

Ponoka Jubilee Library Board Minutes

February 18, 2021



Location: Zoom

Present: Current Board Members: Jeff Ramage [Chair], Laeta Morskate [Secretary], Alana Cissell, Kathleen Terry, Theresa Therriault, Shelagh Hagemann [Members at large], Kevin Ferguson [Town of Ponoka representative].

Library Manager: Dan Galway

Regrets:

Unnamed [County of Ponoka representative]

Sharon Rowland [Treasurer]

Public Present:

1.0 Call to Order at 6:38 pm

1.1 Treaty Land Acknowledgement

1.2 Adoption of Agenda

1.2.1 additions

1.2.1.1 approval Annual Report 2020 item 5.2

1.2.1.2 discussion around team norms item 5.3

1.2.2 subtraction

1.2.2.1 The financial report is unavailable due to external factors.

Motion: to adopt the amended agenda by Shelagh Hagemann. Carried.

1.3 Reading and adoption of January 21, 2021 minutes

Motion: to adopt the minutes as circulated by Kathleen Terry. Carried.

2.0 Finance

2.1 Financial Report for January 2021

2.1.1 Reading and approval of the financial report from January 2021 is postponed until the March 18 meeting.

3.0 Librarian's Report

3.1 Statistics

3.1.1 Circulation down

3.1.2 All Social media counts are strong

3.1.3 Video views are up

3.2 Operations

3.2.1 Curbside service continues to be busy.

3.2.2 More staff hours to accommodate for growing demand for kits.

3.2.3 Kits are very popular and are typically all being distributed between 24 and 72 hours after release.

- 3.2.4 Staff have been allotted time to work on PD at their own pace, this month the focus has been on tutorials on usage of library systems and a refresher course on all e-content platforms, provided through Niche Academy
- 3.2.5 Skillshare platform is received well amongst staff.
- 3.2.6 Staff is exploring and proposing courses of choice for their individual professional goals.
- 3.3 Programming
 - 3.3.1 January & February programs have been offered in Kit format. It is difficult to maintain production due to popular demand.
 - 3.3.2 Currently Square online store is where orders can be placed for these kits, with an option for patrons to make donations to the Library.
 - 3.3.3 Programmers are now submitting monthly reports.
 - 3.3.4 Literacy initiatives: Young Readers Choice Awards, 1000 Books Before Kindergarten, being sponsored by Boston Pizza.

4.0 Reports

- 4.1 Town of Ponoka Report (Kevin Ferguson)
 - 4.1.1 A PRL executive meeting was attended January 28.
 - 4.1.2 Strategic plan will be carried forward as is.
 - 4.1.3 Investment of \$25,000.- to expand e-book collection
- 4.2 Art Committee Report (Laeta Morskate)
 - 4.2.1 The Ponoka Jubilee Library is intending to develop an Art Collection
 - 4.2.2 Guidelines around donations of works of Art are being established.
 - 4.2.3 A statement of purpose is being developed
- 4.3 Policy Committee Report (Jeff Ramage)
 - 4.3.1 Collection Development Policy is amended to allow for policy around Donations of Works of Art.

Motion: to accept the modified Collection Development Policy by Alana Cissell. Carried.

5.0 New Business

- 5.1 Request for Approval of Collection Development Policy
Motion: to accept the modified Collection Development Policy by Alana Cissell. Carried.
- 5.2 Approval of Annual Report 2020
Motion: to approve Annual Report 2020 as presented by Laeta Morskate. Carried.
- 5.3 Discussion around Team Norms.
 - 5.3.1 Review and revisit one team norm every Board Meeting.
 - 5.3.2 consistent agenda item, placed after adoption of agenda and minutes.
 - 5.3.3 List of current norms will be shared

Next Meeting Date: February 18, 2021 at 6:30 pm

Motion: to adjourn at 7:57 pm by Laeta Morskate. Carried.

