

Ponoka Jubilee Library Board Minutes

June 17, 2021



Location: Zoom

Present: Current Board Members: Jeff Ramage [Chair], Laeta Morskate [Secretary], Sharon Rowland [Treasurer], Kathleen Terry, Theresa Therriault, Shelagh Hagemann [Members at large], Kevin Ferguson [Town of Ponoka representative].

Library Manager: Dan Galway

Regrets:

Unnamed [County of Ponoka representative]

Alana Cissell

Public Present:

1.0 Call to Order 6:33 pm

1.1 Treaty and Land Acknowledgement

1.2 Adoption of Agenda

1.2.1 additions: 4.2 Board Member Terms

Motion: to adopt the amended Agenda by Laeta Morskate . Carried.

1.3 Reading and adoption of May 20, 2021 minutes.

Motion: to adopt the Minutes as circulated by Shelagh Hagemann . Carried.

1.4 Review of Plan of Service

1.4.1 Reflective discussion around the current Plan of Service. Most Benchmarks have been achieved. A portfolio with evidence will be compiled to report back to Town and Patrons.

1.4.2 The current Plan of Service is up for renewal by January 2022. A targeted needs assessment is planned for the fall.

1.4.3 Assessment will start in the fall, collecting data using surveys, a town hall, and in person.

2.0 Finance

2.1 Financial Report for May 2021

2.1.1 Programming costs are up.

2.1.2 Insurance cost is up.

Motion: to adopt the Financial Report for May 2021 as presented by Sharon Rowland.

Carried.

3.0 Librarian's Report

3.1 Statistics

3.1.1 Circulation slightly up

3.1.2 Social media counts remain strong

3.1.3 Number of Craft Packages produced is down this month.

3.1.4 Video- and Kit Participation remain strong

3.2 Operations

3.2.1 Library is back to in person service. Hours open to the public: Mo-Fr: 10:00-18:00, Sat: 12:00-16:00, Sun: closed

3.2.2 Expected to move to extended hours in the fall

3.2.3 Per September 2021 both Library Pages will have aged out of their position. Applications will be sought in August. Another staff member will be leaving in September to return to school.

3.2.4 Contribution from Ponoka County has been received. A letter of thanks for their contribution for the 2021 year has been sent.

3.2.5 In collaboration with Prairie Creative Co., PJJ is making a “commercial” for the Library, highlighting programs and services. This is projected to be completed by the end of the summer.

3.2.6 Study carrols have been completed and received.

3.2.7 A tennant was found for the space the Library currently uses for storage. The Town of ponoka will be moving a storage container to their shop lot and are providing access to the Library.

3.3 Collections

3.3.1 A new procedure has been instituted in light of lost or missing items. Pages will check in every item while shelf reading, to ensure item statuses are correct.

3.3.2 Staff has been working on ensuring shelf locations are reflected correctly in the Library catalogue.

3.4 Programming

3.4.1 Two summer students have been hired.

3.4.2 Summer Reading Club will run similarly to the 2019 program. In person, but entirely outdoors. Resources on creating outdoor programs and events have been provided.

3.4.3 Programs will be limited to 20 participants.

3.4.4 presentation of programmers reports

4.0 Reports

4.1 Town of Ponoka Report (Kevin Ferguson)

4.1.1 Draft 2022 budget projected to remain the same.

4.1.2 Parkland is hosting an Open House from July 17-31.

4.2 HR Committee (Jeff Ramage).

4.2.1 Appointment of board members and terms by the Town of Ponoka does not align with the Library Act.

5.0 New Business

5.1 Request for Approval of PJJ Financial Statement of 2020

5.1.1 An error in the draft Financial Statement was corrected. A portion of the revenue/expense was incorrectly allocated to the operating/restricted account, which caused the capital asset fund to be overstated. This has now been corrected.

Motion: to approve the PJJ financial statement for 2020 as presented by Sharon Rowland. Carried.

Next Meeting Date: September 16, 2021 at 6:30 pm

Motion: to adjourn at 7:36 pm by Laeta Morskate. Carried.