIBRARIAN'S REPORT

4.1 Statistics

- 4.1.1 Numbers for library usage not available for this month. An excel spreadsheet will be created to assist with tracking library usage.
- 4.1.2 Circulation is up by a couple of hundred - the teen section is currently seeing a large usage.
- 4.1.3 Circulation is looking good
- 4.1.4 Social media platforms are staying steady

4.2 Collections

- 4.2.1 All of our allotment through PRL has been spent

4.3 Operations

- 4.3.1 Five placards for the donation board in the atrium have been added.
- 4.3.2 Andrew Nichols, the general manager for the Ponoka Stampeders Junior Hockey team reached out to the library. He was looking for opportunities for his players/team to contribute to the community. He had already spoken with Sharon Schwab from Adult Learning and she had told him about our community pantry. Andrew is going to give discounted admission to their home games with a food donation that will go to our pantry.
- 4.3.3 Dominic O'Leary, Project Coordinate for Blue Media called regarding advertising on a memo board that would be distributed out of Hammy's Single size ad - 495.00 + tax(business card). The board had a discussion regarding purchasing memo boards. Board member are in agreement that social media platforms are currently effective and more cost efficient. Library funds will not be used to purchase memo boards.
- 4.3.4 The Canada Summers Job grant final report had not been submitted properly. I have done that and it has been confirmed.
- 4.3.5 October was Canadian Library Month with a couple of promotions by PRL.
 - New Library Membership or Renewal Patrons could enter to win one of five \$100 Visa gift cards. One of our patrons did win! The library with the most entries (based on per capita) would win a PS5 with 4 Controllers. The winner was Alix Public Library.
 - This is what Ponoka Jubilee Library had: Population: 12500 New Members: 98 Renewals: 180 Percentage of population – 2.22% Alix had 10% of their population, and Ponoka came in 15th. PRL comment: It's difficult with a larger population, and I think we'll maybe have different population category prizes for next year to make it more fair.
 - Golden Ticket Once per day patrons could search for the Golden Ticket hidden within the library. If a patron found it they could enter to win a West Edmonton Mall Package. The winner was a patron from Clive Public Library.

4.4 Programming Report

- 4.4.1 October was a busy month for programs and special events such as the Costume Fun Run to raise donations for our food pantry (\$335 raised) and the Halloween party at the Moose Hall in partnership with Neighbourhood Place (130 attendees).
- 4.4.2 A few program cancellations occurred due to illness

- 4.4.3 Program variety of 15 different programs offered with a total of 30 programs offered this month
- 4.4.4 Discussion was had regarding key places that the Library can advertise available programs and services offered.
- 4.5 Outreach Report
 - 4.5.1 Outreach is busy and steady.
 - 4.5.2 Rimoka moving back to two visits per month beginning in November

5.0 REPORTS

5.1 Town of Ponoka (Cal David)

- 5.1.1 C. David confirmed that Mayor Fergusson attended the September 2023 board meeting
- 5.1.2 Carla Lloyd has been appointed to sit on the library board in addition to C. David. C. Lloyd was not able to attend this meeting.
- 5.1.3 PRL had an organizational meeting the week of November 13, 2023. Bob Gillard is the new chair and Jamie Coston will continue in her role of PRL rep for the area.
- 5.1.4 L. Morskate queried why the meeting minutes have not been posted for the last few meetings. C. David will look into this.
- 5.1.5 PRL has reviewed and implemented a 7 step plan for the employee pay grid. This was done in part to align with research that states that it takes 8 years for new employees achieve mastery in their role. Salaries will take into account cost of living adjustments and CPI. Increased rates will impact the funding that PRL requires but this should level out.
- 5.1.6 68% approved the budget and 2/3 is needed for it to be passed so that vote was very close.
- 5.1.7 J. Ramage queried when the last pay raise for PRL employees was. C. David was not sure but stated it has not been for a few years.
- 5.1.8 S. Rowland asked about the website launch that PRL was implementing. C. David thought it had already been launched but that there are templates that must be completed and sent in to PRL in order for them to make the changes. A. Gorrell will look into this.

