

Ponoka Jubilee Library Board Minutes

January 21, 2021



Location: Zoom

Present: Current Board Members: Jeff Ramage [Chair], Alana Cissell [Treasurer], Laeta Morskate [Secretary], Sharon Rowland, Kathleen Terry [Members at large], Kevin Ferguson [Town of Ponoka representative].

Library Manager: Dan Galway

Regrets:

Unnamed [County of Ponoka representative]

Theresa Therriault, Shelagh Hagemann

Public Present:

1.0 Call to Order at 6:36 pm

1.1 Treaty Land Acknowledgement

1.2 Adoption of Agenda

Motion: to adopt the agenda by Alana Cissell . Carried.

1.3 Reading and adoption of December 17, 2020 minutes

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

2.0 Finance

2.1 Financial Report for December 2020

2.1.1 Presentation of Financial Report for December 2020

Motion: to adopt the Financial Report for December 2020 as presented to be approved by Alana Cissell. Carried.

2.2 Budget Increases accounting for FCSS Grant Project 2020-21

2.2.1 Transfer of \$5000 to 51140 (Salaries- Permanent Part Time).

Motion: to transfer \$5000.- from General Operating into Staffing Cost to reflect staffing

cost as being paid for by FCSS Grant by Alana Cissell. Carried.

2.2.2 Transfer of \$10166 to 75840 (Program Expenses).

Motion: to transfer \$10166.- from General Operating into Programming Expenses to cover increased costs paid for by FCSS Grant by Alana Cissell. Carried.

3.0 Librarian's Report

3.1 Statistics

3.1.1 Circulation stable

3.1.2 All Social media counts are strong

3.2 Operations

3.2.1 Curbside service going very well.

3.2.2 Staff have begun to explore Professional Development opportunities.

- 3.2.3 Discussion about what reopening the Library may look like when restrictions put in place by the Government of Alberta are lifted.

3.3 Programming

- 3.3.1 Interim FCSS Grant Report for COVID Can't Keep us Down Project. Project is on track.
- 3.3.2 The Anime/Manga club created a calendar as one of their big projects last year. Ideas are being considered how to grow the membership of this club.
- 3.3.3 Programmers will begin submitting reports on their programs each month, being coached through this process by the Library Manager.
- 3.3.4 A different staff member will be invited to present to the board on initiatives they have undertaken two or three times throughout the year .
- 3.3.5 First programmers meeting of 2021 was held on January 18. For the time being focus will be on producing kits
- 3.3.6 Blind Date With a Book, what is typically run in February, will look different this year due to restriction. A "Matchmaker" will set patrons up with a "Blind Date".

4.0 Reports

- 4.1 Town of Ponoka Report (Kevin Ferguson)
 - 4.1.1 A PRL executive meeting was attended.
 - 4.1.2 discussion about revenue worries and budgetary implications this may have.
- 4.2 Interim Grant Report - COVID Can't Keep Us Down! (Dan Galway)
 - 4.2.1 Project of seven items is on track with five being completed and two in progress.

5.0 New Business

5.1 Election of Officers

5.1.1 Chairperson

5.1.1.1 First call for nominations: Alana Cissell nominated Jeff Ramage

5.1.1.2 Second call for nominations: none

5.1.1.3 Third and final call for nominations: none

Motion: to elect Jeff Ramage as Board Chair by Alana Cissell . Carried.

5.1.2 Treasurer

5.1.2.1 First call for nominations: Jeff Ramage nominated Sharon Rowland

5.1.2.2 Second call for nominations: none

5.1.2.3 Third and final call for nominations: none

Motion: to elect Sharon Rowland as Treasurer by Jeff Ramage . Carried.

5.1.3 Secretary

5.1.3.1 First call for nominations: Sharon Rowland nominated Laeta Morskate

5.1.3.2 Second call for nominations: none

5.1.3.3 Third and final round for nominations: none

Motion: to elect Laeta Morskate as Secretary by Sharon Rowland. Carried.

5.2 Funding Request Letter - Ponoka County

5.2.1 Dan Galway presented a Funding Request Letter for Ponoka County. Budget deliberations for the County of Ponoka are being held in March.

5.2.2 Discussion about maintaining and fostering relationships with Ponoka County.

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

Motion: to adjourn at 7:31 pm by Jeff Ramage. Carried.