Ponoka Jubilee Library Board Minutes
January 19, 2025

Location: Ponoka Jubilee Library

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

Regrets:

Call to Order: 6:35pm

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 item 6.4 New PJL lease agreement added to agenda

Motion: to adopt agenda with additions by J. Rarick seconded by C. Lloyd. Carried.

1.3 Reading and adoption of December 15, 2025 minutes.

Motion: to adopt the December 15, 2025 minutes made by L. Morskate seconded by C. Lloyd

2.0 Finance Report for December 2025

2.1 Finance Report for December 2025

2.1.1 Ended the year with a surplus of $17 647.47. Budget needs to stretch to March

2.1.2 C. Lloyd will follow up with the Town regarding the shift to quarterly installments rather than a one time deposit. This will allow a better alignment between library year end(January) and the Town's year end which is in March.

2.1.3 Expenses were lower than projected in the 2025 budget.

2.1.4 D. Cundliffe will follow up regarding the copier lease to find out when the lease ages out.

2.1.5 Finalized budget will be brought to the February 2026 Library Board meeting

Motion: to accept the Financial Report for December 2025 as presented made by L. Morskate seconded by J. Rarick. Carried.

3.0 Librarian's Report

3.1 Statistics

- 3.1.1 40 Membership Renewals
- 3.1.2 15 New Card Holders
- 3.1.3 Total Items Lent to Other Libraries: 1,158
- 3.1.4 Total Items Borrowed from Other Libraries: 1,463
- 3.1.5 Total Borrowed eContent Items: 725
- 3.1.6 Monthly circulation down by 2%
- 3.1.7 Yearly circulation increased by 8%

3.2 Operations

- 3.2.1 Building-wide fire drill held December 9, 2025.
- 3.2.2 Parkland has provided member libraries with their list of training opportunities for 2026.
- 3.2.3 PJL staff worked with the Town of Ponoka resolving some issues with how fobs have been historically managed for the building.
- 3.2.4 Working on finalizing the grant report for FCSS.

3.3 Programming

- 3.3.1 PJL staff are re-evaluating one of the children's programs as there had been a low attendance trend in the fall – going to reevaluate the activities and move the program to Friday to see if there is an improvement in attendance.
- 3.3.2 Some of the regular programs had lower attendance as well, due to illness and weather conditions.
- 3.3.3 Thrive Thursday, one of PJL's newer adult programs, filled up very quickly and had a waitlist to attend (mocktail making). This is a program that will be offered in the future.
- 3.3.4 PRL has shared professional development opportunities for 2026.

3.4 Outreach Report

- 3.4.1 Slight increase (6%) in patrons registered for outreach in 2025.
- 3.4.2 Higher request rate for December because of holiday closure.
- 3.4.3 Overall increase in check-outs through outreach in 2025.
- 3.4.4 Increase in requests for assistance for set up with digital resources in December and year over year.

3.5 Patron Report

- 3.5.1 PJL staff received a number of holiday cards as well as a few small treats from community members.

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

4.1 Motion to have A. Cissell seek another term was brought to council. Town wants to know who applied for the position. Nobody applied. Tabled

4.2 C. Lloyd and T. Underhill will bring forward an extension of terms to Town Council to prevent terms from ending at the end of December which has an impact on January elections.

4.3 D. Reid brought up the orientation policy - in addition to joining the Library Board an orientation process would be useful to new members.

4.4 HR Committee Update (A. Cissell)

4.4.1 N/A

4.5 Policy Committee (D. Reid)

4.5.1 Workplace Health and Safety Policy – Update

4.5.1.1 new policy with no previous iterations.

4.5.1.2 Policy effective January 2026 - January 2028

Motion to accept the Workplace Health and Safety policy with amendments made by C. Lloyd and seconded by A. Gorrell. Carried

4.5.2 Orientation and Professional Development of Library Board and Staff Policy

4.5.2.1 Revised January 2026

Motion to accept the Orientation and Professional Development of Library Board and Staff Policy with amendments made by C. Lloyd and seconded by J. Rarick. Carried

5.0 Old Business

5.1 Plan of Service 2026-2028 - Draft

5.1.1 Will be re-visited at the February 23, 2026 Library Board meeting.

5.2 Board Membership Extension

5.2.1 Being brought to the Town Council at the January 27th meeting and will be revisited at the February meeting.

6.0 New Business

6.1 Board Executive Positions - tabled until February 23, 2026 meeting.

6.1.1 Chairperson

First call for nominations: nominates A. Gorrell. seconded

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

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

6.1.2 Treasurer (Vice Chair)

- First call for nominations: nominates . seconds
- Second call for nominations: none
- Third call for nominations: none

Motion: to elect as Treasurer by . Carried.

6.1.3 Secretary

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

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

6.2 AI policy template

6.2.1 PRL shared a policy with libraries around Artificial Intelligence.

6.2.2 D. Reid will add it to the PJL policies to be reviewed.

6.3 Provincial annual report

6.3.1 Public Library Services Branch (PLSB) - needs to be approved by the end of January 2026. D. Cundliffe will send it in.

6.4 PJL draft lease agreement

6.4.1 Brought forward as an informational item and will be reviewed on February 23, 2026 at the PJL board meeting.

6.4.2 T. Underhill will review it as it is a legal document. With a meeting with members to review on January 28, 2026 which will be led by T. Underhill.

7.0 For Information

7.1 Bill C15(library book rate) - Bill referred to committee, parliament begins their next sitting on January 26, 2026

7.2 Safety audit letter - no news on this yet. Sent December 2, 2025. A. Gorrell will follow up with A. Jones with the Town of Ponoka.

7.3 Small town and rural libraries feeling financial strain in Alberta | CBC News

7.4 Relais: end-of-life

7.4.1 Relais is the interlibrary loan tool that PLSB provides to public libraries to help manage ILL requests and loans. The contract for this tool is set to expire next summer. Further, the vendor (OCLC) has informed us that Relais is, in fact, "end of life", which means that we will not have access to the tool after next summer. As a result, PLSB is in the process of issuing a request for proposal (RFP) to replace Relais. What this will mean for libraries is that a new tool will be introduced in late spring, with the transition taking place no later than June 30, 2026. More information will be forthcoming in the spring

Next Meeting Date: February 23, 2026, 2026 @ 6:00. Location: PJL

Motion to change the start time of PJL board meeting from 6:30pm to 6:00pm made by C. Lloyd and seconded by K. Macaulay. Carried

<u>Motion</u>: to adjourn at @9:16pm made by C. Lloyd, seconded by A. Gorrell. Carried