Ponoka Library Board Minutes

April 17, 2023

Location: The Crow Restaurant

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

Board Present: Jeff Ramage [Chair], Sharon Rowland [Treasurer], Laeta Morskate, Kathleen Terry, Alana Cissell, Allison Gorell [Members at Large] Cal David [Town of Ponoka] Dan Galway [Library Manager]

Regrets: Theresa Therriault,

Public Present: none

1.0 CALL TO ORDER 7:03pm

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
Motion: to adopt the agenda as circulated by L. Morskate. Carried.

1.3 Reading and adoption of February 2023 minutes
Motion: to adopt the minutes as circulated by A. Gorrell. Carried.

2.0 FINANCE

2.1 Budget 2023 – Revisions and Additions

2.1.1 Donations increase $700.00. Expected revenue from the Eva Schmidt Memorial Fund.

2.1.2 Other grants increased $3000 moved from $15 000 to $18 000. $10 000 (PLSB grant) + $5000+ Federal Anti-Racism Initiative grant +$3000 Neighbourhood Place(allows utilization of library staff for Neighbourhood place and increase to staffing hours)

2.1.3 Salaries permanent part time increased from $140 000.00 to $145 000. $1000 additional funds for coverage during PLSB, +3000 Neighbourhood place, +$1000 restored Saturday hours.

2.1.4 Staff travel and Sustenance increased +$475.00 from $500 to $975.

2.1.5 Advertising + $500 from $0.00.

2.1.6 Office equipment +$500 from $0.00. Money is set as a contingency fund for potential minor equipment purchases.

2.1.7 Operating and office supplies +$1000from $3 000 - $4 500. Compensates for paper costs.

2.1.8 Book purchases from $0.00 to $1 800. This has restored funding and adds funds form the Eva Schmidt Memorial Fund which is dedicated to children's literature.

2.1.9 Periodical purchases increased from $0.00 to $1250.00

2.1.10 Program costs increase from $2 500 to $8 564. + 3521 PLSB grant, +1119programming top up, +$224 PLSB grant(shipping costs), $1200 FCSS funding (money to be used for food cost coverage)

Motion: to accept the revised budget by S. Rowland. Carried

2.2 Financial Report for March 2023

2.2.1 Presentation of Financial Report for March 2023

2.2.2 Most expenses and incomes are at expected levels for the time of year.

2.2.3 Significant increase in fines revenues and photocopies and faxes.

2.2.4 Decrease in donations with the main driver of donations being the monthly fundraiser.

2.2.5 Staff training expenses were new to the budget due to the PLSB grant. Fire warden training will be paid for out of this grant. Training is renewed every two years.

2.2.6 Social media aggregate membership fee was paid. This should be the last fee to be incurred for 2023.

2.2.7 Operating and office supplies – website hosting fee is $400/year.

2.2.8 Total budget is slightly under expected at this time of year.

2.2.9 J. Ramage will share the revised budget with the Town and the County Councils. J. Ramage queried if the additional funding be information that is shared with the local paper. There was consensus to do this. J. Ramage will work With D. Galway to create a write up for the paper.

2.2.10 J. Ramage will ask Sandra Lund if the library can post information on the Town's page in the local paper

Motion: to adopt the March 2023 Financial Report by L. Morskate. Carried.

3.0 LIBRARIAN'S REPORT

3.1 Statistics

3.1.1 Library usage and circulation are way up in numbers. The rest is staying level with a slight decrease in Twitter Followers.

3.2 Collections

3.2.1 The Library Manager and Assistant Manager have been working on creating a new collection aimed at drawing attention of underutilized children's materials. A donation of a vintage children's book collection will be merged with some existing materials to create a "Nostalgia' collection. Intended for children but also targeting parents and grandparents

3.2.2 Allocating some library space for a 'Last Chances' section. Chosen titles will be one last chance for circulation prior to being de-selected. If they are not taken out, then they will be removed from circulation.

The budget for periodicals has been restored . Low circulating magazines will be de-selected. Low-circulation equates to 10 or less circulations per year. These titles include:

- Birds and Blooms
- Country Woman
- Farm and Ranch Living
- Popular Mechanics

   3.3 Operations

      3.3.1 The Seed library is up and running. Seed packets are ready to be distributed to library members.

      3.3.2 Through partnership with Neighbourhood Place, more hours have been allocated to our Program Coordinator. Both organizations are involved in programs that will allocate an additional 3.5 hrs/week for our Program Coordinator for approximately 30 weeks.

      3.3.3 The library's program coordinator has been working with the library manager on a grant application to the Federal Government for the following project - **Voices & Stories from Turtle Island: The Diaspora.** This is a large undertaking but have successfully applied in the past. @022 the funds were used to support Orange Day events.

      3.3.4 Two summer student positions have been approved with 75% funding.

   3.4 Programming Report

      3.4.1 Programs have been running steadily and attendance has been good. Surge in people attending family movie nights. March 17 a harpist came to perform for St. Patrick's day

   3.5 Outreach Report

      3.5.1 Seasons no longer wants a rotating collection box. Seasons and Northcott have regular drop ins although Northcott residents prefer readings to book requests.

      3.5.2 Rimoka only wants on drop – in per month. A

4.0 Reports

   4.1 Town of Ponoka Report

      4.1.1 Library board minutes and PRL minutes submitted to Town Council – no questions were raised

   4.2 Policy Review Committee (Alison, Laeta, Jeff, Dan) met twice to review

      4.2.1 Request for Approval – Collection Development Policy Amendments
Motion to approve the updated collection development with change to the date by A. Cissell - Carried

      4.2.2 Request for Approval – Hours of Service Policy
Motion to accept new library hours of service with date amended by S. Rowland. Carried

      4.2.3 Request for Approval – Confidentiality of User Records Policy
Motion to approve Confidentiality of User Records Policy by A. Cissell. Carried

4.2.4　　Request for Approval – Town of Ponoka Library Board Bylaws Amendment
　　　　　　　　4.2.4.1　Removal of Schedule "E"

Motion to update library bylaws to remove schedule E by L. Morskate. Carried

Motion to amend the policy to remove by Sharon. Carried

　　　　4.2.5　　Once these 4 policies are set J. Ramage will send them to the Town Council for approval. The bylaws will be reviewed by the Town council and final approval will be made by them.

5.0 New Business
　　5.1 Information Item – 'Libraries as Critical Infrastructure' article
　　　　5.1.1　　Article posted on Sling by D. Galway. Discussion around safety in the library, end of the day, clearing the library/foyer. Whose responsibility is it to do this?
　　5.2 Fundraising Update – Laeta M.
　　　　5.2.1　　L. Morskate spoke with the manager of Siding 14. The manager had not communicated about the brewery creating a special beer for the library with the owners. They are not able to create a beer at this time but perhaps can create one in the future. Money raised from beer sales on Trivia nights was donated once but have not been donated since.
　　5.3 Election of Officers
　　　　5.3.1　　<u>Chairperson</u>
　　　　　　　　5.3.1.1　First call for nominations: Cal David nominated Alison Gorrell. Let her name stand.
　　　　　　　　5.3.1.2　 Second call for nominations: none
　　　　　　　　5.3.1.3　Third call for nominations: none
　　　　　　　　5.3.1.4　A. Gorrell accepted the position. Elected as new board chair

Adjourned 8:49pm.

Next Meeting Date: May 15th, 2023 @ 7:00 pm. Location The Crow, Ponoka