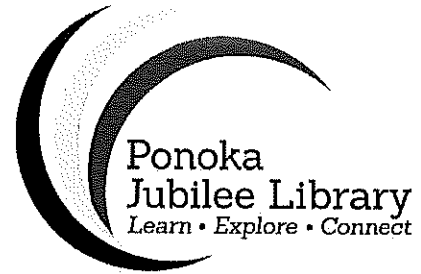


Ponoka Jubilee Library Board Minutes

February 24, 2025



Location: Ponoka Jubilee Library

Present: Sharon Rowland [Treasurer], Kathleen Macaulay[secretary], Laeta Morskate, Alana Cissell, Janice Rarick, Carla Lloyd, Cal David [Town of Ponoka representative], Deanna Cundliffe[library manager], unnamed[county of Ponoka Representative]

Regrets: A. Gorrell, D. Reid

Public Present:

1.0 Call to Order at 6:36 PM

1.1 Treaty and 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

Motion: to adopt agenda by L. Morskate seconded by J. Rarick. Carried

1.3 Reading and adoption of January 2025 minutes.

Motion: to adopt the January minutes with amendments made by A. Cissell seconded by J. Rarick . Carried.

2.0 Finance

2.1 Financial Report for January 2025

- 2.1.1 Finances are in good shape. Ended January with a surplus of \$7454.69.
- 2.1.2 Library board expects to hear from the County of Ponoka council in March 2025.
- 2.1.3 grants have been broken down to reflect better accuracy.

Motion: to accept the Financial Report for January 2025 as presented made by A. Cissell seconded by J. Rarick. Carried.

2.2 Year end budget review

2.2.1 1% wage increase increase for staff with a one time bonus if there is money left towards the end of 2025.

2.2.2 Yearly salary reviews will occur - 1% salary review in 2026

2.2.3 Adjusted budget:

Fines \$500 increase

Photocopies and Faxes \$500 increase

General donations \$1000 increase

Municipal affairs Town grant decrease of \$1500

Motion: to accept the year end budget review made by s. Rowland, seconded by L. Morskate.

3.0 Librarian's Report

3.1 Statistics

- 3.1.1 Social media is up overall
- 3.1.2 A Tik Tok account is coming as an addition to social media

3.2 Operations

- 3.2.1 Craft carnival preparations are underway - over 500 people attend on February 22, 2025
- 3.2.2 A new assessment survey has been put together with the intent to start distribution on February 22, 2025 and will run until the end of June.

3.3 Programming

- 3.3.1 P.J.L. is partnering with Ponoka Legion and Ponoka and Rimbey Neighbourhood Place for a new program - Tea Time with Tots
- 3.3.2 High attend in programs for January
- 3.3.3 Starting a new infant/toddler program

3.4 Outreach Report

- 3.4.1 High circulation this month in both rotating and collection requests.

3.5 Patron Report

- 3.5.1 Positive feedback on Blind Date with a Book

4.0 Reports

4.1 Town of Ponoka Report (. David)

- 4.1.1 Concerns were raised about the Government of Alberta pulling funds supporting the Rising Sun Club House in Ponoka.

4.2 HR Committee Update (Alana Cissell) - No Report

4.3 Policy Committee (Diamond Reid) - Talk tables

5.0 Old Business

- 5.1 Letter of concern to P.R.L. expressing concern about the common website and marketing and engagement practices
- 5.2 Areas of growth: More collaboration, more support for large libraries - equitable service provision
- 5.3 Have requested a meeting with Ron Sheppard but as of February 24, 2025 had not received a response

6.0 New Business

6.1 PjL Annual Report for Public Libraries Services Branch

6.2 PjL Plan of Service - dues at the end of the year. Focus will be at the March board meeting

6.2.1 Needs Assessment survey - to help develop goals and programs for the Library

Motion: to approve the needs assessment survey made by C. David, seconded by S. Rowland

6.3 Town Operations Grant received

6.4 Minister's Award for Library Excellence. D. Cundliffe will submit an application for Partnerships with PjL and the Community.

7.0 For Information

7.1 Board Development: Virtual board orientation – specifically looking at a plan of service and reviewing the Library Act. This is a 2-hour session and will be held on March 31st, 2025 @ 6:30 pm. Location is PjL. A link will be provided for people joining virtually.

7.2 Young Canada Works (YCW) Grant Adjudication. D. Cundliffe has been asked to adjudicate other organizations YCW grant applications.

Next Meeting Date: March 17, 2025 at 6:30 pm in the Ponoka Jubilee Library.

Motion: to adjourn at 8:00 pm made by L. Morskate, seconded by K. Macaulay

Alison L. Grueel
PjL Library Board Chair

K. Macaulay
Secretary PjL