

# Ponoka Jubilee Library Board Minutes

## March 17, 2022

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**Location:** Ponoka Jubilee Library and Zoom

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

**Regrets:**

Unnamed [County of Ponoka representative]

**Public Present:** none

### 1.0 Call to Order at 6:36 PM

- 1.1 Treaty and Land Acknowledgement
- 1.2 Adoption of Agenda

**Motion: to adopt the Agenda by Theresa Theriault. Carried.**

- 1.3 Reading and adoption of February 17, 2022 minutes.

**Motion: to adopt the Minutes as circulated by Alana Cissell. Carried.**

### 2.0 Finance

- 2.1 Financial Report February 2022

- 2.1.1 Presentation of Financial Report for February 2022

**Motion: to accept the Financial Report for February 2022 as presented by Sharon Rowland . Carried.**

- 2.2 Approval of 2022 Budget Amendments.

- 2.2.1 Presentation of Amended Budget 2022

**Motion: to adopt Amended Budget 2022 as presented by Jeffrey Hanger. Carried**

- 2.3 Transfer of funds from Community Plan #3,#4,and #5 to operating reserve (Community Plan #1).

- 2.3.1 Accounts opened to facilitate moving into our new building have become redundant. Remaining balance of Community Plan #3 from CFEP (\$0.95), Community Plan #4 from FCSS (\$1625.67), and Community Plan #5 from Other Grants (\$0.09) to be moved to Community Plan #1 (Operating Reserve).

**Motion: to move Community Plan #3, #4, and #5 to Community Plan #1 by Alana Cissell. Carried.**

- 2.4 Closure of accounts: Community Account #3,#4,and #5.

**Motion: to close accounts Community Plan #3, #4, and #5 by Kathleen Terry. Carried.**

- 2.5 Transfer of \$20,000 from capital reserves to operating account (community Plan #0).

**Motion: to transfer \$20,000 from capital reserves to operating account by Sharon Rowland. Carried.**

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

#### 3.1 Statistics

- 3.1.1 All numbers reported on are up. (Library Usage, Circulation, Circulation YTD, Patrons FB followers, FB page likes, Twitter followers, Instagram Followers.)

#### 3.2 Operations

- 3.2.1 The Government of Alberta has lifted all restrictions pertaining to the Libraries in the province. This has increased traffic to almost pre-pandemic levels. Staff are mostly comfortable and have been encouraged to continue wearing a mask if they choose to.
- 3.2.2 The Seed Library has been up and running for the past month and distribution will soon be finished for the season.
- 3.2.3 Weekly report tracking has been valuable. Staff has settled into a routine. Items have been tracked that have been marked as lost, settled overdue accounts, and many items have been found, shelved in other libraries.
- 3.2.4 Jeff Ramage and Dan Galway have presented to the Town Council to support the Funding Request for 2022.
- 3.2.5 The library has been featured in the Ponoka News for the upcoming "Spring Joy" art exhibit, which is comprised of 60 pieces from elementary schools in Ponoka.
- 3.2.6 The Library has been closed on February 28th for a staff development day.
- 3.2.7 Staff took the initiative to create a series of Instagram posts for Banned Books Week.

#### 3.3 Programming

- 3.3.1 All programs are currently running in-person.
- 3.3.2 Currently pre-registration for programs is taken. Interest is significant and a waitlist is instituted, which offers the potential of running the same program back to back or offering it again at a later time.
- 3.3.3 Special programs in the works are a Family St. Patrick's Day event on Friday March 18 and a Heirloom Seed Swap later this month.
- 3.3.4 Presentation of Programmers Reports.

### **4.0 Reports**

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

- 4.1.1 Parkland Regional Library board meeting was held on February 24.
- 4.1.2 Most service groups have presented their funding requests during the Town of Ponoka council meeting.
- 4.1.3 The Town of Ponoka will have their Budget Meeting on March 14 and 15.

### **5.0 New Business**

#### 5.1 Date of Election of Officers Bylaw 366-16

- 5.1.1 Discussion is ongoing.

5.2 Trade Show opportunity.

- 5.2.1 The Ponoka Chamber of Commerce has secured some booths for Not for Profit organizations in Ponoka for the Trade Fair in April. Dan Galway will check in with staff to gauge interest and generate ideas for participation in this event.

5.3 Committees

- 5.3.1 To better serve the Library, some new committees have been formed.
- 5.3.2 A Fundraising Committee has been formed, composed of Jeffrey Hanger, Jeff Ramage, Alana Cissell, Dan Galway, and Laeta Morskate. A meeting is set for April 7 at 6:00pm
- 5.3.3 A Data Analyses and Salary Sustainability Committee has been formed, composed of Sharon Rowland, Jeff Ramage, Dan Galway, and Laeta Morskate.

**Next Meeting Date: April 21, 2022 at 6:30 pm in the Ponoka Jubilee Library.**

**Motion: to adjourn at 8:05 pm by Laeta Morskate. Carried.**