

Ponoka Library Board Agenda

December 19, 2022

Location: The Crow Restaurant

Current Board Members: Jeff Ramage [Chair], Sharon Rowland [Treasurer], Kathleen Terry [Secretary] Cal David [Town of Ponoka] Dan Galway [Library Manager], Laeta Morskate, Theresa Therriault, Alana Cissell, Alison Gorrell [member of the public]

Board Present:

Public Present:

1.0 CALL TO ORDER 7:03 pm

1.1 Treaty Land Acknowledgement

1.1.1 The Ponoka Jubilee Library Board acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

1.2 Adoption of Agenda

Motion: to adopt the Agenda by Laeta Morskate

1.3 Reading and Adoption of November 21, 2022 Minutes

Motion: to adopt the Minutes as circulated by Alana Cissell

2.0 FINANCE

2.1 Financial Report for November 2022

2.1.1 Next year's budget is lower than 2022 but wages will remain the same in CPP, WCB and EI. The total spent is less as due to a reduction in hours.

Sharon Rowland moved that \$8360.00 will be moved from the library reserves to the operating budget. Motion carried

Motion: Made by Laeta Morskate to accept the financial report. Motion carried

2.2 Budget 2023 – Request for approval

2.2.1 There are no changes to the budget the November meeting discussed. Dan made the changes that were discussed and updated the budget to reflect this.

Reductions are:

Miscellaneous Recovery -\$1000

Town Operations Grant -\$200

County Operations Grant -\$5000

Employment Insurance - \$500

Staff travel and Sustenance -\$1500

Telephone and Internet - \$73.00

Operating and Office supplies -\$500

Book purchase and Periodicals - cut completely which is a \$3500.00 reduction. If the periodical budget is not restored we will look at an Adopt a Magazine Program.

The new budget presented has a surplus of \$50.00. If more money comes in, a meeting will be held to amend the budget.

Motion: Made by Alana Cissell to accept the budget as presented. Motion carried.

3.0 LIBRARIAN'S REPORT

3.1 Statistics

3.1.1 Library usage and circulation are down slightly. Patronage is up and social media stats remain fairly level.

3.2 Operations

3.2.1 A staff member has been trained as a fire warden. She will be the certified fire warden for the library for the next two years and is the person in the building that gets people out safely.

3.2.2 Previously library staff could book classrooms from CAC (Campus Alberta Central) three months in advance with the understanding that those bookings would be held. CAC has changed how the booking system for classrooms will work in the future. Bookings can still be made but any that are made by the library are subject to change without notice depending on the needs of CAC and PRALS (Ponoka and Rimbey Adult Learning Centre).

3.2.3 The Executive Director of Ponoka FCSS, Shannon Boyce-Campbell, has reached out to inform us that there is some money remaining from the Empty Bowls fundraiser. FCSS is donating @1200.00 to the Library to fund purchase of food items throughout the 2023 year. This will help to address access (ie can opener for canned items. Also looking at supplying foods that can be prepped using only hot water.

3.2.4 The donation box that is located on the front counter of the library was stolen in early December. The total funds in the box were estimated to be between \$50.00-\$70.00. The cable lock securing the box was cut allowing the box to be stolen. Dan Galloway responded to the incident via social media and has also requested video access.

Programming

3.3.1 Staff illness has been higher than is typical. This has a significant effect on programming as programs cannot run if staff are not there to run them. This is of specific concern for more specialized programs. Dan has requested that library staff keep track of CAC and PRALS services they are providing that may be going unnoticed.

3.3.2 Much of 2023 will focus on recycling household items, utilizing backstock of program supplies and considering how quality programming can be accomplished on a smaller budget.

3.3.3 The 1000 Books by Kindergarten has been very successful. 2023 will be the last year of sponsorship for this program. It is likely that the library will be seeking a sponsor to cover the cost of the start up packages for this program. The estimated cost of this is between \$3500.00 -\$4000.00 over three years. A suggestion was made to approach the Ponoka Stampede Association for sponsorship.

