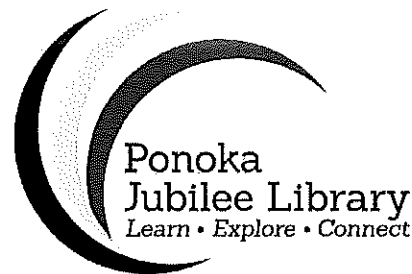


# Ponoka Jubilee Library Board Minutes

## June 16, 2025

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**Location:** Ponoka Jubilee Library

**Present:** Alison Gorrell[Chair], Sharon Rowland [Treasurer], Kathleen Macaulay[secretary], Laeta Morskate, Alana Cissell, Janice Rarick, Diamond Reid [members at large], Carla Lloyd [Town of Ponoka representative], Deanna Cundliffe [library manager], unnamed[county of Ponoka Representative]

**Regrets:** Cal David [Town of Ponoka representative]

**Public Present:**

### 1.0 Call to Order 6:30 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 C. Lloyd seconded by S. Rowland. Carried**

#### 1.3 Reading and adoption of May 2025 minutes.

**Motion: to adopt the May minutes with amendments made by S. Rowland seconded by A. Gorrell. Carried.**

### 2.0 Finance

#### 2.1 Financial Report for May 2025

- 2.1.1 Financial reports will be shared in July and August.
- 2.1.2 Workers compensation rates increased in March which has caused a variance in the budget. This will be budgeted for in the 2026 budget.
- 2.1.3 Copier/Lease costs are higher than normal due to preparations for summer programs.
- 2.1.4 May ended in a surplus. There is one more 3 pay period month this year so this will balance out.
- 2.1.5 General donations are high in May due to revenues from the book sale.

**Motion: to accept the Financial Report for May 2025 as presented made by K. Macaulay seconded by L. Morskate. Carried**

### 3.0 Librarian's Report

#### 3.1 Statistics

- 3.1.1 Circulation is up from last month and up overall

### **3.2 Operations**

- 3.2.1 PJI received a grant from FCSS for \$7,070.00 which will be used to support programs.
- 3.2.2 PJI received the Provincial Operating Grant (\$49,482.00) and have received the cheque for the Rural Services Grant (\$31,847.20)
- 3.2.3 The Summer Reading Program has received several sponsorships this year. This includes two \$500 donations: one from Rowland and Parker, one from Kinsmen Club of Ponoka, \$250 from Adams Chevrolet, Buick, and GMC dealer, \$150 from Central Vet Clinic as well as a family pass to the Edmonton Zoo from Julie's Travel.
- 3.2.4 Continuing to recruit volunteers for The Friends of the Library society, this will be tabled until end of August
- 3.2.5 The Alberta government is changing the Freedom of Information and Protection of Privacy Act, separating it into the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA).
- 3.2.6 The men's washroom has been closed for repairs due to extensive damage and vandalism on June 9 . Repairs are underway and it should reopen June 16 .
- 3.2.7 D. Cundliffe and another staff member attended a virtual session led by Karla Palichuk (head of the Yellowhead Regional Library), on communication and conflict management.

### **3.3 Programming**

- 3.3.1 Summer Reading Program staff have done a number of outreach sessions at all of the schools in Ponoka, varying from information sessions to pamphlet drop offs.
- 3.3.2 34 people attended the Tunes and Trivia at The Pavillion. Next June's event is to be held at The Crow on June 23rd. A staff member from the Longhorn Saloon approached Library staff letting them know they would like to host the event in the future.
- 3.3.3 The Leens Greens fundraiser program had 9 attendees in May.

### **3.4 Outreach Report**

- 3.4.1 Less checkouts this month due to other activities (gardening, etc.)
- 3.4.2 Volunteers from Centennial Centre came in at the end of May, with positive feedback provided on their experience.

## **4.0 Reports**

### **4.1 Town of Ponoka Report (C. Lloyd)**

- 4.1.1 The Frisbee Golf course has been opened. An open house was held on June 14, 2025.
- 4.1.2 June 10 council meeting - will co-sponsor a pancake breakfast with the Chamber of Commerce on June 25 from 8:00-11:00 am.
- 4.1.3 HWY 53 construction is beginning July 14, 2025 and will last for 14-16 months.
- 4.1.4 A second Chief Peace Officer has been hired and started on June 9. A motion has been made to increase CPO presence due to high rates of vandalism and crime in town.

