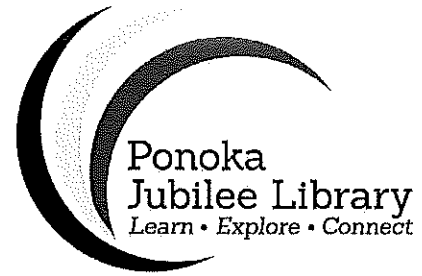


Ponoka Jubilee Library Board Minutes

May 26, 2025



Location: Ponoka Jubilee Library

Present: Alison Gorrell[Chair], Sharon Rowland [Treasurer], Kathleen Macaulay[secretary], Laeta Morskate, Alana Cissell, Janice Rarick [members at large], Cal David [Town of Ponoka representatives], Deanna Cundliffe[library manager], unnamed[county of Ponoka Representative]

Regrets: Carla Lloyd, Diamond Reid

Public Present:

1.0 Call to Order 6:34

1.1 Treaty and 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 agenda by A. Cissell seconded by A. Gorrell. Carried

1.3 Reading and adoption of April 2025 minutes.

Motion: to adopt the April minutes with amendments made by A. Gorrell seconded by A. Cissell. Carried.

2.0 Finance

2.1 Financial Report for April 2025

- 2.1.1 County Operations Grant cheque has arrived and been deposited.
- 2.1.2 A separate line for FCSS Food Bank Donation has been added to the spreadsheet as its own budget line.
- 2.1.3 April showed a surplus of \$3411.73, surplus YTD is \$5969.79

Motion: to accept the Financial Report for April 2025 as presented made by L. Morskate seconded by K. Macaulay. Carried

3.0 Librarian's Report

3.1 Statistics

- 3.1.1 Number of items circulated is down 5% from March and down 4% from last April. Will monitor this to see if it is becoming a trend.
- 3.1.2 Social Media remains stable

3.2 Operations

- 3.2.1 The Municipal Affairs Grant has been approved but the money has not yet arrived. Forms for review have been submitted.

- 3.2.2 Weeding of the Adult Fiction and NonFiction sections are complete.
- 3.2.3 A staff member has resigned, will see if the position can be filled internally before deciding to hire a replacement.
- 3.2.4 Continuing to Work with the Town of Ponoka staff to ensure the emergency response plan is up to date. A test procedure is set for before the end of June.
- 3.2.5 Needs assessment survey results are being inputted.
- 3.2.6 The summer reading program assistant has been hired and started May 20, 2025.
- 3.2.7 The grant proposal has been submitted to FCSS.
- 3.3 Programming**
 - 3.3.1 Planning is underway for the Summer Reading Challenge.
 - 3.3.2 Great attendance at the Tunes and Trivia (29 attendees). Next event is taking place at The Pavillion in May.
 - 3.3.3 Slight increase in overall program attendance.
- 3.4 Outreach Report**
 - 3.4.1 High level of requests and items loaned out in April.
 - 3.4.2 Dates for volunteers from the Centennial Center have been set for May, June and July.
- 3.5 Patron Report**
 - 3.5.1 Three incidents occurred in April the involved emergency services

4.0 Reports

- 4.1 Town of Ponoka Report (C. David)**
 - 4.1.1 May 13 - Town Council meeting. Tax rate bylaw was passed. Property taxes were set for 3.25% but this has now been reduced to 1.25% due to large government increases in taxes.
 - 4.1.2 The Ponoka Farmers market is moving to the space by the splash park located in Centennial Park.
 - 4.1.3 Recruitment for a second peace officer is ongoing.
 - 4.1.4 HWY 53 corridor is in the works for improvement. This is a joint effort between the Town and the AB Government.
 - 4.1.5 PNI meeting - downtown facade improvement approved.
 - 4.1.6 Aquaplex is closing for 5 weeks in September for maintenance - done annually.
- 4.2 PRL Regional**
 - 4.2.1 LAPD audit did well.
 - 4.2.2 Shalia Fox is an executive member of PRL regional.
 - 4.2.3 \$20 000 added to the budget to cover a new budget line created for legal support.
 - 4.2.4 \$165 000 in reserves. \$80 000 was moved from the reserves to replenish programs. No money has been put in to replenish the reserves.
 - 4.2.5 Added more money to support e-content materials.
 - 4.2.6 No COLA for 2026, solely using the grid increases.
 - 4.2.7 Advocacy group is still looking to get supernet access.
 - 4.2.8 CAO from Lacombe suggested funding @ \$11.00/patron for local appropriation

4.3 HR Committee Update (A. Cissell)

- 4.3.1 A staff member resigned in May. Holding off hiring in order to see if coverage can be done with existing staff.
- 4.3.2 A survey was shared to get input for D. Cundliffe performance to support her evaluation.

4.4 Policy Committee (D. Reid)

- 4.4.1 Personnel policy review tabled until June 16, 2025.

5.0 Old Business

- 5.1 None

6.0 New Business

6.1 Project Proposal: Stronger Together Conference October 8-9, 2025

- 6.1.1 D. Cundliffe went last year and proposed that she attend again and take another staff member as well. Discussion ensued.
- 6.1.2 D. Cundliffe will ask staff who are interested to submit a letter stating employees' interest in attending and also why they think it would benefit them and be a good opportunity.

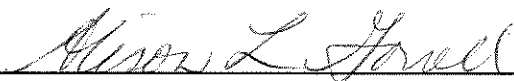
Motion to grant a budget of up to \$1700.00 for D. Cundliffe and up to 2 library staff members to attend the 'Stronger Together' library conference made by K. Macaulay, seconded by J. Rarick.

7.0 For Information

- 7.1 D. Cundliffe, library manager, will be away May 28, 29 and June 2. (Vacation time)

Next Meeting Date: June 16, 2025 @ 6:30. Location: PJI

Motion: to adjourn at 7:26 made by A. Gorrell, seconded by K. Macaulay.



Signature – A. Gorrell, PJI board chair



Signature K. Macaulay, PJI secretary