

# Ponoka Jubilee Library Board Minutes

## October 21, 2021

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**Location:** Zoom

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

Library Manager: Dan Galway

**Regrets:**

Unnamed [County of Ponoka representative]

**Public Present:**

**1.0 Call to Order** 6:33 pm

1.1 Treaty and Land Acknowledgement

1.2 Adoption of Agenda

1.2.1 addition: 4.2.2 hiring new board member

**Motion: to adopt the amended agenda by Sharon Rowland . Carried.**

1.3 Reading and adoption of September 16, 2021 minutes.

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

1.4 Review of Plan of Service Goal #2

1.4.1 Discussion around goal #2 of the current Plan of Service (Residents of the Town of Ponoka will have access to a wide range of materials, services, and programs that enrich their understanding of the range of diverse cultures in their community.) This is an ongoing goal and will be revisited and revised when the results of the Community Needs Assessment is known.

1.4.2 Objective #1 (The Ponoka Jubilee Library will respond to community demographics by tailoring collections, services, and programs to reflect the cultural diversity of Ponoka's community residents. ) has been met.

**2.0 Finance**

2.1 Financial Report for September 2021

2.1.1 Transfer of funds, as proposed during the September 16 meeting, has been made.

**Motion: to accept the Financial Report for September 2021 as presented by Alana Cissell. Carried.**

2.2 Budget 2022 request for approval

**Motion: to approve the 2022 budget as proposed by Laeta Morskate. Carried. Carried.**

### **3.0 Librarian's Report**

#### 3.1 Statistics

- 3.1.1 Strong numbers in all areas

#### 3.2 Operations

- 3.2.1 from PRL: subscription to Solaro (homework help) has been renewed.
- 3.2.2 PRL signed with Library Data. Dan Galway and the Assistant Manager will take training on this platform on December 6, 2021.
- 3.2.3 Collection Budget allotment has been spent as per PRL request.
- 3.2.4 A patron with a mask exemption is requesting more assistance than staff are comfortable providing them with. Suggestions for alternative outreach have been made.

#### 3.3 Programming

- 3.3.1 Due to new COVID-19 restrictions, delivery of programs is affected. Most are postponed due to the inability to implement the Restrictions Exemption Program.
- 3.3.2 Two programming kits per week are being delivered, geared to the younger demographics.
- 3.3.3 Fairy Tale Picnic has been running outdoors since restrictions were implemented.
- 3.3.4 Outreach work at 2 daycares is continuing, the programs run outside, weather permitting.
- 3.3.5 Both the Adult Art Experience and the Crafty Saturday programs have moved to kit-based programming, offered once a month .
- 3.3.6 In-person, outdoor pumpkin carving event with a capped, (20 people) pre registered attendance will be running .
- 3.3.7 Fandomedia Club has shifted back to online meetings.
- 3.3.8 A "Story Walk" is being developed and close to completion. Two books will be displayed throughout a route.

### **4.0 Reports**

#### 4.1 Town of Ponoka Report (Kevin Ferguson)

- 4.1.1 attended a meeting at the Chamber of Commerce on October 19, where Jason Kenney presented.
- 4.1.2 Cal David will replace Kevin Ferguson as the new Town Representative on the board.

#### 4.2 HR committee

- 4.2.1 Sharon Rowland shared that the HR committee has met. Decided was to gather information where needed, but no decisions would be made until the new Town Representative and potentially 2 new board members were in place.
- 4.2.2 An ad is running to seek replacement for Shelagh Hagemann, who stepped down, on our board.
- 4.2.3 Two board members (Theresa Theriault and Laeta Morskate) have terms that run until December 31.

## **5.0 New Business**

### 5.1 Updated 2022 Ponoka Jubilee Library Needs Assessment Questionnaire

5.1.1 A discussion was had around the proposed format of the Ponoka Jubilee Library Needs Assessment Questionnaire.

Results of this questionnaire will inform a new to develop Plan of Service.

### 5.2 Timeline for Needs Assessment

5.2.1 The needs assessment questionnaire will roll out the first week of November 2021.

### 5.3 Information item: USL supply chain

5.3.1 USL (United Library Services) has informed PJJ that supply chain issues (delays) are to be expected.

**Next Meeting Date: November 18, 2021 at 6:30 pm**

**Motion: to adjourn at 7:40 pm by Laeta Morskate. Carried.**