

Ponoka Jubilee Library Board Minutes

November 21, 2022



Location: Ponoka Jubilee Library

Present: Current Board Members: Jeff Ramage [Chair], Kathleen Terry [Secretary], Sharon Rowland [Treasurer] Alana Cissell, Laeta Morskate, Theresa Theriault, [Members at large] Cal David [Town of Ponoka representative].
Library Manager: Dan Galway

Regrets:

Unnamed [County of Ponoka representative]
Jeffrey Hanger

Public Present: none

1.0 Call to Order - 6:58 PM

1.1 Treaty and 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 by Alana Cissell. Carried

- 1.2.1. Additions - none

1.3 Reading and adoption of October 20, 2022 minutes.

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

2.0 Finance

2.1 Financial Report October 2022

- 2.1.1 Credit card doesn't usually have a fee attached to it. If there is a fee it is usually due to a late payment. Sharon Rowland looked into the possibility of automated payments, this is possible and will get that set up.

Motion: Made by Laeta Morskate to accept the financial report. Motion carried

- 2.1.2 Sharon Rowland has had credit card limit raised from \$2000 to \$4000. It was asked if the credit card rate could be reduced - not able to do this.

Motion: Made by Sharon Rowland - move that we set up automated payment for master card from our operating account. Carried

2.2 PJL budget 2023

- 2.2.1 Given the situation with the reserves PJL board need to budget with the current finances. When the grant from the county is confirmed will readjust accordingly.
- 2.2.2 Reduction in staffing by 9.75 hours with a total savings of \$8626.54
- 2.2.3 Reduction in expenses until county grant is confirmed in April. Reduction to Staff travel and sustenance, and a freeze on book purchases and periodicals

until April 2023. Dan Galway will bring back finalized budget for approval at December meeting.

- 2.2.4 Three grants have been deposited (Municipal affairs, summer works and rural services grant)

3.0 Librarian's Report

3.1 Statistics

- 3.1.1 All numbers reported on are up. (Library Usage, Circulation, Circulation YTD, Patrons FB followers, FB page likes, Twitter followers, Instagram Followers.) The circulation (YTD) may be an overall record to date.

3.2 Operations

- 3.2.1 A reduction to staff travel and sustenance impacts service delivery to outreach programs. A suggestion was made to reach out to the outreach programs to see if they are able to send a driver to pick up materials rather than staff delivering it.
- 3.2.2 Proposed that the library close from December 24, 2022 - January 2, 2023.

Motion made by Laeta Morskate that the library close from December 24, 2022-January

2, 2023. Carried

- 3.2.3 Community pantry continues to be successful
- 3.2.4 Community coat drive has been successful

3.3 Programming

- 3.3.1 Program attendance is good
- 3.3.2 Program coordinator is collaborating with Ponoka and Rimbey Neighbourhood place. Utilizing both agencies' resources has been positive and attendance has been great.
- 3.3.3 Fandomedia club has been getting new members which has led to positive changes in some routines.
- 3.3.4 Presentation of Programmers Reports.

4.0 Reports

4.1 Town of Ponoka Report (Cal David)

- 4.1.1 Parkland Regional Library board meeting was held on November 17, 2022. Provincial funding to libraries has not been increased since 2016. Theresa Rilling(Sylvan Lake) is chair of PRL and Jamie Coston(Rimbey) is our regional rep.
- 4.1.2 Cal David will bring the necessary reductions in programming and staffing forward at the November 22, 2022 town council meeting. Highlighting the reduction in operating hours and the reduction in staff travel and its impact on servicing outreach programs.
- 4.1.3 PRL budget was approved with a 77% approval rate. At the time of the meeting 10 municipalities had not responded. 4 meetings per year. 2 via zoom and 2 in person. Zoom meetings are November and February, in person are May and Sept. Working on advocacy for more funding and for system board advocacy.
- 4.1.4 Discussion around full funding increase being denied and what we can do

moving forward when presenting to the town council.

4.2 Town and County funding requests

- 4.2.1 A presentation including a video highlighting how patrons are using the library was presented to the county council. Feedback was positive and there was good engagement with the council.
- 4.2.2 The county budget will be approved in March 2023.
- 4.2.3 A letter was shared with Ponoka town mayor and the county council regarding the budget request

5.0 New Business

5.1 Operating schedule - January - March of 2023 reduction to operational hours and staffing.

M: 10-6(-2)

T: 10-8(-0)

W: 10-6(-2)

T: 10-8(-0)

F: 12-6(-2)

S: 1-4(-1)

This would trim 7 operating hours from the operating schedule.

Alana Cissel moved to amend the library hours Effective January 2, 2023 as presented by Dan Galway. Motion carried

5.2 Closure dates - Proposed that the library close from December 24, 2022 - January 2, 2023.

Motion made by Laeta Morskate that the library close from December 24, 2022-January 2, 2023. Carried

5.3 Jeffrey Hanger has resigned as a member at large. Jeff Ramage will speak to Val Somerville, Town of Ponoka Executive Assistant, and have an ad placed in the local newspaper and also shared on social media.

Next Meeting Date: December 19, 2022 at The Crow. 7:00 pm start

Motion: to adjourn at 8:24pm by Jeff Ramage. Carried.