Ponoka Jubilee Library Board Minutes
April 20, 2026

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], Teri Underhill [Town of Ponoka], Carla Lloyd [Town of Ponoka], Deanna Cundliffe [Library Manager]

Present: Alison Gorrell [Chair], Kathleen Macaulay[Secretary], Laeta Morskate, Alana Cissell, Janice Rarick [Members at Large], Teri Underhill [Town of Ponoka], Carla Lloyd [Town of Ponoka], Deanna Cundliffe [Library Manager]

Regrets: Diamond Reid, Sharon, Rowland

Call to Order: 6:00 pm

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 the April 20, 2026 agenda made by C. Lloyd seconded by A. Gorrell. Carried

1.3 Reading and adoption of March 16, 2026 minutes.

Motion: to adopt the March 16, 2026 minutes made by A. Cissell seconded by A. Gorrell. Carried

2.0 Finance Report for February 2026

2.1 Finance Report for February 2026

2.1.1 Revenues ended with $1946.35 surplus

2.1.2 Received the second installment of the Town Operations grant in March.

2.1.3 Ponoka County has confirmed that PJL will be receiving their grant with a 2% increase. Total amount is $67 542 awarded as a lump sum. PJL has sent Ponoka County an invoice regarding this.

2.1.4 Expenses - staff training is not finalized as more information is pending regarding cost of additional training.

2.1.5 Operating/Office supplies is over budget due to unexpected need for technological replacements.

2.1.6 Periodicals also look over spent due to front loading purchases at the start of the fiscal year.

Motion: to accept the Financial Report for March 2026 as presented made by L. Morkate seconded by C. Lloyd. Carried

2.2 Year End Financial Review 2025

2.2.1 Net book value down due to devaluation

2.2.2 Cash flow is a little higher than 2024

Motion: to accept the Year End Financial Review 2025 as presented made by A. Gorrell. Carried

3.0 Librarian's Report

3.1 Statistics

3.1.1 Total Circulation: 16,855

3.1.2 Patrons: 2625

3.1.3 10% increase over 2025

3.1.4 Facebook followers up by 32

3.2 Operations

3.2.1 Dr. Schmidt, who established the Eva Schmidt endowment, visited the library in March. He asked that PJL consider using the endowment this year to replace the armchair in the children's section.

3.2.2 PJL has been approved for two positions from Young Canada Works for the Summer Reading Program

3.2.3 The computer use system has been successfully upgraded to CloudNine.

3.2.4 PJL was not able to get a sponsorship this year for the Ponoka Community Expo.

3.2.5 The PJL Program Coordinator has given notice that she will be on medical leave effective April 17 . A contracted position will be hired to cover this position

3.3 Programming Report

3.3.1 Tunes and Trivia maxed out attendance IOn March with 8 teams.

3.3.2 PJL ran a special event for Easter(egg decoupage) which was a great multigenerational event with positive reception.

3.3.3 Volunteers who are seeking to start up a Friends of the Library Society ran a book sale in March, which generated one sign-up.

3.3.4 PJL ran the Blind Date with a Book draw in March, with 4 winners and 146 books checked out.

3.3.5 Overall high attendance to programs this month, with positive feedback

3.4 **Outreach Report**

3.4.1 PJL gained two additional library card sign-ups for outreach this month. Outreach services were in high demand in March.

3.5 Patron Report

3.5.1 PJL had two incidents in the library in March

4.0 Reports

4.1 **Town of Ponoka Report - (T. Underhill & C. Lloyd)**

4.1.1 C. Lloyd spoke briefly to Bill 28 @ Town Council. Will present the summary created by D. Cundliffe at the next Town meeting. The Town is in support of negating Bill 28.

4.1.2 C. Lloyd will attend the PRL meeting in May

4.2 HR Committee Update (A. Cissell)

4.2.1 Posting up for interim contract position for programming coordinator.

4.3 Policy Committee (D. Reid)

4.3.1 Bylaws

Motion: A. Cissell moved to adopt the amended Library Bylaws policy as attached. Carried

4.3.2 Patron and Child Conduct Policy

4.3.2.1 Title changed to Behaviour in the LIbrary Policy

4.3.2.1.1 D. Cundliffe will run some comparisons with other libraries to see how they have worded different sections. .

4.3.2.2 PJL Board will review this policy at the May meeting.

4.3.3 Confidentiality of User Records Policy

4.3.3.1 Need to review PRL POPA and ATIA documents

4.3.3.2 Revisit and review at the May Board meeting.

5.0 Old Business

5.1 Lease agreement - update

5.1.1 No updates. T. Underhill and C. Lloyd will bring this forward at the April 21st Town Council meeting.

5.2 Safety Audit - update

5.2.1 No updates. T. Underhill and C. Lloyd will bring this forward at the April 21st Town Council meeting.

5.2.2

6.0 New Business

6.1 CBC Interview Request – Out Your Way

- 6.1.1 A community-focused initiative partnering with libraries across Alberta to highlight local stories, challenges, and successes.
- 6.1.2 Wanting to come to do an interview around the time of the Ponoka Stampede and sit down with Library staff and community stakeholders.
- 6.1.3 D. Cundliffe and A. Gorrell will work together to coordinate this.
- 6.1.4 D. Cundliffe will connect with Sandra Smith, the Town of Ponoka's communication manager to ensure fidelity in communication.

6.2 Bill 28 – Changes to The Libraries Act

- 6.2.1 C. Lloyd will present D. Cundliffe's Bill 28 summary at the April 21, 2026 Town Council meeting.

7.0 For Information

7.1 Opinion: Bill 28 puts Alberta libraries at risk of government censorship

Next Meeting Date: May 25, 2026 @ 6pm at the Ponoka Jubilee Library

Motion to adjourn made by L. Morskate seconded by A. Gorrell.

Adjourned @ 7:18pm