### **4.2 HR Committee Update (A. Cissell)**

- 4.2.1 A. Gorrell met with D. Cundliffe, library manager, to go over her evaluation and the results of the survey that was sent to staff asking for their feedback.

### **4.3 Policy Committee (D. Reid)**

#### **4.3.1 Personnel policy review**

4.3.1.1 Grievance changed to Complaints/Concerns

4.3.1.2 The updated version of this policy is now available.

**Motion to approve the Personnel policy as presented with suggested changes made by A. Gorrell. All in favour. Carried**

#### **4.3.2 WHS Policy**

4.3.2.1 Tabled until September 2025

#### **4.3.3 Collection Development Policy**

**Motion to accept the Collection Development Policy with amendments made by A. Cissell, seconded By S. Rowland. All in favour. Carried**

#### **4.3.4 Hours of Service**

4.3.4.1 Recognition of long term staff included - get rid of providing a vacation day as this is not allowed.

**Motion to approve Hours of Service Policy with revisions made by C. Lloyd, seconded by S. Rowland. Carried**

## **5.0 Old Business**

### **5.1 Stronger together Conference - Letters of Interest**

- 5.1.1 Two staff members wrote letters of interest. Two were approved to attend the conference

## **6.0 New Business**

### **6.1 Inactive Bank Account**

- 6.1.1 Service Credit Union deactivated the Capital Reserves Plan #2 account without notifying staff or members of the PJL board.
- 6.1.2 A. Gorrell, board chair, will contact Pamela Baron to find out how this happened
- 6.1.3 S. Rowland will contact Rowland and Parker re: what is in each line of the budget.
- 6.1.4 C. Lloyd will contact S. Lund regarding the lease agreements and will check the \$ amounts on the balance sheet and what is in the Assets and Liabilities Accounts.

### **6.2 Parkland Regional Library Conference.**

- 6.2.1 Proposal put forward by D. Cundliffe to have the library staff attend the PRL conference on September 15, 2025. The cost of this event would be \$42.00 which will cover the cost of mileage. Lunch and snacks are provided by PRL.

**Motion to approve D. Cundliffe and Library staff attend the PRL conference on September 15, 2025, closing the library for that day and covering \$42.00 in kmilage made by S. Rowland, seconded by C. Lloyd. Carried**

### **6.3 Results of the Library Manager Performance Review**

- 6.3.1 A. Gorrell met with D. Cundliffe to review the results
- 6.3.2 D. Cundliffe identified professional development goals for the upcoming year.
  - 6.3.2.1 Would like to start a new passive program. Monthly spice sampler with information about the spices included.
  - 6.3.2.2 How to facilitate difficult conversations
  - 6.3.2.3 Will become more involved in managing the budget

## **7.0 For Information**

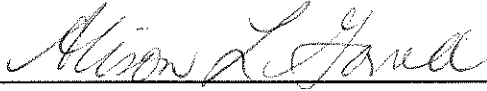
### **7.1 PLSB Symposium Libraries for Life: Empowering Seniors - report**

- 7.1.1 D. Cundliffe attended
  - 7.1.1.1 The topic of this year's symposium was public library services for older persons. The symposium provided information and perspectives on offering seniors' programming and support as well as featuring library boards from across the province that are doing innovative and interesting work around this topic.
  - 7.1.1.2 The symposium had a number of speakers from across the province and from various professional backgrounds offer insight into better serving older adults in our communities.
  - 7.1.1.3 The symposium highlighted a number of issues that older adults face compared to other populations. This includes higher rates of loneliness, feelings of exclusion, lack of accessibility, exploitation, and knowledge loss. Many of the older adults presenting at the symposium found certain terminology offputting, including terms like "senior". There is also a strong desire to not be isolated or relegated to a particular age group.

7.1.1.4 Several libraries presented their varying strategies and programs to maintain and expand engagement with the elders in their community, and their insight will be helpful in developing more programs to help better meet the needs of this demographic in the future.

**Next Meeting Date: September 15, 2025 @ 6:30. Location: PJI**

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

A handwritten signature in cursive script, appearing to read "A. Gorrell", written over a horizontal line.

**Signature – A. Gorrell, PJI board chair**

A handwritten signature in cursive script, appearing to read "K. Macaulay", written over a horizontal line.

**Signature K. Macaulay, PJI secretary**