

Ponoka Library Board Minutes

June 19, 2023

Location: Ponoka Jubilee Library

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

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

Public Present: Kathryn Munn and Nicole Koehler

1.0 CALL TO ORDER 7:01 PM

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 Additions
 - 1.2.1.1 Public feedback
- 1.2.2 Motion to adopt

Motion: to adopt the agenda as circulated by S. Rowland. Carried.

1.3 Adoption of May 2023 Minutes

Motion: to adopt the financial statement by L. Morskate. Carried.

2.0 FINANCE

- 2.1 FCSS Grant Update – were unable to give an answer before now so a budget was built around not receiving it. Dan Galway has since received a letter stating that the library has received \$14 124.00. This will allow more of the donation money to go toward revenue.

2.2 Financial Statement – RP – For approval

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

2.3 Financial Report for May 2023

- 2.3.1 Budget is mostly on target to date. S. Rowland and D. Galway will review the current budget and a new budget will be passed in September
- 2.3.2 Invigilating exams are on track and close to hitting the projected target.
- 2.3.3 An addition \$00 invoice from Brodart was received – this covers processing supplies, tape cleaning supplies.
- 2.3.4 Donations were up \$689.24 from what was donated in May.

Motion: to adopt the May 2023 financial report by K. Terry. Carried.

3.0 LIBRARIAN'S REPORT

3.1 Statistics

- 3.1.1 Library usage up slightly
- 3.1.2 Circulation for the month was up slightly but YTD is as expected.
- 3.1.3 There was a large influx in patronage in part due to school visits. This has contributed to rise in library memberships
- 3.1.4 With the exception of Twitter all social media accounts have increased their following

3.2 Meetings

- 3.2.1 D Galway attended the Parkland Libraries Council meeting at the beginning of June
 - 3.2.1.1 PRL has added another classification to the Junior collections – these are Early Chapter Books. This is based on feedback that libraries have separated their JF collections to include a section of Early Chapter Books we had also done this by labelling a section at the start of our JF section called EZ readers. A vote was held on adding another classification
 - 3.2.1.2 A discussion regarding counterfeit DVDs and how to spot them – these can come in through donation or are ordered through a third-party site and cannot be circulated. The library has not had issues with counterfeit DVDs.
 - 3.2.1.3 A discussion regarding intellectual freedom as related to recent censorship attempts in Canada stemming from a rise in anti-lgbtq2s+ prejudice. Ponoka's collections and Patron conduct in the library do give some protection against this issue. P.J.L has policies around this that do not allow censorship.

3.3 Collections

- 3.3.1 Genreification of the JF section has narrowed down the genres to use to the following: color coded for staff shelving purposes and the call numbers have been changed in the ILS to improve searchability in the online catalogue:
***Genre – Call Number – Color Code
 - 3.3.1.1 Animal Stories – ANI – Green
 - Classics – CLA – Yellow
 - Fantasy/Science Fiction -FAN – Purple
 - Growing Up – GRO – Teal
 - Historical – HIS – Orange
 - Mystery/Adventure – MYS/ADV – Blue
 - Scary Stories – SCA - Red

3.4 Operations

- 3.4.1 Cameron Stretch and Jocelyn Wynnychuk are coordinating the summer reading club. Online registration is open. They are planning this summer's activities as well as helping with circulation and other library tasks. Each week they will explore a different theme using the TD SRC's guidelines and adapting them to their program planning.

- 3.4.2 We have received a request for clarification on some of the finer details of our week of Indigenous Author talks. This will only move forward with full grant support from the federal government (\$44 000). Receiving this grant will help to bring Indigenous authors in from across the country.
- 3.4.3 The Library hosted several classroom visits in May – all were successful and it is hoped that we will see many new faces around the Library in the coming months.
- 3.4.4 The Town has installed the requested peephole on the staff door. This will allow staff an extra measure of safety when closing the Library.
- 3.4.5 The Town has installed locks on the bathroom doors due to vandalism. Reception to this from patrons has not been entirely positive. Staff have concerns about handling bathroom keys for sanitary reasons. Currently, staff are using hand sanitizer and a bin to give the keys to patrons to avoid handling the keys. An unanticipated concern is that the washrooms needs to be wheelchair accessible, locking them makes this an issue.

