

Ponoka Library Board Agenda

September 18, 2023

Location: Ponoka Jubilee Library

Current Board Members: Alison Gorell [Chair], Sharon Rowland [Treasurer], Kathleen Terry[secretary], Laeta Morskate, 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, Alana Cissell, Jeff Ramage [Members at Large], Dan Galway [Library Manager]

Public Present: Diamond Reid – member elect, Kevin Fergusson[Mayor]

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

- 1.2.1 Motion to adopt the agenda as circulated made by A. Cissell. Carried

1.3 Adoption of June 2023 Minutes

- 1.3.1 Motion to adopt the June minutes with revisions made by S. Rowland. Carried

1.4 Announcement – D. Galway, manager of The Ponoka Jubilee Library has accepted a position with Edmonton Public Libraries as branch manager of the Woodcroft branch. Start date will likely be in November.

1.5 Review of Team Norms

- 1.5.1 Tabled until the October meeting. Motion to table review of team norms made by A. Gorell. Carried

1.6 Review of Committees

- 1.6.1 Motion made by A. Gorell to table until the October meeting. Carried
- 1.6.2 S. Rowland requested that the HR committee be revisited to clarify which members are on the committee. Members are L. Morskate, A. Cissell and J. Ramage

2.0 PUBLIC FEEDBACK

- 2.1 No input from the public

3.0 FINANCE

3.1 Financial Report for June-August 2023

- 3.1.1 Donation in June and July were very high, in part due to donations accepted to help fund the PRIDE event.
- 3.1.2 Almost done book purchasing \$38.00 saved/month
- 3.1.3 Approved for Canada works grant at 75% and should be between \$7 000 and \$8 000. It was tentatively approved at the end of August
- 3.1.4 Photocopier lease has been renewed for another 3 years
- 3.1.5 July 2023, received an additional \$3 026.38 from the Summer Works Grant.
- 3.1.6 Program costs were high in June and August with the bulk of the funds going to PRIDE event expenses. This may mean that the program budget will inflate.
- 3.1.7 Capital purchases had not had funds dedicated to that budget line, however, it was necessary to purchase some minor office equipment [office chair and a new DVD player]. Total cost of the items was \$257.99.
- 3.1.8 Program costs should be complete by the end of October and are projected to be \$0 for November and December.
- 3.1.9 S. Rowland made a motion to accept the financial report as presented. Carried

3.2 2024 draft budget

- 3.2.1 Budget 2024 draft was presented by D. Galway. One scenario representing a flat budget and one with a 3% increase. A 3% increase reflecting inflations would allow fundraising money to go into reserves and could add a little money to book purchase. Salaries permanent amended from \$65 000 top \$69 000 and part time from \$145 000 to \$141 000 based on the two week schedule that has been worked out and the wage grid.
- 3.2.2 2024 budget will be presented to Town Council on October 17, 2023
- 3.2.3 A. Cissell made a motion to present this budget to Town Council as amended.

4.0 LIBRARIAN'S REPORT

4.1 Statistics

- 4.1.1 June – August saw a huge increase to Library usage. Circulation continues to be really good and YTD is on track with it looking like numbers will be higher than last year. Social media accounts are up in all platforms except Twitter.

4.2 Meetings

- 4.2.1 A meeting was held with Tim Kaegi – Tim is the new (part-time) Teacher-Librarian at Ponoka Elementary. Discussed ways to engage their students with the Public Library. We will be scheduling a one-day visit, during which we will speak to all students about library services over the course of a morning. Sessions will be from 8:45 -12:30 and each session is 20 minutes.
- 4.2.2 A potential trivia night at Boston Pizza is in the works, wherein they would be contributing financially to the event, likely through food vouchers, etc. This is planned for January 2024. Boston Pizza Ponoka is a big supporter of the Library in many areas.

- 4.2.3 D. Galloway met briefly with Andrew Jones regarding general updates, etc. – he stated that the new book drop is in storage and will be installed as soon as is feasible.

4.3 Collections

- 4.3.1 Genrefication of the Junior Fiction collection is complete There has been positive feedback from patrons on the redesign so genrefication will likely continue in the Young Adult section.
- 4.3.2 All CNIB collection materials are being changed in order to increase their shelf value – these items were previously stored in slim cases, with only the titles, call numbers and descriptions on the covers and spines. We have found that these materials don't circulate particularly well, and believe it's a result of their less than eye-catching design. There have been many advances in audio book and Ereaders. It used to be that could only use Daisy readers but most CD players can now play MP3 files.

4.4 Operations

- 4.4.1 One of our staff has resigned as she has moved to Edmonton to re-start her schooling. We wish her well in her further studies. She has indicated that she hopes to pursue Library and Information Science as a career path.
- 4.4.2 Library staff have had some issues with younger teen patrons, vandalism and general mischief. Although no real punitive measures have been enacted, staff have certainly been busier than usual managing these patrons. Additionally, items from our food pantry have been picked up by these patrons. Typically, this is not an issue, however, there have been several occasions where the items were used simply to make a mess in the Library. These patrons have been spoken to and staff know them and watch for them.
- 4.4.3 D. Galway has issued a ban for one year on one of the library patrons. This patron has been consistent in his disrespect for Library policy. After repeated warnings and letters related to alcohol and drug use, a year long ban was put into place after he was found drinking in the library and followed some younger patrons after leaving the Library. The RCMP were contacted in this instance.
- 4.4.4 PJJ is hosting a fundraising Adult Spelling Bee at the Crow restaurant at the end of the month. There are do have some registrations, but the target of 15-20 registrants has not been met. A contingency plan is in place if the target is not reached

4.5 Programming Report

- 4.5.1 The career launchpad initiative has been going well – specifically with regard to the development of our clothing lending library. All items have been purchased through the summer and we have recently begun the process of cataloguing and processing the items. The launch of the Clothing Lending Library will be at the first Career Launchpad Workshop. While we go have some registrants, participation is not full and so we may have to adapt by doing more of an “open house” style event. Registrants are needed as it is a grant and we are

accountable for reporting on the initiative. Lunch will be provided and there are three opportunities to sign up. There was a write up in the Ponoka news regarding this initiative.

- 4.5.2 PRL is creating a new website as there has been feedback that libraries are not satisfied with the current one. It is expected to go live at the end of October 2023.

4.6 Outreach Report

- 4.6.1 Fandomedia report: A new Blu-ray player has been purchased. Word of the club seems to be getting out a little as we had three new guests in August. Fanfest was held on August 19th and was a huge success. More people from different organizations attended. 200 people attended the event.
- 4.6.2 The Summer Reading club was also a major success with 621 children attending over the course of the summer

5.0 Reports

5.1 HR Committee

- 5.1.1 7 applicants applied for the vacant PJL board position with 3 being shortlisted.
- 5.1.2 J. Ramage and L. Morskate have terms coming due December 31, 2023. A. Gorell will contact Val Somerville to ask about extending the December terms, K. Terry has a term due October 31, 2023

5.2 Policy Review Committee – Bylaws

- 5.2.1 A. Gorell would like a review of one policy each month starting after the October 2023 meeting. This will help policies stay current and focused
- 5.2.2 S. Rowland motioned to have the approved Library bylaws submitted to Town Council prior to the September 25 meeting. Carried

6.0 New Business

6.1 October meeting discuss board meeting start times

- A. Cissell motioned to adjourn the meeting at 8:30 PM

Next Meeting Date: October 16, 2023 @ PJL