Ponoka Jubilee Library Board Minutes
November 17, 2025

Location: Ponoka Jubilee Library

Present: Alison Gorrell[Chair], Kathleen Macaulay[secretary], Sharon Rowland [Treasurer], 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: L. Morskate, A. Cissell

Call to Order 6:30pm

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 agenda by K. Macaulay seconded by J. Rarick. Carried.

1.3 Reading and adoption of October 2025 minutes.

Motion: to adopt the October minutes with amendments made by S. Rowland seconded by A. Gorrell. Carried.

1.4 Welcome to Teri Underhill, new town representative and Library board member

2.0 Finance

2.1 Finance Report for October 2025

2.1.1 Reviewed the September budget report as a part of the October report

2.1.2 YTD has a surplus sitting at 79.6% used when typically would be at 83% usage.

2.1.3 Looking to increase the Copier/Lease costs in the 2026 budget.

2.1.4 Book purchases has a substantial amount left in it which will be used for a large e-book purchase.

2.1.5 The transfer of $12 45.76 has been moved from the Capital Reserves plan #2 to the Operating Reserve - Plan #1.

Motion: to accept the Financial Report for September and October 2025 and as presented made by C. Lloyd seconded by A. Gorrell. Carried.

Librarian's Report

2.2 **Statistics**

2.2.1 118 membership renewals, 32 new card holders

2.2.2 Number of items circulated up by 2%
2.2.3 Total circulation up by 7%
2.2.4 Social media mostly the same

2.3 **Operations**

2.3.1 Replace and installed a new laser based patron counter
2.3.2 Library manager met with Parkland and a few other library managers to discuss e-resource options.
2.3.3 The practicum of Tim Lambert concluded at the end of October. Library manager informed SAIT that the library would welcome other students in the future
2.3.4 PJL library manager and several other library managers will be meeting with PRL on November 28th in Rimbey to discuss PRL strategic priorities.
2.3.5 One of PJL's casual clerks resigned effective November 15.
2.3.6 Still awaiting a response regarding the syllabics on the Cree signage in the library.

2.4 **Programming**

2.4.1 The author reading on October 4 was attended by 27 people. Feedback was positive.
2.4.2 PJL partnered with the Moose Hall for a Halloween party open to the public. 370 people attended
2.4.3 New adult programs had strong attendance in October. The book binding adult art experience was exceptionally well attended.
2.4.4 Tech Tuesday continues to be popular and the volunteer has extended his hours from 2 to 4 hours/week to keep up with demand.

2.5 Outreach Report

2.5.1 Increase in patron registration for outreach services.
2.5.2 There are a higher number of checkouts and requests in October.

2.6 Patron Report

2.6.1 Two incidents, which did not require police presence occurred in October

3.0 Reports

3.1 **Town of Ponoka Report - (T. Underhill and C. Lloyd)**

3.1.1 Orientation for new Town Council members was held
3.1.2 Budget presentations will be held on November 18 with reviews happening on November 26,27 and 28.

3.2 HR Committee Update (Alana Cissell)

3.2.1 N/A

3.3 Policy Committee (Diamond Reid)

3.3.1 Workplace Health and Safety policy - update
3.3.1.1 Tabled until the December board meeting on December 15.

3.3.2 Card Holder policy

3.3.2.1 Motion to accept the cardholder policy with November 17th revisions made by S. Rowland, seconded by A. Gorrell. Carried

3.3.3 Program Room Use Policy

3.3.3.1 Insurance and liability is covered as long as PJL staff are in teh building.

C. Lloyd moved to table access to outside organizations until further information is gathered about the 3rd floor space in the Municipal building. Seconded by A. Gorrell. Carried

C. Lloyd will bring information regarding this to the December 15, 2025 PJL board meeting.

Old Business

3.4 Plan of Service 2026-2028 Draft

3.4.1 Review this again in December 2025.

3.4.2 Double check the stats and reference where they came from.

3.4.3 A. Gorrell will add a message from the Library Board.

3.4.4 The number of respondents to the survey was 220, which is a great turnout.

3.4.5 A new motto was accepted 'Where your stories begin and your future grows'

3.4.6 Question posed - Does the plan of service need to include anything from PRL.

3.5 Program Room Use - Outside Organizations

3.5.1 Look at what other libraries have regarding outside programming

3.5.2 T. Underhill and C. Lloyd will inquire about alternative available spaces for community users.

3.5.3 At this the board does not support allowing community user groups to use library spaces.

New Business

3.6 Board Membership Extension – 4(4) A member of a municipal library board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council of the municipality passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms.

3.6.1 A. Cissell is at the end of her three terms and would like to stay on.

3.6.2 This extension needs to be added to the governance policy

S. Rowland moved to ask the Town for an extension until March 31st so that there is time to add this to the governance policy. Seconded by C. Lloyd. Carried

For Information

7.1 E-borrowing exceeds print at Vancouver Libraries – can it keep up with the cost? CBC Article

Next Meeting Date: December 15, 2025 @ 6:30. Location: PJL

Motion: to adjourn at 8:13 made by K. Macaulay, seconded by A. Gorrell.