Ponoka Jubilee Library Board Minutes
February 23, 2026

Location: Ponoka Jubilee Library

Present: Alison Gorrell [Chair], Sharon Rowland [Treasurer],Kathleen Macaulay [Secretary], Janice Rarick [members at large], Carla Lloyd[Town of Ponoka representatives], Deanna Cundliffe [library manager], unnamed[county of Ponoka Representative]

Regrets: D. Reid, T. Underhill

Call to Order: 6:04 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

1.2.1 Addition of 5.5 Board membership update

Motion: to adopt agenda with additions by S. Rowland seconded by J. Rarick.. Carried.

1.3 Reading and adoption of January 19, 2026 minutes.

Motion: to adopt the January 19, 2026 minutes made by C. Lloyd seconded by A. Gorrell. Carried

2.0 Finance Report for January 2026

2.1 Finance Report for January 2026

2.1.1 Revenues:

2.1.1.1 Strong donation year in 2025. The budget for 2026 will stay the same as 2025.

2.1.1.2 Town Operations Grant has been approved with a 9% increase with 3% designated to be for COLA increases. Letter of approval has been sent by S. Lund CAO.

2.1.1.3 County Operations Grant has not yet been approved. Depending on what is granted will impact COLA increases for staff. A. Gorrell has a call in to the County regarding the status of the grant

2.1.1.4 Canada Summer Job grant has been increased in the 2026 budget. 2 summer students will be hired.

2.1.2 Expenses:

2.1.2.1 Staff training line 51480 has had a subtitle added for covering Board Member professional development. Staff training has also been increased by $1300 for 2026.

2.1.2.2 The copier lease expires in September 2026. $800.00 added to expenses to cover new lease costs.

2.1.2.3 A one year Grant Advance Solutions subscription has been purchased for 2026.

Motion: to accept the Financial Report for January 2026 as presented made by L. Morskate seconded by J. Rarick. Carried

2.2 2026 budget approval

Motion to increase COLA by 3% effective January 1, 2026 with the exception of Page staff member who will remain getting minimum wage made by S. Rowland seconded by A. Gorrell. Carried

3.0 Librarian's Report

3.1 Statistics

3.1.1 86 Membership Renewals
3.1.2 31 New Card Holders
3.1.3 Total Items Lent to Other Libraries: 1,465
3.1.4 Total Items Borrowed from Other Libraries: 2,046
3.1.5 Total Borrowed eContent Items: 812
3.1.6 Circulation has remained the same as 2025.

3.2 Operations

3.2.1 Received a $250.00 donation from a local organization (Kidz Konnection).
3.2.2 PJL manager has scheduled a visit with their Parkland consultant to visit on February 26 to discuss operation support.
3.2.3 PJL manager is in talks with Maskwacis Library in order to discuss potential program partnerships.
3.2.4 Initiated a discussion with the Wetaskiwin Public Library to partner on our Central Alberta Fanfest event**.** D. Cundliffe will send an invitation to this event to the Town.

3.3 Programming

3.3.1 Tunes and Trivia had 37 attendees in January . Great participation. Now up to 11 teams entering.
3.3.2 Book bundles were put together and they were used in a draw for Family Literacy Day. 30 families participated.
3.3.3 Adult programming was the most well attended for the month of January.
3.3.4 PJL staff have begun to assemble a teen advisory board and held a first session in January.
3.3.5 PJL staff are continuing to do outreach to invite youth to visit the library more often.
3.3.6 PJL's early childhood programs continue to see high demand, but programs for school-aged children is flagging. Reassessment and alternative program planning is being implemented.

3.4 Outreach Report

3.4.1 There is a continuing high demand for providing materials, likely due to winter weather**.**

3.5 Patron Report

3.5.1 There was one incident in the library with patrons in January.

4.0 Reports Town of Ponoka Report - (T. Underhill & C. Lloyd)

4.1 PRL - T. Underhill will attend the meeting on February 26, 2026.

4.2 Jason Nixon is supporting Navigation pop up days being held in rural communities. FCSS and Rising Sun Clubhouse will collaborate in supporting this with The United Church on March 27, 2026. Interagency will attend. This is an opportunity to showcase what Ponoka has to offer and is open to the entire community.

