

# Ponoka Jubilee Library Board Minutes

## January 27, 2022

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**Location:** Ponoka Jubilee Library

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

Library Manager: Dan Galway

**Regrets:**

Unnamed [County of Ponoka representative]

**Public Present:**

**1.0 Call to Order at 6:31 PM**

1.1 Treaty and Land Acknowledgement

1.2 Adoption of Agenda

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

1.3 Reading and adoption of December 16, 2022 minutes.

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

**2.0 Finance**

2.1 Financial Report for December 2021

2.1.1 Presentation of Financial Report for December 2021

2.1.1.1 Budget for 2021 was over by 7% due to it being a leap year, causing one additional payroll

**Motion: to accept the Financial Report for December 2021 as presented by Laeta Morskate. Carried.**

**3.0 Librarian's Report**

3.1 Statistics

3.1.1 Library visits, circulation, and social media numbers all look good.

3.2 Operations

3.2.1 The Library has returned to its pre-holiday form. The Giving Forest has been dismantled, 10 boxes of food were donated to the food bank

3.2.2 There are currently 2 staff members absent and isolating, due to positive Covid-19 status..

3.2.3 The local Chamber of Commerce has provided the Library with Rapid Test Kits.

3.2.4 Issues with anti-maskers have increased in frequency and severity.To help staff navigate these issues Dan Galway has created a decision tree and some disciplinary guidelines

### 3.3 Programming

- 3.3.1 Staff has been preparing kits for January and February. Kit programs and outdoor programs will be continued until the end of March, with the hope of in-person delivery starting in April.
- 3.3.2 A week of outdoor programming is planned for the March break, running one program a day, from Monday to Friday. Programs will include: Homegrown Gardening, Thinkers and Tinkerers, FandoMedia Club, Fairy Tale Picnic, Adult Art Experience, Crafty Saturday, and Music and Mel
- 3.3.3 Programs for our winter session include: Homegrown Gardening, Thinkers and Tinkerers, FandoMedia Club, Fairy Tale Picnic, Adult Art Experience, Crafty Saturday, and Music and Mel.
- 3.3.4 Current Outreach programs: Mondays: Readings at Northcott and Seasons. Deliveries at Northcott, Seasons, and Centennial Centre. Tuesdays: Collaborative Storytime Program with McMann Youth Family and Community Services Association. Thursdays: Story Time at local daycares.
- 3.3.5 The '1000 Books Before Kindergarten' program is ready to roll out. Pre-readers and their families are challenged to read 1000 books before they enter the Kindergarten program. Registrants receive a branded tote bag, (PJL, BP's and The Cooperators), an activity book, a reading log, a list of PJL's 100 recommended reads, a free book, and a library card.

### 4.0 Reports

#### 4.1 Town of Ponoka Report (Cal David)

- 4.1.1 During the Council Meeting from January, Theresa Theriault and Laeta Morskate have been re-appointed to serve another term on the Library Board .
- 4.1.2 Meeting Minutes will be sent to Call David after they have been approved.

### 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 PRL needs assessment

5.2.1 February 7, 10, and 11 there is an opportunity to attend a meeting.

5.2.2 Jeff Ramage, Jeff Hanger , and Sharon Rowland will attend on behalf of the Ponoka Jubilee Library

5.3 FCSS 2022 Grant Update

5.3.1 The grant proposal that was submitted for the 2022 FCSS Grant is awarded in full. This will positively impact the 2022 budget.

5.3.2 FCSS will be provided with a detailed interim- as well as a final- report.

**Next Meeting Date: February 17, 2022 at 6:30 pm in the Ponoka Jubilee Library.**

**Motion: to adjourn at 7.55 pm by Laeta Morskate . Carried.**