3.5 Programming Report

- 3.5.1 -In addition to supervision of the SRC and SRC students, our program coordinator has also been busy planning and executing the final programs for our spring session and will continue this work through the summer, specifically with regard to our Career Launchpad initiative. This is a funding grant received from the Government of Alberta to assist with job seeking skills and resume writing. The registration is capped at 30 but if there is more interest the library will try to accommodate more if needed.
- 3.5.2 Although not all programs are suspended for the summer, some of our flagship programs take a break from June-August (Wild Things, Thinkers and Tinkerers, Adult Art Experience, Crafty Saturday).
- 3.5.3 In the fall, some of our focus will be reuse and renewal. Specifically, this is related to cost of living and using old world skills in our modern society. By teaching practical skills and promoting sustainability, libraries empower individuals to lead more self-sufficient lives while fostering community connections. These programs help bridge the gap between past and present, combining the best of old and new for a more well-rounded and resilient society.

3.6 Outreach Report

- 3.6.1 Rimoka only wants one drop-in per month. Seasons and Northcott have regular drop-ins though Northcott seldom has book requests (they prefer readings).
- 3.6.2 Participation at all locations remained steady. Centennial Centre has decided to return the rotating bins as they find too many books overwhelm their patients. They might request we bring in 2-3 books in a genre for a monthly themed browsing shelf (they are developing the idea). Requested items for Centennial continues to be used.

4.0 Reports

4.1 Town of Ponoka report

- 4.1.1 What information could come from the town representative to the library board
 - 4.1.1.1 PRL committee meeting updates, time to bring forward statistics that are relevant to the library, what other libraries are doing in our region
 - 4.1.1.2 Discussion at the Town(not council) about computer access and the age that individuals are deemed children or not. J. Ramage will ask a board member to speak at a meeting
 - 4.1.1.3 The lobby lease has not been finalized so the Twon is not ready to share it with the Library board.

4.2 HR Committee – Update

- 4.2.1 1 applicant has applied for the board position. It is a strong candidate however as there is only one applicant the board will ask the Town to rerun the ad in August
- 4.2.2 Will look at how the library board can promote board openings/positions

4.3 Bylaws – Request for approval

- 4.3.1 Revisions were reviewed. Concerns were raised regarding some wording and content. The bylaws will be re-reviewed and presented in the fall of 2023.
- 4.3.2 C. David not able to attend the September meeting so please pre-send the bylaws to him.

5.0 New Business

5.1 Correspondence – Darcy and Kathryn M.

- 5.1.1 Board chair met with the CAO of the Town of Ponoka Sandra Lund and shared the document and the response. The correspondence was shared with Town Council as well but they have not had the opportunity to discuss at a council meeting.
- 5.1.2 Mrs. Lund asked about how the library was funded – this is acquired through Town of Ponoka, County of Ponoka, Provincial Government, various grants and donation and fundraising. With the bulk of the funding coming via the Provincial Government. Grants are typically earmarked for specific purposes and do not go into general revenue.
- 5.1.3 Mrs. Lund queried if Christian/biblical events would be hosted by the library i.e. a Pastor doing a reading. Response was that it would be considered
- 5.1.4 Queried how the library board determines program content. Done through community needs assessment survey that helps inform the plan of service and determines priority areas. Responses are collated in a statistical way
- 5.1.5 Mrs. Lund thanked the board for their service an dvaluable contribution to the community

5.2 Correspondence – Nicole K.

- 5.2.1 Written response to Mrs. Koehler’s concerns regarding the Pride in the Park event stating that the library’s intention when coordinating such events it is the Library’s intention to foster inclusive communities. As a public library, our mission is to serve all members of the community by providing access to information, resources, and events that reflect the diverse interests and needs

of our patrons. While we strive to create a welcoming and inclusive environment, we understand that not all events will align with the values of every individual or group. We appreciate your suggestion about creating events to celebrate different values, and we can assure you that we consider a wide range of perspectives when planning our programming.

5.3 Minister's Award Application

5.3.1 Yearly grant to apply for recognition and innovation (community colouring book) due by July 15, 2023

6.0 Adjourned – 8:17 PM

7.0 Next Meeting Date: September 18, 2023 @ PJJ