

Ponoka Jubilee Library Board Minutes

May 27, 2024

Location: Ponoka Jubilee Library

Current Board Members: Alison Gorrell [Chair], Sharon Rowland [Treasurer], Kathleen Macaulay [Secretary], Laeta Morskate, Diamond Reid, Alana Cissell, Janice Rarick [Members at Large], Cal David [Town of Ponoka], Carla Lloyd [Town of Ponoka], Deanna Cundliffe [Library Manager]

Board Present: Alison Gorrell [Chair], Sharon Rowland [treasurer], Kathleen Macaulay [Secretary], Laeta Morskate, Diamond Reid, Alana Cissell, Janice Rarick [Members at Large], Cal David [Town of Ponoka], Carla Lloyd [Town of Ponoka], Deanna Cundliffe [Library Manager], Janice Baron

Regrets:

1.0 CALL TO ORDER 6:32 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

- 1.2.1 Motion to Adopt - Motion to adopt the agenda with the addition of grant/financial as circulated made by C. Lloyd, seconded by A. Cissell

Carried

1.3 Adoption of March 2024 Minutes

- 1.3.1 Motion to adopt the March 2024 minutes with amendments made by L. Morskate seconded by A. Cissell. Carried

2.0 FINANCE

2.1 Financial Report for April 2024

2.1.1 Fines, programming revenue and photocopies and faxes are well above projected revenue amounts. FCSS grant has been deposited.

2.1.1 Due to year end finance dates being at different times for the PJJ and Town the PJJ board is needing to adjust the budget so that the period from January to March is accounted for. PJJ's year end is December and the Town's is March so there are three months between PJJ's year end and receiving a yearly grant from the Town. This is the year to catch up with the shortage. Due to not having a permanent Library board manager for 6 months means that this budget line has some unspent dollars.

2.1.3 S. Rowland and D. Cundliffe met with the PJJ bookkeeper. It was agreed that there would be more open conversations regarding the budget. The bookkeeper will answer questions vis S. Rowland or D. Cundliffer. There will be a more detailed budget line by line a week before PJJ board meetings. C. Lloyd spoke with S. Lund (Town CFO) regarding the PJJ budget. In the past the Town managed the PJJ budget until a PJJ manager (unknown) took it over. S. Rowland and D. Cundliffe will touch bas with S. Lund in regards to this.

2.1.4 There have been some applications for the Canada Summer Jobs grant position. Applications closed on June 2, 2024.

Motion to approve March's 2024 financial report as read made by L. Morskate, seconded by A. Gorrell. Carried

2.1 Rowland Parker Year End Financial Statement

2.1.1 S. Rowland went through this document with the PJJ bookkeeper. If members of the PJJ board have any questions about the document email S. Rowland.

2.1.2 C. Lloyd suggested changing the deferred capital contributions in the statement of financial position as there appears to be money in the account. Discussion ensued about if there is money. S. Rowland will ask the PJJ bookkeeper if there is in fact money in deferred capital contributions.

3.0 LIBRARIAN'S REPORT

3.1 Statistics

- Library Usage: 8418
- Teen Space: 2332
- Circulation: 5126 ↑ 32
- Circulation (YTD): 21 346 Patron: 2871 ↑ 81 (up about 15% since March 2024)
- FB Followers: 1609 ↑ 13
- Twitter Followers: 727 Same as last month
- Instagram Followers: 231 ↑ 8

3.2 Operations

- Name That Tune" took place April 17th, and was very popular; all teams that attended signed up for the next session
- PJJ's Program Coordinator was set to return May 17th.
- Received a \$14 000 grant from FCSS
- Currently working to complete the Municipal Affairs and Rural Services Grant
- We've received one Canada Summer Jobs grant to fund a summer student. We've begun advertising for the position and will close June 2, 2024.
- Laina Hoovey (permanent part time clerk) will be leading the summer reading program with a summer student
- Young Reader's Choice Awards closed, and draws were done with prizes from Boston Pizza

3.3 Programming Report

- New staff hired to assist with programming and address staffing issues starting at the beginning of May.
- Materials related to Summer Reading Club have begun to come in
- Began preparations and planning for Mother's Day and Father's Day programs
- Attendance has been steady with most programs; setting up themes for Thinkers and Tinkers drawn in new attendees
- Planning has begun for National indigenous People's Day.

