

# Ponoka Jubilee Library Board Minutes

## September 16, 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]

Shelagh Hagemann

**Public Present:**

**1.0 Call to Order** 6:32 pm

1.1 Treaty and Land Acknowledgement

1.2 Adoption of Agenda

1.2.1 additions: 5.3 Restriction Exemption Program, 5.4 September 30, 5.5 Key messages for Board Advocacy

**Motion: to adopt the amended Agenda by Alana Cissell . Carried.**

1.3 Reading and adoption of June 17, 2021 minutes.

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

1.4 Review of Plan of Service Goal #1

1.4.1 Discussion around goal #1 of the current Plan of Service (Ponoka Jubilee Library will be a comfortable and accessible space for residents to congregate, learn, play, and interact.)

1.4.2 Objective #1 (move to a new facility) has been met.

1.4.3 Objective #2 (in-person visits will increase by 25% in next 5 years, usage of program spaces will increase by 50% by 2019) both in person visits and use of programming spaces have increased significantly (66% & 77%)

**2.0 Finance**

2.1 Financial Report for June-August 2021

2.1.1 Programming budget is over. This overage is balanced by additional donations.

2.1.2 Due to COVID 19 cost of individual packaging has increased

**Motion: to accept the Financial Report for June-August 2021 as presented by Kathleen Terry. Carried.**

2.2 Transfer of funds from operating reserves

**Motion: to transfer \$25,166.- from Reserves into Operating by Alana Cissell. Carried.**

2.3 Budget review 2022

2.3.1 Request increase of operating grant from both the town and county of Ponoka

2.3.2 Budget 2022 will be reviewed in October 21 board meeting

## 2.4 Library Manager Wage Grid

2.4.1 Newly developed Library Manager's Wage Grid reviewed

2.4.2 Review of pay grid for library staff is due in 2023

**Motion: to approve Library Manager's Wage Grid as presented by Alana Cissell.**

**Carried.**

## 3.0 Librarian's Report

### 3.1 Statistics

3.1.1 Strong numbers in all areas

### 3.2 Operations

3.2.1 The library has extended opening hours to reflect pre-pandemic schedule

3.2.2 Two new Library Pages have been hired

3.2.3 A new Library Clerk has been hired

### 3.3 Programming

3.3.1 Senior Tea program is not running due to the nature of the program and the current rise in COVID 19 numbers

3.3.2 All other programs are running as scheduled.

3.3.3 Events for October, November, and December are planned.

3.3.4 The Summer Reading Program was well received, with 125 registrants.

3.3.5 Outreach service extended to include programming at two daycares. Cost of materials will be covered by each daycare.

3.3.6 Battle River Insurance will sponsor the 1000 Books Before Kindergarten Program.

## 4.0 Reports

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

4.1.1 attended a PRL meeting

4.1.2 Budget 2022 passed with 0% increase

4.1.2.1 It has been 5 years since government has last increased funding

4.1.3 As of October 2021 Kevin Ferguson will no longer serve on the Library Board as the Town of Ponoka representative.

## 5.0 New Business

### 5.1 Review of 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. Further feedback will be provided over SLING. Results of this questionnaire will inform a new to develop Plan of Service.

### 5.2 Open House regarding 2022-2027 Plan of Service

5.2.1 Decision about an Open House will be tabled until the October 21 board meeting, due to current restrictions brought on by COVID 19

### 5.3 Restriction Exemption Program

5.3.1 The Library will operate with current restrictions (masking, social distancing, capacity measures) in place. For programming the Restriction Exemption

Program may be necessary. Messaging around these measures need to be clear and concise.

5.4 September 30: Truth and Reconciliation Day

5.4.1 In recognition of Truth and Reconciliation Day, it is decided the library will be closed on September 30.

**Motion: to close the library on September 30, to recognize and honour Truth and Reconciliation Day by Kathleen Terry. Carried.**

5.5 Key Messages for Board Advocacy (Sharon Rowland)

5.5.1 A discussion was had around the benefits of establishing some uniform messaging to better the advocacy of our Library Board. This discussion will be continued during the October 21 Board Meeting. A list of FAQs will be set up.

**Next Meeting Date: October 21, 2021 at 6:30 pm**

**Motion: to adjourn at 8:53 pm by Laeta Morskate. Carried.**