

# Ponoka Library Board Minutes

## January 16, 2023

**Location:** The Crow Restaurant

**Current Board Members:** Jeff Ramage [Chair], Sharon Rowland [Treasurer], Kathleen Terry [secretary], Laeta Morskate, Theresa Therriault, Alana Cissell, Alison Gorell [Members at Large] Cal David [Town of Ponoka] Dan Galway [Library Manager]

**Board Present:** Jeff Ramage [Chair], Sharon Rowland [Treasurer], Kathleen Terry [secretary], Laeta Morskate, Alison Gorell [Members at Large]

**Public Present:**

### 1.0 CALL TO ORDER 7:01pm

#### 1.1 Treaty 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 Motion to adopt

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

#### 1.3 Adoption of December 2022 Minutes

**Motion: to adopt the minutes as circulated by Sharon Rowland. Carried**

### 2.0 FINANCE

#### 2.1 Financial Report for December 2022

2.1.1 Donations are up significantly for the 2022 year (322.38%)

2.1.2 Invigilating 3 exams

2.1.3 Expense overage in CPP, staff travel and sustenance, copying/lease costs and program costs but balanced with significant under spending in Postage, advertising, office equipment and fines Dist. Billing.

2.1.4 Trivia night will continue in 2023

2.1.5 Discussed the cost of insurance to the library's budget for the 2022 year. It was decided to continue with the current insurance provider (AMSC insurance services).

**Motion: to accept the Financial Report for December 2022 as presented by Alison Gorrell. Carried**

### 3.0 LIBRARIAN'S REPORT

### 3.1 Statistics

- 3.1.1 Library usage is down slightly but circulation has increased. Patronage is up and social media stats remain fairly level. Instagram is difficult to update/maintain.

### 3.2 Collections

- 3.2.1 The Item turn over report has shown that the collection turnover is too high. This report gives good information on where the library needs to spend money on updating/improving collections. Areas that have particularly high turn over are board books (7.442), beginning readers (6.143), junior fiction ((3.821) and large print (3.068). On the Fly has a high turnover rate but they are not catalogued in the system. Ideally turnover of books would be as close to 1.0 as possible.
- 3.2.2 The library has changed the way some collections are shelved. Instead of the traditional static shelving a move has been made to 'dynamic' shelving. This has more of a retail look with the focus being on the children's section of the library. The impact this has on circulation will be monitored to see if a different way of shelving books changes circulation. Additionally, there is a new 'staff picks' section and space has been freed up to expand the graphic novel collection
- 3.2.3 Parkland Regional Library has introduced a new stream of book purchasing there they fill in perceived gaps in the library's collection. This fund is an independent fund and does not come out of the library's budget This has been very beneficial and has been used to purchase an estimated \$2000.00 of new items. PRL uses check out trends to identify perceived gaps.

### 3.3 Operations

- 3.3.1 A relatively quiet month in operations. The Community Colouring book has been distributed for free in the community and printing has been wrapped up. This has received a positive response from the community and abroad. To note Ron Sheppard, Director of PRL system reached out to the library manager expressing that he thought the colouring book was a great idea. An exhibit was set up in the lobby displaying drawings from the colouring book.
- 3.3.2 An exhibit created by the Fandomedia Club will be displayed in February

### 3.4 Programming

- 3.4.1 Programming is now up and running for the 2023 year. Programming calendar will represent all signature programs and those that are well attended.
- 3.4.2 Large scale events will not be planned for the 2023 year except for a potential event in September, in partnership with Wolf Creek Public Schools, for Orange Shirt Day. This event will be grant funded so if the grant is successfully acquired an amendment will be made to the budget to reflect this.

## 4.0 Reports

### 4.1 Town of Ponoka Report

- 4.1.1 Cal David (Town representative) brought forth a concern that had been expressed by Mayor, Kevin Ferguson regarding a drumming session that was not be held during January 10, 2023's Town Council meeting. Cal brought this

concern to a library staff member. A discussion around roles of Town and Library staff was held. Concerns about programming being brought to the library board or the library manager as programming and staffing are under the library board and library manager's purview. Both events occurred with no issues due to noise was reported.

## 5.0 New Business

### 5.1 Election of Officers

#### 5.1.1 Chairperson

5.1.1.1 First call for nominations: Laeta Morskate nominated Jeff Ramage

5.1.1.2 Second call for nominations: none

5.1.1.3 Third call for nominations: none

**Motion: to elect Jeff Ramage as Board Chair by Laeta Morskate. Carried.**

#### 5.1.2 Treasurer

5.1.2.1 First call for nominations: Alison Gorrel nominated Sharon Rowland

5.1.2.2 Second call for nominations: none

5.1.2.3 Third call for nominations: none

**Motion: to elect Sharon Rowland as Treasurer by Alison Gorrell. Carried.**

#### 5.1.3 Secretary

5.1.3.1 First call for nominations: Sharon Rowland nominated Kathleen Terry

5.1.3.2 Second call for nominations: none

5.1.3.3 Third call for nominations: none

**Motion: to elect Kathleen Terry as Secretary by Sharon Rowland. Carried.**

### 5.2 FCSS Grant – Response

5.2.1 Shannon Boyce, executive director of Ponoka FCSS informed Dan Galway, library manager that this request has been tabled until April 2023 pending the decision on the FCSS home care contract.

### 5.3 Correspondence – Ponoka News

5.3.1 A letter to the editor was submitted to the Ponoka News by a member of the community. The editor, Emily Jaycox, reached out to Dan for confirmation of statements made in the letter. Jeff Ramage connected with Emily to confirm/clarify details included in the letter. Emily specifically asked if the library had not received the full funding from the town. Jeff and Dan replied via email with details about the funding and included specifics about what the town approved. Cal David queried why the addendum had directly named the Town when other sources also contribute to support the library.

5.4 Information Item: Election Advocacy Plan – PRL

- 5.4.1 Ron Sheppard, Director of PRLS, is putting together a package for libraries for self advocacy to promote provincial government funding increase to libraries. This information will also be shared by Cal David through PRL meeting minutes.
- 5.4.2 Jeff Ramage will contact Ron Sheppard to see when materials are ready to be shared with library board staff
- 5.4.3 Discussion was had by board member how the PJJ can advocate for the library: services provided, programs available, showcase events etc.

**Next Meeting Date: February 27<sup>th</sup>, 2023, at 7:00 at The Crow**

**Motion: to adjourn at 8:44 pm by Jeff Ramage. Carried**