3.4 Outreach Report

- Outreach resumed normal schedule after staff had been sick the previous month
- Continuing to see steady patron usage, with a modest increase in the number of patrons this month

4.0 REPORTS

4.1 Town of Ponoka – C. David and C. Lloyd

4.1.1 Council meeting was held May 14, 2024

4.1.2 PRL meeting was held May 16, 2024 via Zoom. The PJJ board mentioned that the PRL managed website is not user friendly. A lot of money is being spent for this service so it needs to be user friendly. PRL also expressed concern about employee retention. Would like to pay what people are worth instead of paying to train new staff only to have them leave. COLA is not a part of this as there is too much variation on how much is in each budget.

4.1.3 May 21, 2024 is the Town Priorities meeting. Council is looking at derelict properties and at ideas on how to address this and beautify Ponoka

4.1.4 A public forum held by the Town Council was attended by a few people concerned about the vagrancies in Town. There are a small group of people who feel threatened when out in Town, i.e. afraid to take their dog for a walk. Mayor Fergusson spoke with this group. There was also a query about having toilets that are accessible to the public. The Town does not supply these and the ones that had been available in the past have been closed.

4.1.5 A welcome event was hosted by the Town to welcome our four new Doctors.

4.2 HR Committee Update – A. Cissell

N/A

4.3 Policy Committee – D. Reid

4.3.1 D. Reid has received some feedback on the Policy handbook but need the remainder of the Board members to review it. Still waiting for feedback from the Alberta Library Policies Team .

4.3.2 Some policies will be adjusted due to D. Cundliffe's feedback

4.3.3 OH&S in the workplace policy is outdated and informal. D. Reid and D. Cundliffe will work together to tighten this up.

4.3.4 Working alone – C. Lloyd will talk to A. Jones with the town to see what the Town already has in place. PJJ will then follow what the Town already has in place.

5.0 NEW BUSINESS

5.1 Library Association of Alberta and Parkland Regional Library Correspondence Regarding Parental Rights Legislation

5.1.1 PRLS has pulled their membership from the Library Association of Alberta due a position statement that was released. This has created some conflict between PRLS and some individual libraries. D. Cundliffe is meeting other managers in the region to see where they are at on this issue and report back to the board. A. Gorrell and D. Cundliffe will talk to R. Sheppard to find out where other Library board in different regions are at on this issue.

At this time this is an informational item for PJJ as more information and education on this issue is required in order to make an informed decision

5.2 Grant Advance Solutions

5.2.1 D. Cundliffe was approached by a salesman with Grant Adadvance Solutions to see if the Library board would be interested in a subscription. This is a data bas system that assists with grant writing. It has contacts for charitable organizations and funds that are not on line or easily accessed. It is also a project management tool. The PJL board tabled any decision on this until more research and information can be found regarding this company/program.

7.0 CORRESPONDENCE

7.1 New Book Drop and Water Fountain

7.1.1 D. Cundliffe was questioning when the new book drop will be installed. The current ne continues to leak when it rains. Currently it has been about a 1.5 year wait for this to be replaced. C. Lloyd and C. David will mention this to Town Council

7.2 FOIP Statistics Request from the Alberta Government

7.2.1 There was a request from The Minister of Service Alberta and Red Tape Reduction to share the PJL FOIP requests. There have been no FOIP requests in the recent past

Move to adjourn made by A. Gorrell , seconded by K. Macaulay @7:45. Carried

Adjourned

Next Meeting Date: June 17, 2024 at 6:30 pm at PJL

Signature – A Gorrell, PJL board chair

Signature K. Macaulay, PJL secretary