

Ponoka Library Board Minutes

January 25, 2018

Location: Kinsmen Meeting Hall

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

Board Regrets: Murray Shack [Member-at-large]

Public Present: None

1.0 CALL TO ORDER at 7:03 pm by Jeff Heyden-Kaye

1.1 Adoption of Agenda

1.1.1 Additions

Policy Review – Dan Galway

1.1.2 **Motion: to adopt the agenda as amended.**

Motion by Alana Cissel. Carried.

1.2 Reading and adoption of December 21, 2017 minutes

Motion: to adopt the minutes as circulated.

Motion by Kim McLean. Carried.

2.0 FINANCE

2.1 Financial Report for December 2017

Motion: to adopt the Financial Report for December 2017.

Motion by Mikki Scabar. Carried.

3.0 LIBRARIAN'S REPORT

3.1 Operations

- Dan is compiling statistics for the Annual Report, due to Public Library Services Branch on February 28, 2018.
- Janice will be sending out monthly email bulletins to each of the schools with program schedules and information.
- Dan has signed a one-year contract with Jan-Pro Janitorial Services with the caveat that a new quote may be required once the move to the new facility occurs.

3.2 Programming

- Cynthia will be doing a weekly Anime/Manga club starting in February. An application for a free account from "Crunchyroll" was successful so P JL will be able to hold ad-free anime screenings. Participants can learn how to draw manga using traditional methods or Wacom tablets for digital drawing.
- The first Board Game Cafe was held in January and will continue on the 2nd Thursday of each month.

- In February PJJ will host the Ponoka Creative Writing Club for an evening of their original readings.
- Life Stories continues with Bob Layton from CHED FM in March and Chevi Rabbit, an Indigenous Transgender Activist, in April.

3.3 Learning Centre

- Dan had a meeting with Red Deer College/CAC/ Kathy Johnston (project manager) regarding tenant improvements for the new space. Dan and Kathy will meet again in February to discuss PJJ's use of CAC space and associated logistics.

3.4 Grant Update

- Sara secured a donation from Main Street Hardware to fix up the plant area.
- Dan reviewed the grant applications that Sara has submitted and is planning to submit.
- Dan has applied for funding through Young Canada Works and STEP for summer student positions. Eligibility is limited to one of these programs so if both applications are successful we will need to determine which program is the best and decline the other.

4.0 Reports

4.1 Town of Ponoka Report (Kevin Ferguson)

- Council approved the request for \$50,000. Dan has submitted the signed letter from CAO Albert Frootman for the CFEP grant application.
- Parkland Regional Library has confirmed that they will be sending a request to all of the CAO's in the region to submit a proposal to host their headquarters. The mayor and council are excited about the opportunity to bid but realistic about the competition.
- Kevin will follow up with CAO Albert Frootman regarding the most recent plans and some of the features for the new library space.

5.0 BUSINESS ARISING

5.1 Extended hours for new facility

Dan presented a proposed increase to the hours that the library would be open to patrons at the new facility. Dan presented a schedule that would see the library open 7 days a week, but following discussion it was determined that a survey should be conducted to determine whether or not to be open on Sundays.

Motion: to adopt the following operating hours once in the new facility: Mondays-Thursdays 10 am–8 pm, Fridays 10 am–6 pm and Saturdays 10 am–4 pm.

Motion by Alana Cissel. Carried.

5.2 Policy Review – Volunteer Policy

The new volunteer policy requires some edits. Dan will email the revised policy for approval.

5.3 Signing Authority

The current Ponoka Jubilee Library (PJJ) board consists of the following members:

Jeffrey Heyden-Kaye [Chair]

Alana Cissel [Vice Chair]

Mikki Scabar [Treasurer]

Tamara Armitage Cline [Secretary]
Murray Shack, Jeff Ramage, Kim McLean [Members at large]
Kevin Ferguson [Town of Ponoka]

Krista Schultz, former chair, has resigned from the Ponoka Jubilee Library board. As she is no longer a member of the board her signing authority should be revoked.

At the December board meeting (December 21, 2017) Jeffrey Heyden-Kaye was elected chair of the board and as such should have signing authority.

Mikki Scabar [Treasurer] and Dan Galway [Library Manager] have signing authority and should retain this authority.

Motion: to remove Krista Schultz as a signing authority and add Jeffrey Heyden-Kaye as a signing authority for Ponoka Jubilee Library business and accounts.

Motion by Alana Cissel. Carried.

6.0 NEW BUSINESS

6.1 Fundraising Committee Update – Jeff Ramage and Jeff Heyden-Kaye

- If the CFEP grant is successful we will require \$60,000, if not we will need \$100,000.
- Jeff R presented the proposed tiers and their associated funding ranges as well as opportunities for named areas.

6.2 Charitable status – Incorporation of PJJ as Provincial Non-profit

Dan will proceed with this application.

6.3 Supernet Payment Plan

Relocating the Supernet to the new facility will need to be done. Dan outlined the possible option of a monthly payment plan.

6.4 Classifying staff as casual

It appears that some library staff have been classified as casual when they should be permanent part-time. Dan will proceed with making changes as required.

6.5 Policy Review – all policies

A review of all of PJJ's policies is required. Dan will send the most recent policy package, along with a revised Volunteer Policy, for review by all board members. Board members are expected to either respond to Dan with an acknowledgement that they support the policies (as circulated) or suggest changes/edits by January 30, 2018.

Action: All board members to review policies and respond to Dan by January 30.

7.0 Motion: to adjourn the meeting at 8:55 pm.

Motion by Kim McLean. Carried.

8.0 Next Meeting Date: February 15, 2018 at 7 pm at the library.