5.2 HR Committee (Jeff Ramage and Alison Gorrell)

- 5.2.1 The HR panel has completed interviews and recommended to the board Janice Rarick. Her name will be forwarded to Town Council at the November 28th meeting. If accepted her tenure would begin in January 2024. Board members and library staff have seen several changes in the past year. Board Chair, HR lead and Treasurer will meet bimonthly to support J. Baron in her acting manager role and continue on with the new library manager
- 5.2.2 A. Gorrell recognized that all board members are busy and have commitments outside of the Library Board. A. Gorrell made the recommendation that we look at the strengths and skills of board members and look at creating sub committee leads to pull people onto committees as they are needed. This is being done with the intention that sharing of roles and responsibilities will be a bit more equitable.
- 5.2.3 Sub committees as presented are: Art, HR, Policy and Fundraising. Team leads will be:
 - Policy – Diamond Reid
 - Art – Laeta Morskate
 - HR – Alana Cissell

- Fundraising – Laeta Morskate
 - Designated team leads would bring together their team based on expertise in this area, their availability and their interest.
 - A.Gorrell will continue to attend subcommittee meetings as an Ad Hoc member.
- 5.2.4 D. Reid recommended that this change be reflected in the board policies.
- 5.2.5 To date 3 candidates have been short listed for the Library Manager Position with the hope that interviews will be held in the next few weeks.
- 5.2.6 Discussion with PRL regarding the interview process, panel etc. A. Gorrell is supporting their recommendation of a tiered interview process which would consist of a panel of 3. Tier one would be the initial interview with Board Chair, HR lead and a current MLS Parkland Librarian in attendance. Haley Amendt will be the Librarian in attendance.
- 5.2.7 Interview questions are being developed
- 5.2.8 Tier two would be the top candidate then being seen by Library staff and Board members

5.3 Policy Committee (Diamond Reid)

- 5.3.1 Public computer use – some big changes have been made. Need a copy of the old and new policy to compare changes. It has been reformatted entirely and the intention is that remaining policies will follow this format.
- 5.3.2 It was recommended that policies be reviewed every two years rather than the current practice of reviewing every five years.
- 5.3.3 In policies the definitions will be listed in one primary document rather than in each individual policy. Formerly they were in bullet points but have now been divided into sections.
- #1. Overview
 - #2. Physical access – board policy will be next
 - #3. Content access
 - #4. Acceptable use
 - #5. Library Patrons Rights

5.4 Board Chair Update (Alison Gorrell)

- 5.4.1 Ponoka Jubilee Library Board Bylaws were presented to Town Council October 17, 2023. On review it was recommended that Section 8. Technology and Internet use be removed from the Bylaws. This section is not a requirement in the Library Act. A review of Liability coverage will be undertaken when reviewing the policy regarding computer use. No changes were made to resident and non-resident use. All Board members in attendance support these changes. A. Gorrell will forward the revised Board Bylaws to Town Council for approval
- 5.4.2 2024 Budget – was presented to Town Council on October 17, 2023 by A. Gorrell and S. Rowland. S. Rowland presentation was succinct and we very much appreciate the time she spent creating it. The board should hear within the month what has been approved.
- 5.4.3 Lease Agreement – A. Gorrell spoke to Andrew Jones regarding the lease with the town. The Town is awaiting the building purchase agreement to be finalized with the owner/developer. Currently they are tenants and we are a sub-tenant. OHS monthly inspections done by the Town. Hard copies of the reports will follow the

inspection dates. Changes to the lease could have an impact on the Art/shared space.

6.0 NEW BUSINESS

6.1 Christmas Closing (Janice Baron) – December 22, 2023 will be the last day the Library is open prior to Christmas. The Library will be closed from December 23 – January 1, 2024 and will reopen January 2, 2024.

6.2 Recognition of Long-Term Employees (Janice Baron) – Policy committee will readjust recognition in consultation with the board. J. Baron will update/set staff seniority dates.

6.3 Display of Artwork (Janice Baron) – Art is available to be displayed. Laeta will coordinate with A. Gorrell and D. Reid on Monday, November 27 @ 5:30

7.0 CORRESPONDENCE

7.1 Town of Ponoka - Cal David and Carla Lloyd are the Town representatives for the library board

Next Meeting Date: December 11, 2023 @ 6:30 at P.J.L.

Adjourned 8:30 – motion to adjourn made by A. Gorrell

X

Alison Gorrell
Board Chair

X

Kathleen Terry
Board Secretary