

Ponoka Jubilee Library Board Agenda

June 17, 2024

Location: Ponoka Jubilee Library

Current Board Members: Alison Gorrell [Chair], Sharon Rowland [Treasurer], Kathleen Macaulay [Secretary], Laeta Morskate, Diamond Reid, Alana Cissell, Janice Rarick [Members at Large], Cal David [Town of Ponoka], Carla Lloyd [Town of Ponoka], Deanna Cundliffe [Library Manager]

Board Members Present: Alison Gorrell [Chair], Sharon Rowland [Treasurer], Kathleen Macaulay [Secretary], Laeta Morskate, Diamond Reid, Alana Cissell, Janice Rarick [Members at Large], Carla Lloyd [Town of Ponoka], Deanna Cundliffe [Library Manager]

Regrets: Cal David

1.0 CALL TO ORDER

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 Motion the agenda with amendments made by A. Cissell, seconded by C. Lloyd

1.3 Adoption of May 2024 Minutes

- 1.3.1** Motion to adopt the May 2024 minutes made by C. Lloyd seconded by L. Morskate. Carried

2.0 FINANCE

2.1 Financial Report for May 2024

- 2.1.1** To date the P JL budget is healthy
- 2.1.2** January and February of 2024 had a surplus due to not having a Library manager in place. March had a deficit which was caused by March having 3 pay periods.
- 2.1.3** Discussion on Town operations grant be equalized over 12 months rather than receiving a lump sum.
- 2.1.4** Summer Works grant has been approved but not arrived to date
- 2.1.5** Permanent part time salaries will likely be over budget due to having more staff but should be less over time.
- 2.1.6** GST budget line is a new expense that has been added this year.
- 2.1.7** S. Rowland will present on September 16 how P JL is funded and how funds are appropriated

2.2 Adoption of Financial report: Motion to approve May's 2024 financial report as read made by D. Reid, seconded by J. Rarick. Carried

3.0 LIBRARIAN'S REPORT

3.1 Operations

3.1.1 Submitted the Municipal Affairs and Rural Services Grant and our funding has been approved for the year.

3.1.2 Offer has been placed and accepted by Angela Nepomuceno for the Summer Reading Club Assistant. She begins work June 19th, 2024

3.1.3 Another successful "Name That Tune" occurred May 15th, June's theme is Showtunes and Disney

3.1.4 Working to put together programming for Indigenous People's Day. Kits borrowed from PRL '*Cree Activities for Kids*' and '*Cree Language for Kids*'

3.1.5 New book drop has been installed

3.1.6 Currently surveying seniors to investigate if there's a desire for additional programs. General consensus is that seniors are happy

3.1.7 Currently in contact with a Cree speaker to put together an introduction to Cree language session

3.1.8 Still waiting for a water fountain to be installed, but Andrew Jones has indicated it might be ready to be installed the week of June 24th-29th

3.2 Programming Report

3.2.1 Two special events occurred in May -- Free Comic Book Day and Mother's Day Activities

3.2.2 Several prize sponsorships have been granted for the Summer Reading Club, including from Discovery Wildlife Park, Calaway Park, and Head Smashed-In Buffalo Jump

3.2.3 A busy month for programming, with an increase in attendees for Fairy Tale Picnic

3.2.4 We are restarting Adult Art Night starting June 18th

3.3 Statistics

3.3.1 Circulation is up 12% from this time last year 5230 ↑ 104

3.3.2 May's circulation is up 2% from April

3.3.3 Overall circulation is up 4% from last year. YTD 26 560

3.3.4 Patrons: 2818 ↓ 53

3.3.5 Social Media

Facebook: 1613 ↑ 5

Instagram: 235 ↑ 4

Twitter: 727 (no change)

3.3.6 Monthly users Patrons: 6294 Teen space: 2589

3.4 Outreach Report

Continued steady use of our Outreach programs

Utilized some of the FCSS grant to purchase additional Large Print for this Program

4.0 REPORTS

4.1 Town of Ponoka – C. David and C. Lloyd

4.1.1 September 5, 2024, is the annual Fall Fest

4.2.1 Town Budget deliberations are October 29 and 30

4.2.3 Parks presented – Looking at building a golf frisbee park in the Rotary Park

4.2.4 Building a skate park expansion has been approved. Building will commence the week of June 24

4.2.5 Stampede – Tipi village will be set up again. The Chamber of commerce will be sponsoring a downtown pancake breakfast on Wednesday, June 26.

4.2 HR Committee Update – A. Cissell

4.2.1 D. Cundliffe is halfway through her 6 month probationary period. Board will meet with D. Cundliffe to review how things are going, and a formal performance review will take place later this year.

4.3 Policy Committee – D. Reid

4.3.1 Still have not heard anything from The AB library Policies regarding the updated PJI policy handbook. There is an online policy course on Alberta.ca

4.3.2 Workplace Health and Safety has not yet begun. The Town is willing to assist with this.

4.3.3 D. Reid will update the Policy Handbook and send out to board members again. The status will then be changed to approved and will open up renewal dates.

5.0 OLD BUSINESS

5.1 Library Association of Alberta and Parkland Regional Library Correspondence Regarding Parental Rights Legislation

5.1.1 A. Gorrell reached out to Ron Sheppard regarding this and has not heard back yet. D. Cundliffe met with some other library managers in the region and the consensus was that it is not necessary or warranted to get involved. It has been dealt with and closed.

5.2 Grant Advance Solutions

5.2.1 A. Gorrell looked further into this and it looks like a good program. PJI will trial it for a year. A. Cissell questioned if there are funds to support it and it was decided that the board will look at it in the new budget, not this fiscal year. D. Cundliffe will reach out to see if a sales rep will be present to the board in the fall of 2024.

6.0 CORRESPONDENCE

6.1 Public Libraries Services Branch June Update

6.1.1 Bill 16: Red tape Reduction Statutes Amendment Act, 2024 passed final reading on Wednesday, May 15, 2024 and received royal assent on Thursday, May 16, 2024. As a result, the *Libraries Act* and Libraries Regulation have been updated and the changes made are now in force.

Major changes are:

- Intermunicipal Boards, Intermunicipal library boards can now be created by an agreement between up to 4 municipalities. Previously the maximum was 3. In addition, the maximum number of municipalities in an intermunicipal agreement can exceed 4 if they are all within the same municipal district (i.e. county)

6.1.2 Changes made by Bill 16 also effect the following:

- All provisions for community boards and federation boards have been removed from the Act and Regulation. There were no community boards or federation boards in existence so this ha not material effect on any current library boards.
- Provisions for municipal and intermunicipal library boards have been consolidated under a new Part 1 in the Act for ease of reading and use.

6.2 Stronger Together Conference

6.2.1 D. Cundliffe would like to attend this conference in Edmonton. It is the largest library symposium and conference in Alberta. Cost is \$289.00

6.2.2 C. Lloyd moved that D. Cundliffe attend the Stronger Together Conference with cost of registration and travel paid for by the PJL Board. Seconded by A. Gorrell. Carried

6.3 Potential Collaboration with Wolf Creek Schools for Indigenous Event in September

6.3.1 This was mentioned in passing. No details regarding this at this time.

Move to adjourn @ 7:17 pm made by Kathleen Macaulay, seconded by C. Lloyd. Carried

Next Meeting Date: September 16, 2024 at 6:30 pm at PJL

Signature – A Gorrell, PJL board chair

Signature K. Macaulay, PJL secretary