Ponoka Jubilee Library Board Minutes
March 17, 2025

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, Cal David [Town of Ponoka representative], Deanna Cundliffe[library manager], unnamed[county of Ponoka Representative]

Regrets:

Public Present:

1.0 Call to Order 6:31 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

<u>Motion</u>: to adopt agenda by S. Rowland seconded by A. Cissell. Carried

1.3 Reading and adoption of February 2025 minutes.

<u>Motion</u>: to adopt the February minutes with amendments made by C. Lloyd seconded by S. Rowland. Carried.

2.0 Finance

2.1 Financial Report for February 2025

2.1.1 In good shape. January and February 2025 look over spent in periodicals due to FCSS grant front loading.

2.1.2 January and February 2025 - in a surplus. This will be corrected when there is a month with three pay dates.

2.1.3 FCSS has communicated that they will provide a $1500.00 grant. THis has not yet arrived.

2.1.4 February 2025 was a good month for receiving donations.

2.1.5 Asking the Town of Ponoka to help with funding for books.

2.1.6 Food bank will donate $2000.00 to go towards items for the food cupboard.

<u>Motion</u>: to accept the Financial Report for February 2025 as presented made by L. Morskate seconded by C. David. Carried.

3.0 Librarian's Report

3.1 **Statistics**

3.1.1 Number of items circulated is down from last month.

3.1.2 Social media platforms are growing

3.2 **Operations**

3.2.1 The Chamber of Commerce is paying for the library's table at the Trade Fair.

3.2.2 Change to the format of 'Name That Tune' fundraiser. Partnering with local restaurants to support community businesses. Instead of a registration fee there is a minimum of $10.00 spent at the local restaurant.

3.2.3 Potentially a practicum student from SAIT will join the library staff.

3.2.4 Collection is being weeded for the first time in five years.

3.3 **Programming**

3.3.1 Higher number of participants in February.

3.3.2 Teen art program has been moved to PD days. If attendance remains low the program will be cancelled.

3.3.3 Craft Carnival raised $450.00.

3.4 Outreach Report

3.4.1 Lower turnout in February.

3.4.2 New system for residents of the Centennial Center who are having longer stays. A patron will be asked to provide a $20.00 deposit to set up a library card which will be returned when the patron closes their account.

4.0 Reports

4.1 Town of Ponoka Report (C. David)

4.1.1 Town has hired an additional CPO so more patrols will be available.

4.1.2 C. David visited the Legislative Library. It is a great opportunity to see the value of libraries.

4.1.3 Library survey has gone out - getting good responses.

4.2 HR Committee Update (Alana Cissell)

4.2.1 A. Gorrell, S. Rowland and A. Cissell are working on completing the performance review document for D. Cundliffe, Library Manager.

4.3 Policy Committee (Diamond Reid)

4.3.1 Personnel Policy review

4.3.1.1 Is being updated. Added some new sections and removed redundant sections.

4.3.1.2 Recognition of employees, ask the Town how they do this.

5.0 Old Business

5.1 Letter of Concern from other Parkland Libraries (update)

5.1.1 D. Cundliffe has spoken to Ron Sheppard. A meeting is scheduled for March 28 @1:00 to speak with R. Sheppard, his board chair and A. Gorrell about how we can go forward and work as a team.

6.0 New Business

6.1 Promotional materials Purchase Proposal

6.1.1 Provide free prizes to participants in order to be better able to attract visitors, including those who do not have library cards, to complete our surveys.

6.1.2 Keychain Units: 50 x $1.30 = $65.00, Coffee Mugs: 36 x $6.20 = $273.19
Blankets: 10 x $25.47 = $254.70 GST: $29.95
Total Project Cost: $622.54

Motion to grant a budget of $650.00 for promotional materials made by C. Lloyd, seconded by L. Morskate. Carried

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 31, 2025 @ 6:30 pm. Location is PJL. A link will be provided for people joining virtually.

Next Meeting Date: April 28 , 2025 @ 6:30. Location PJL.

Motion: to adjourn at 8:30 made by A. Gorrell, seconded by L. Morskate

Alison L Gorrell
PJL Library Board Chair

KMacaulay
PJL Secretary