Ponoka Jubilee Library Board Minutes
May 25, 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, Diamond Reid [Members at Large], Carla Lloyd [Town of Ponoka], Deanna Cundliffe [Library Manager]

Regrets: Teri Underhill [Town of Ponoka], Alana Cissell [Member at Large]

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 May 25, 2026 agenda made by C. Lloyd seconded by L. Morskate Carried

1.3 Reading and adoption of April 20, 2026 minutes.

Motion: to adopt the April 20, 2026 minutes made by L. Morskate seconded by A. Gorrell. Carried

2.0 FINANCE

2.1 Finance Report for April 2026

2.1.1 Staffing expenses are down a little due to staff vacancies

2.1.2 Expenses are 4% below projected YTD expenses

2.1.3 Revenues are in good shape

2.1.4 County Operations grant was approved and will be deposited in May

2.1.5 2 summer students have been hired through the Summer Jobs Grant. Final paper work is being completed

Motion: to accept the Financial Report for April 2026 as presented made by S. Rowland seconded by C. Lloyd. Carried

3.0 LIBRARIANS REPORT

3.1 Statistics

3.1.1 91 Membership Renewals

3.1.2 43 New Card Holders

3.1.3 Total Items Lent to Other Libraries: 2,031

3.1.4 Total Items Borrowed from Other Libraries: 1,389

3.1.5 Total Borrowed eContent Items: 784

3.1.6 Social media platforms up a small amount

3.2 Operations

3.2.1 We've been trying to resolve ongoing issues with our VoIP system, but have come to an impasse. The phones are at least as old as the building and the recommendation is to replace them. Each phone to be replaced would cost about $150.00, to a total cost of $450.00.

Motion: *C. Lloyd made a motion to replace three VOIP phones @ a cost of approximately $450.00. Seconded by A. Gorrell. Carried*

3.2.2 PJL has hired two summer students to lead our Summer Reading Program for 2026 – Mary Gascoyne and Anika Prediger

3.2.3 An offer has been made and accepted by Chris Struik to fill the interim Program Coordinator position, and her first day is May 27th

3.2.4 A new e-Content resource, Universal Class, is now available to the public. Universal Class offers a number of courses on topics ranging from professional skill development to arts and culture courses.

3.2.5 Ponoka County has provided their operating grant to us this year.

3.3 Programming Report

3.3.1 April had largely strong program attendance, with Wiggle and Giggle and Senior's Tea both seeing the strongest attendance across the month

3.3.2 April saw a decrease in attendance for Fairy Tale Picnic, possibly due to the Youth Centre's outdoor program being run at the same time for the same demographic.

3.3.3 D. Cundliffe and Cynthia attended the Ponoka Community Expo in April. There were 20 new library card sign-ups, and 46 membership renewals. Observed a positive reception to the fact that we could meet people to help set them up or renew their cards without them having to make a trip to the library

3.4 **Outreach Report**

3.4.1 There has been a modest growth in members signed up for our outreach services in April

3.4.2 Steady use of materials and services by patrons over last month

3.5 Patron Report

3.5.1 No patron reports for April

4.0 REPORTS

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

4.1.1 C. Lloyd attended the PJL meeting in person.

4.1.1.1 Capital budget was discussed as a concern

4.1.1.2 e-books - a conversation was had around not time metering e-books

4.1.2 Bill 28 - regional boards had presented this to the AB Government prior to the meeting. Will remain as a member to advocate regarding concerns around Bill 28.

4.1.3 Code of Conduct Bill 51 is no longer in exsistance. Communication regarding this will be sent to participating councils.

4.1.4 Mayor's luncheon is on June 27, 2026

4.2 HR Committee Update (A. Gorrell)

4.2.1 An offer has been made and accepted by Chris Struik to fill the interim Program Coordinator position, and their first day is May 27th.

4.3 Policy Committee (D. Reid)

4.3.1 Behaviour in the Library policy (previously Patron and Child conduct Policy)

4.3.1.1 Red font is a cut and paste from Lethbridge Public Library.

4.3.1.2 A. Gorrell and D. Cundliffe did reviews around question regarding age of Child - 10 years and younger is agreed upon to be the age of a child

Motion: *A. Gorrell moved to adopt the Behaviour in the Library policy (previously Patron and Child conduct Policy) with changes made as noted. Carried*

4.3.2 Privacy Management Policy

4.3.2.1 Largely taken under the advisement or PRL.

4.3.2.2 Move definitions to the appendix and change Library Director to Library Manage

Motion: *C. Lloyd moved to approve Privacy Management Policy with amendments seconded by L. Morskate. Carried*

4.3.3 Records Retention Policy

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

5.0 Old Business

5.1 Lease agreement - update

5.1.1 A. Gorrell met with S. Lund and D. Sauve on May 15, 2026 to review the amended lease agreement and questions forwarded to D. Sauve by the working group (T. Underhill, J. Rarick. S. Rowland and A. Gorrell). Waiting an e-copy of the agreement and an enlarged map of the library.

