

Ponoka Jubilee Library Board Minutes

January 20, 2025



Location: Ponoka Jubilee Library

Present: Current Board Members: 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: L. Morskate

Public Present:

1.0 Call to Order at 6:28 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 A. Cissell seconded by J. Rarick. Carried

1.3 Reading and adoption of December 2024 minutes.

Motion: to adopt the December minutes made by C. Lloyd seconded by D. Reid. Carried.

2.0 Finance

2.1 Financial Report for December 2024

- 2.1.1 December showed a deficit of \$2221.92 however the 2024 calendar year revenues were 6.63% higher than expected and expenses were 2.32% lower than expected. Annual budget surplus is \$28 841.95.
- 2.1.2 A detailed year end report will be presented in February 2025 and brought to the PJJ board in March 2025.
- 2.1.3 Going forward the FCSS grant will be broken down to more clearly outline what it is being used for.
- 2.1.4 S. Rowland, A. Gorrell and D. Cundliffe will set up meetings with S. Lund to review a quarterly payment schedule with the town.

Motion: to accept the Financial Report for December 2024 as presented made by Carla Lloyd seconded by S. Rowland. Carried.

3.0 Librarian's Report

3.1 Statistics

- 3.1.1 123 Membership Renewals, 22 New Card Holders
- 3.1.2 Total Items Lent to Other Libraries: 1309
- 3.1.3 Total Items Borrowed from Other Libraries: 2028
- 3.1.4 Number of Items Circulated: 5206
- 3.1.5 Circulation down 5% from November 2023
- 3.1.6 Overall Circulation down 0.8 % from last year
- 3.1.7 Circulation (YTD): 52,351
- 3.1.8 Patrons: 2733 down 25
- 3.1.9 Social Media - Facebook: 1638 ↑ 3 Instagram: 248 ↑ 3

3.2 Operations

- 3.2.1 Parkland has created a new Limited Borrower - Junior patron code for patrons under 18 who cannot provide parental consent will be created in Polaris.
- 3.2.2 Met with Sandra Lund to discuss future collaboration/resource sharing. She passed along the Town's recently reviewed sponsorship policy
- 3.2.3 Several member libraries have some major concerns around the website offering of Parkland. See attached letter. Several libraries are asking to meet with Parkland via Zoom on January 6th, 2025.
- 3.2.4 Staff performance reviews are scheduled to occur in December.
- 3.2.5 A staff meeting was held November 25th to discuss year end and any additional program ideas/concepts in the future.
- 3.2.6 Slower than usual month in check-outs and usage. We'd like to look at options to increase sign-ups at different locations in the new year

3.3 Programming

- 3.3.1 High attendance for children's programming this month, with slightly lower adult attendance
- 3.3.2 "Name That Tune" had a lower than usual turnout rate, likely due to inclement weather (heavy snow and icy conditions)
- 3.3.3 Many programs that are funded by the FCSS grant still have a lot of allocated funds left; we expect to front load some of those costs now for next year

3.4 Outreach Report

- 3.4.1 Requests for books remain steady month over month, but an increase in interactions and assistance occurred this month

3.5 Patron Report

- 3.5.1 A number of patrons have dropped off notes or cards of appreciation in the last week of November
- 3.5.2 Many of the individuals signed up for the holiday fundraiser expressed excitement that we were hosting the event.

4.0 Reports

4.1 Town of Ponoka Report (Carla Lloyd)

- 4.1.1 There had not been a meeting since December 9, 2024 so no rapport made

4.2 HR Committee Update (Alana Cissell)

- 4.2.1 No report

4.3 Policy Committee (Diamond Reid)

4.3.1 Workplace Health and Safety Policy Review

4.3.1.1 Policy reviewed at the December 2024 PJL board meeting. D. Reid will make amendments.

4.3.1.2 A. Gorrell contacted A. Jones from the Town about what the policy is for the Town. A. Jones passed it to S. Larson. There are OHS meetings every third Thursday of the month. A. Gorrell asked to have a library board member attend these meetings and get minutes from them as we share the space.

4.3.1.3 WHS - need a procedure for this as it is not part of the policy.

4.3.1.4 Motion made by S. Rowland that the newly developed WHS policy be given interim approval with amendments made on January 20, 2025, seconded by A. Gorrell. The final copy will be sent out via email.

4.3.1.5 February 2025 the Board will review the personnel policy.

5.0 Old Business

5.1 Letters of Concern from other Parkland Libraries(update)

- 5.1.1 D. Cundliffe attended a January 6, 2025 meeting virtually. not everything was resolved so another meeting at the end of January or beginning of February was discussed.
- 5.1.2 No next steps or action items were agreed upon.
- 5.1.3 D. Cundliffe will make summary notes and share them with PRL's Town of Ponoka rep and the County of Ponoka Rep so that they are informed and can bring them to the next PRL meeting if they choose to.

6.0 New Business

6.1 Election of PJL board executive positions

6.1.1 Chairperson

First call for nominations: K. Macaulay nominates A. Gorrell. seconded

- Second call for nominations: none
- Third call for nominations: none

Motion: to elect A. Gorrell as Board Chair K. Macaulay. Carried.

6.1.2 Treasurer

- First call for nominations: A. Gorrell nominates S. Rowland. seconds
- Second call for nominations: none

- Third call for nominations: none

Motion: to elect S. Rowland as Treasurer by A. Gorrell. Carried.

6.1.3 Secretary

- First call for nominations: S. Rowland nominates K. Macaulay.
- Second call for nominations: none
- Third call for nominations: none

Motion: to elect K. Macaulay as Secretary by S. Rowland. Carried.

7.0 For Information

7.1 Board Development

- 7.1.1 Virtual board orientation - specifically looking at a plan of service and reviewing the Library Act. This is a two hour session and will be held on March 31, 2025 @6:30 pm. Location at PJJ but can choose to join virtually. Links will be sent in February 2025.

7.2 Food for Fines/Fine Forgiveness

- 7.2.1 Advertising was sent for the food for forgiveness January 20th-25th, 2025

Next Meeting Date: February 24, 2025 at 6:30 pm in the Ponoka Jubilee Library.

Motion: to adjourn at 7:51 pm by C. Lloyd. Carried.