4.3 Working with the Town on the terms of reference. Will look at the process for updating this.

4.4 HR Committee Update (A. Cissell)

4.4.1 N/A

4.5 Policy Committee (D. Reid)

4.5.1 Bylaws - Tabled until March 2026 PJL Board meeting

4.5.2 Patron and Child Conduct Policy - Tabled until March 2026 PJL Board meeting

5.0 Old Business

5.1 **Plan of Service 2026-2028** - Draft

5.1.1 Adjustment on page 10 for clarity.

5.1.2 Outcome measurement(pg 17) amendment to how many interagency meetings are attended and on teen programming.

5.2 Board Executive Elections

Chairperson

First call for nominations: L. Morskate nominates A. Gorrell to stand as Board Chair. Accepted

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

Motion: to elect Alison Gorrell as Board Chair A. Cissell seconded by C. Lloyd. Carried.

Treasurer (Vice Chair)

- First call for nominations: A. Cissell nominates S. Rowland to stand as Treasure/Vice Chair. Accepted
- Second call for nominations: none
- Third call for nominations: none

Motion: to elect Sharon Rowland as Treasurer made by . Carried.

Secretary

- First call for nominations: L. Morskate nominates K. Macaulay to stand as Secretary. Accepted
- Second call for nominations: none
- Third call for nominations: none

Motion: to elect Kathleen Macaulay as Secretary made by L. Morskare, seconded by A. Cissell. Carried.

5.3 **Lease Agreement** – Update

5.3.1 January 28, 2026. T. Underhill, S. Rowland, J. Rarick and A. Gorrell met regarding the lease agreement. Formulated 31 questions that have been sent to S. Lund who will forward it to D. Sauve to go through it again.

5.3.2 Response will be sent to the Board by the March 16 meeting. C. Lloyd will reach out to S. Lund regarding the agreement and the amendments being requested.

5.4 **Safety Audit** – Update

5.4.1 Library is waiting on an update.

5.4.2 March 3, D. Cundliffe is meeting with A. Jones.

5.5 Board membership Extension

5.5.1 2 letters have been received by S. Lund officially stating that S. Rowland(December 2028)and A. Cissel (October 2027)I have received an extension of their terms.

5.5.2 Terms will slowly be shifted so that terms no longer end in December of each year as this impacts Board Election in January.

6.0 New Business

6.1 Trade Show 2026

6.1.1 April 24 & 25, 2026. Now titled Ponoka Expo and Job Fair.

Motion to allocate up to $375.00 from the advertising budget line to support PJL staff participating and having a table at the Ponoka Expo and Job Fair made by C. Lloyd seconded by K. Macaulay. Carried

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7.0 For Information

7.1 Perception of Public Libraries Omnibus Research

7.1.1 Janet Brown Opinion research.

7.1.2 Majority of people completing the survey are not in support of GOA restricting content in Libraries.

7.2 Library Book Rate Update

7.2.1 Currently CELA is working but looking at putting in protections for library book rates. Has not been passed yet.

7.3 2026 Minister's Awards for Municipal and Public Library Excellence Program

7.4 Library Association of Alberta training: The Informed Library: The Art of Persuasion in Practice • March 10, 2026.

- This conversational session explores how library professionals can apply ethical persuasion to support change. Through practical examples, we'll connect communication strategies with change management principles and introduce the Patterson Connor Commitment Curve as a tool to understand resistance and guide people toward commitment.

7.5 Public Library Services Branch - Niche Academy Training - online, free and open to Board members. Sessions are about 45 - 60 minutes long

- Developing Your Plan of Service
- Library Board Appointments - By the Book
- Required Policies under the Libraries Regulation

Next Meeting Date: March 16, 2026 @ 6:00. Location: PJL

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