5.1.2 D. Cundliffe will check the insurance policy to see what is covered for the common area.

5.2 Safety Audit - update

5.2.1 May 15, 2026 A. Gorrell met with A. Jones and S. Lund to discuss a joint Q2 monthly general inspection of the library with the Town , shared a WH&S worksheet and received a copy of the Civic Center inspection form.

5.2.2 A. Gorrell will work on drafting as form specific to PJL.

5.2.3 A. Jones noted that PJL Board could look at the CPTED(Crime Prevention through Environmental Design) to review sightlines.

5.3 Bill 28 - update

5.3.1 Town Council will be discussing this at the May 26, 2026 Town Council meeting. Available Board Members are welcome to attend.

5.3.2 PRL has requested the Town to advocate drafting a letter ot the local MLA.

5.3.3 At this time no other action is required until further notice.

5.4 CBC Interview Request - update

5.4.1 S. Smith, D. Cundliffe, A. Gorrell and S. Lund met to discuss this opportunity. At this time the request has been declined.

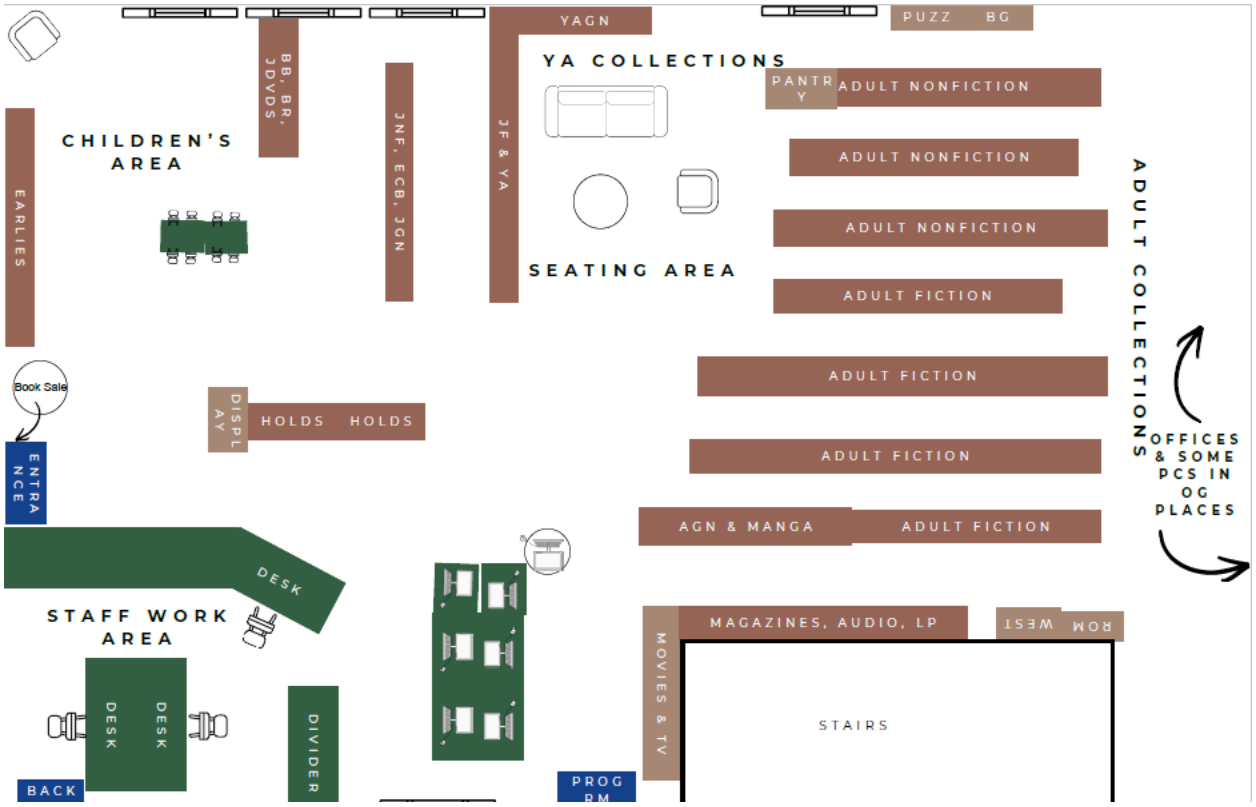
5.4.2 The Town will continue to do some work with them.

6.0 New Business

6.1 Library Space Review Design

6.1.1 PRL does not have the resources to move shelves to improve sightlines. A. Jones (Town of Ponoka) may be able to provide assistance with this through utilization of summer students, see map below.

6.1.2 A. Gorrell will email A. Jones to set up a meeting with D. Cundliffe and A. Gorrell in the next week.



7.0 For Information

7.1 [Hold the Line: How Alberta public libraries should respond to Bill 28]

Next Meeting Date: June 15, 2026 @ 6pm at the Ponoka Jubilee Library

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

Adjourned @ 7:27pm.