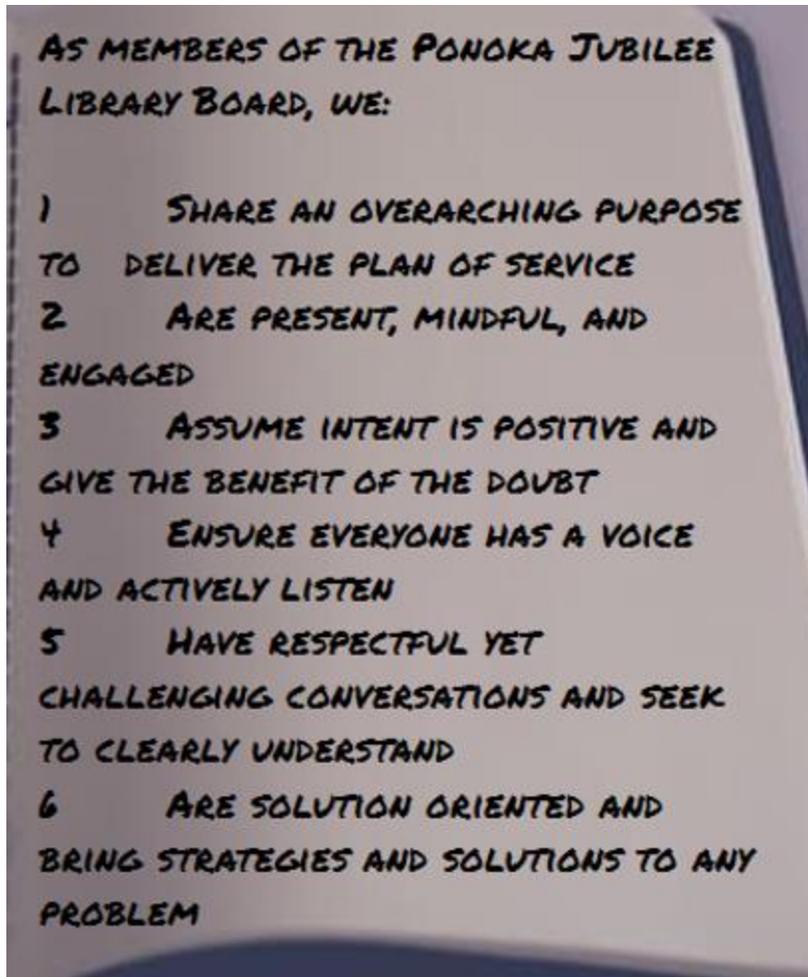
4.0 Reports

4.1 Town of Ponoka Report - Cal David spoke with Sandra Lund regarding board member honorariums. She thought the town had taken over paying the honorariums when they began overseeing the library in 1999.

4.2 HR Committee Update – New Board Member - Alison Gorrell has been recommended as a new member at large of the library board and is awaiting official appointment by the town Allison has been a long time resident of Ponoka and has served actively in the community.

5.0 New Business

5.1 Review of Team Norms



AS MEMBERS OF THE PONOKA JUBILEE
LIBRARY BOARD, WE:

- 1 SHARE AN OVERARCHING PURPOSE
TO DELIVER THE PLAN OF SERVICE
- 2 ARE PRESENT, MINDFUL, AND
ENGAGED
- 3 ASSUME INTENT IS POSITIVE AND
GIVE THE BENEFIT OF THE DOUBT
- 4 ENSURE EVERYONE HAS A VOICE
AND ACTIVELY LISTEN
- 5 HAVE RESPECTFUL YET
CHALLENGING CONVERSATIONS AND SEEK
TO CLEARLY UNDERSTAND
- 6 ARE SOLUTION ORIENTED AND
BRING STRATEGIES AND SOLUTIONS TO ANY
PROBLEM

5.2 FCSS Grant Feedback - Still waiting to hear back from FCSS regarding a grant. FCSS's RFP(request for proposal)funding has not gone through so there is uncertainty about acquiring library funding through FCSS.

5.3 Board Honorariums - Dan sends the information regarding board members in attendance after each meeting. It was decided to leave the honorariums as they are. If board members do not receive payment Jeff will let Cal know and he will bring it to the town.

Adjourned 8:45 pm

Next Meeting Date: January 16th 2023 @ 7:00 pm