

Ponoka Jubilee Library Board Minutes

April 19, 2018



Location: Ponoka Jubilee Library

Present: Current Board Members: Jeff Heyden-Kaye [Chair], Alana Cissell [Vice Chair], Mikki Scabar [Treasurer], Tamara Armitage Cline [Secretary], Jeff Ramage, Kim McLean [Members at large], Kevin Ferguson [Town of Ponoka representative]
Library Manager: Dan Galway

Regrets: Murray Shack [Member at large]

Public Present: none

1.0 Call to Order at 7:03 pm

1.1 Adoption of Agenda

1.1.1 Additions

Motion: to adopt the agenda as amended.

Motion by Mikki Scabar. Carried.

1.2 Reading and adoption of March 15, 2018 minutes

Motion: to adopt the minutes as circulated.

Motion by Kim McLean. Carried.

2.0 Finance

2.1 CFEP Grant application was successful. Awarded \$125,000 (full amount of request).
Jeff thanked Dan for his work on getting the CFEP grant.

2.2 Financial Report for March 2018

Payroll was up slightly because of new staff training and three pay periods in March.

Motion: to adopt the Financial Report for March 2018.

Motion by Mikki Scabar. Carried.

2.3 Tax Return

This year's tax return is complete. Mikki will be setting up a meeting with Rowland, Parker and Associates for review.

3.0 Librarian's Report

3.1 Operations

The summer student (Summer Reading Program) has been hired for June 1 – August 29.

The weeding of the Adult Fiction collection is complete.

Staff Picks will move from the centralized display into shelf "sitters".

Exploring the idea of "Express Book Bags" to assist patrons who may not be able to come to the library and pick up materials.

3.2 Programming

Legal Clinics are on hold for now at the request of the organization presenting them. Maker Madness and Anime Club are going very well. They are exploring the possibility of doing another club for younger participants.

Bob Layton's Life Stories was well attended. Chevi Rabbit's presentation is April 25 at 7 pm.

Dan met with Andrea Ramage at ParentLink to plan National Indigenous Peoples Day.

3.3 Learning Centre

The "semi-final" floor plan was presented. Staff have reviewed it and are happy with it.

Dan has discussed interior finished with Kim and with the interior designer.

Dan has discussed a few space issues with Ed Krasinski (overall project manager). Dennis Hahn is going to be the tenant improvement project manager.

Programming materials and storage will be on movable carts in the new facility.

LANDREX has expressed the desire to consolidate cleaning services. Our current cleaning contract requires one month's notice to terminate.

Dan reviewed the budget for shelving, furniture, technology, moving expenses, etc.

Dan and Kevin will seek clarification around the move and costs for moving the SuperNet.

3.4 Grant Update

Successful applications:

- CFEP \$125,000.
- Canadian Heritage Funding for National Indigenous Peoples Day \$2,400.
- STEP funding (summer student) in the amount of \$2,940 (matching).
- TELUS \$3,000.
- Kinsmen and Kinettes would like to do a joint donation for \$10,000

Still waiting to hear from Servus.

4.0 Reports

4.1 Town of Ponoka Report (Kevin Ferguson)

Parkland Executive Committee has not yet made a decision regarding relocation, although it sounds like they are leaning towards Red Deer.

4.2 Fundraising Committee (Jeff Ramage)

Suspend solicitation for sponsoring spaces.

Individuals may still want to be part of it so they will have the opportunity based on the previous donation levels. Marketing of this opportunity will be

The mock up of the donor signage for foyer is approved.

5.0 Community Learning Centre

5.1 Finishings

Kim reviewed the plan for end panels (shelving), colours (wayfinding).

5.2 Furniture Choices

Kim reviewed the proposed colours and fabrics for the various sections.

There are a few furniture pieces that will be on hold until we are in the space to determine whether or not it is required.

Dan presented a slideshow with the proposed furniture.

5.3 Storage Planning

Dan reviewed the storage options for programming, DVDs, files, etc.

The storage area has been removed from the floor plan so Dan is exploring other options within the facility.

5.4 CLC – Tentative budget – already reviewed.

6.0 Business Arising

6.1 National Indigenous Peoples Day Celebration

Dan has met with Andrea Ramage from ParentLink to plan

7.0 New Business

7.1 Children's Technology - Update

Funds have been spent and items have been delivered, except for the furniture.

7.2 Consideration of VOIP phone system for Learning Centre – tabled

7.3 Report on March 20th Meeting with Colette Poitras

Jeff H-K, Jeff R, Alana and Kevin attended the meeting.

Colette reviewed the changes in the accountability of the grant.

The group learned about the program that Shirley Cire is doing at Maskwacis.

They discussed opportunities for being more culturally sensitive, artifacts, programming and acknowledgements.

Dan will post the Elder Protocol for the board to review.

7.4 Treaty Acknowledgement at Board

Motion: to acknowledge that we are on Treaty 6 lands at the beginning of each board meeting.

Motion by Jeff Ramage. Carried.

7.5 In Camera item 1.0

Motion: to move in camera at 8:58 pm

Motion by Mikki Scabar. Carried.

In camera discussion.

Motion: to move out of camera at 9:20 pm

Motion by Alana Cissell. Carried.

Agenda item 7.9 is for board discussion only so Dan exited the meeting at 9:24 pm.

7.6 In Camera item 2.0

Motion: to move in camera at 9:26 pm

Motion by Tamara Armitage Cline. Carried.

In camera discussion.

Motion: to move out of camera at 9:48 pm

Motion by Kim McLean. Carried.

8.0 Motion: to adjourn at 9:51 pm

Motion by Kevin Ferguson. Carried.

9.0 Next Meeting Date: May 17, 2018