Ponoka Jubilee Library Board Minutes
June 15, 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], Sharon Rowland [Treasurer], Kathleen Macaulay[Secretary], Laeta Morskate, Janice Rarick,, Alana Cissell [Members at Large], Carla Lloyd, [Town of Ponoka], Deanna Cundliffe [Library Manager]

Regrets: Diamond Reid

Call to Order:

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 June 15, 2026 agenda with amendments made by C. Lloyd seconded by A. Cissell. Carried

1.3 Reading and adoption of May 25, 2026 minutes.

Motion: to adopt the May 25, 2026 minutes with amendments made by C. Lloyd seconded by L. Morskate. Carried

2.0 FINANCE

2.1 Finance Report for May 2026

2.1.1 FCSS report has not been submitted pending a response.

2.1.2 County Operations grant has been received and deposited

2.1.3 Two installments form the Town Operations grant have been deposited

2.1.4 Expenses are where they should be

Motion: to accept the Financial Report for May 2026 as presented made by S. Rowland seconded by J. Rarick. Carried

3.0 LIBRARIANS REPORT

3.1 Statistics

3.1.1 55 Membership Renewals
3.1.2 31 New Card Holders
3.1.3 Total Items Lent to Other Libraries: 1,816
3.1.4 Total Items Borrowed from Other Libraries: 1,323
3.1.5 Total Borrowed eContent Items: 846
3.1.6 Number of Physical Items Circulated:
3.1.7 4030, a 13% decrease from May 2025
3.1.8 Total Circulation: 26,933
3.1.9 Patrons: 2621 9
3.1.10 5% increase over 2025

3.2 Operations

3.2.1 The library has been very busy with summer programming and preparing for higher service demands in the coming months
3.2.2 The new privacy legislation came into force on June 11th. Staff have been working hard to adjust to the changes in processes for handling new information.
3.2.3 The rural services grant and provincial operating grant applications have been submitted to PLSB.
3.2.4 PJL's assistant manager, Janice Baron, resigned effective June 11, 2026.

3.3 Programming Report

3.3.1 Strong attendance to programs in May, with Seniors' Tea, Tunes and Trivia, and pottery workshops showing the best attendance
3.3.2 PJL's new program coordinator is getting situated and has been integrated into the team.
3.3.3 PJL's summer students have begun working on developing the Summer Reading Program, and have attended a number of different schools to encourage attendance
3.3.4 PJL staff are working together with the Ponoka Youth Centre to run several
3.3.5 sessions of programs during the summer.
3.3.6 PJL staff are planning to start a program in partnership with the United
3.3.7 Church for the summer.
3.3.8 A Saturday art program for teens through the
3.3.9 summer.

3.4 **Outreach Report**

3.4.1 PJL staff saw modest growth in members signed up for our outreach services in May

3.4.2 There has been a steady use of materials and services by patrons in May.

3.5 Patron Report

3.5.1 No patron reports for May 2026

4.0 REPORTS

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

4.1.1 Bill 28 was brought forward to the Town Council. No action will be taken at this time. Any further direction will be done under the direction of PRL.

4.2 HR Committee Update (A. Cissell)

4.2.1 Will evaluate when to begin recruiting for a new Assistant Library Manager.

4.3 Policy Committee (D. Reid)

4.3.1 Privacy Management Policy

4.3.1.1 This policy has been updated

Motion: L. Morkate moved that the Privacy Management Policy be approved with amendments, seconded by J. Rarick. Carried.

4.3.2 Records Retention Policy

4.3.2.1 Definitions have been to the front of the document

Motion: S. Rowland moved to approve the Records Retention Policy with amendments, seconded by A. Gorrell. Carried.

4.3.3 Board Governance Policy

4.3.3.1 Tabled until September 2026.

5.0 Old Business

5.1 Lease agreement - update

5.1.1 D. Sauve will rewrite the lease agreement with discussed amendments. This will be shared with the PJL board in September 2026.

5.1.2 Still need clarity on the square footage of the library.

5.1.3 In September 2026 getting a legal review of the lease agreement will be discussed.

5.2 Safety Audit - update

5.2.1 S. Rowland and A. Gorrell will work on drafting a Safety Audit specific to PJL needs.

5.3 Bill 28 - update

5.3.1 Board and Town Council will put any action on hold until further information is received for the Bill from the Alberta Government.

5.3.2 A Bill 28 - Regulatory Fixes Database Summary is available

5.4 Library Space Review Design (A. Gorrell and D. Cundliffe)

5.4.1 D. Cundliffe and A. Gorrell met with A. Jones to complete a walk through of the Library regarding changes needed and costs.

5.4.2 Tentative date is set for July 8th for the Town Summer Students and Crew to move books and furniture. D. Cundliffe will find out the number of staff that will be assisting on July 8th. An email with a motion to cover the cost of providing lunch to workies on July 8th will be sent at a later date.

5.4.3 July 7 PJL staff will begin packing books - volunteers to help with this are welcomed.

5.4.4 D. Cundliffe sent an email to PJL staff to request feedback regarding proposed changes. Some staff expressed that they would have liked to be more involved in the process.

6.0 New Business

6.1 Copier Lease

6.1.1 Up for review in September

6.1.2 A quote has been received from the current vendor - with a savings of $145/month than what is currently being paid for the copier

6.1.3 D. Cundliffe will connect with the Town to see if the cost of a copier can be shared.

6.2 Stronger Together Conference

6.2.1 Priced out for three PJL staff members to attend @ a total cost of $1853.00.

6.2.2 D. Cundliffe will request that interested staff submit a letter of interest as to why they would like to attend.

Motion: A. Cissell made a motion to support teh Library Manager and two other PJL staff attend the Stronger Together Conference @ a cost of $1853.00. A letter of interest will also be submitted to D. Cundliffe. S. Rowland seconded. Carried

6.3 PRL Conference

6.3.1 PRL is hosting a free conference on September 21, 2026. D. Cundliffe proposed that the library be closed on September 21, 2026 so that all staff can attend the conference.

6.3.2 Total cost to attend the conference will be $42.00 to covers mileage.

Motion: S. Rowland made a motion that PJL will be closed on September 21, 2026 so all staff can attend this conference. Projected cost of mileage will be $42.00. A. Cissell seconded. Carried

7.0 For Information

7.1 Parkland Annual Report 2025

7.1.1 Report presented to PJL Board members.

Next Meeting Date: September 21, 2026 @ 6pm at the Ponoka Jubilee Library

Motion to adjourn made by C. Lloyd seconded by K. Macaulay.

Adjourned @ 7:24 pm