

# Ponoka Jubilee Library Board Minutes

## March 15, 2018

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**Location:** Ponoka Jubilee Library

**Current Board Members Present:** 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] Dan Galway [Library Manager]

**Board Regrets:** Murray Shack

**Public Present:** none

### 1.0 CALL TO ORDER at 7:08 pm

#### 1.1 Adoption of Agenda

##### 1.1.1 Additions

7.9 Fundraising update

7.10 SLING discussion

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

**Motion by Mikki Scabar. Carried.**

#### 1.2 Reading and adoption of February 15, 2018 minutes

**Motion: to adopt the minutes as circulated.**

**Motion by Alana Cissel. Carried.**

### 2.0 PRESENTATIONS

#### 2.1 Chris Loveday from Loveday on Libraries

Chris was unable to attend but provided furniture samples and quotes for review.

### 3.0 FINANCE

#### 3.1 Financial Report for February 2018

**Motion: to adopt the Financial Report for February 2018.**

**Motion by Mikki Scabar. Carried.**

### 4.0 LIBRARIAN'S REPORT

#### 4.1 Operations

The weeding of the Adult Fiction collection is almost complete.

Tiffany Toma has been hired and has almost completed her training.

The Food for Fines initiative resulted in 8 boxes of non-perishables to the food bank.

Dan is researching community e-calendar options.

#### 4.2 Programming

All programs have steady numbers. Dan reviewed some ideas for increasing attendance.

Dan reviewed the plan to offer more varied and flexible programming.

Dan is working with FCSS on possibly presenting free legal workshops.

The library has committed to providing activities at Day in the Park and Canada Day events.

#### 4.3 Learning Centre

Dan met with Albert Frootman from the Town about some questions and concerns.

Dan also met with RDC and CAC to discuss furniture needs and IT infrastructure.

Dan met with the interior designer re: tenant improvements, workspace needs, light fixtures, AV storage and safety concerns with the book drop.

#### 4.4 Grant Update

Received \$60,000 from the County (2018 operational funding).

No word yet on the CFEP application.

Dan and Jeff H-K met with Servus Credit Union about some possible grant funding.

### 5.0 Reports

#### 5.1 Town of Ponoka Report (Kevin Ferguson)

Kevin met with the Parkland Executive Committee regarding possible relocation to Ponoka.

They reviewed eight applications and have requested more information from the Town.

Kevin identified some challenges that may stand in the way of Ponoka seeing success in this.

### 6.0 BUSINESS ARISING

#### 6.1 Contingency plan for purchases (CFEP)

Dan has a plan that will be shared if the CFEP application is unsuccessful.

### 7.0 NEW BUSINESS

#### 7.1 Sara Driedger as Grant Admin – Approval

**Motion: to approve Sara Driedger as Grant Administrator.**

**Motion by Kim McLean. Carried.**

#### 7.2 Children's Technology – Proposal Review

**Motion: to purchase two children's computer desks, chairs, computers, monitors, mouse and keyboards, headphones and Child Friendly Operating Systems at a cost of \$2170.**

**Motion by Jeff Ramage. Carried.**

#### 7.3 Friends of the Library – Establishment

We are looking for volunteers that can assist with library events such as the book sale. This is different from the former Friends of the Library Society (dissolved last year) and at this point we are not looking to resurrect the society.

#### 7.4 Booksale

Friday, May 25 and Saturday, May 26.

#### 7.5 Suggestions to FCSS for Named Children's and Teen Sections

Dan and Sara will manage this and present to FCSS.

7.6 AFTA Grant

The board supports proceeding with this application.

Kim and Kevin will work with Sara to determine the specifics needed for the application.

7.7 FCC Grant

The board supports proceeding with this application.

7.8 Fundraising update

Jeff R provided further details on the proposed donor board design.

Jeff H-K is working on a banner to show capital campaign progress.

Dan will communicate a process for accepting donations at the desk.

7.9 SLING discussion

If looking for action, send in a message not newsfeed.

Expectation of the board is to check 1-2 times per week.

7.10 **Motion: to move in camera at 9:18 pm.**

**Motion by Mikki Scabar. Carried.**

**Motion: to move out of camera at 9:38 pm.**

**Motion by Jeff Ramage. Carried.**

**8.0 Motion: to adjourn at 9:40 pm**

**Motion by Kevin Ferguson. Carried.**

**9.0 Next Meeting Date: April 19, 2018**