

# Ponoka Jubilee Library Board Minutes

## April 18, 2019

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**Location:** Ponoka Jubilee Library

**Present:** Current Board Members: Jeff Heyden-Kaye [Chair], Alana Cissell [Treasurer], Jeff Ramage [Secretary], Kim McLean, Laeta Morskate, and Theresa Therriault [Members at large], Kevin Ferguson [Town of Ponoka representative]  
Library Manager: Dan Galway

**Regrets:**

Unnamed [County of Ponoka representative]

**Public Present:**

None

**1.0 Call to Order** at 7:00 pm

1.1 Treaty Land Acknowledgement

1.2 Adoption of Agenda

1.2.1 Additions

**Motion: to adopt the agenda as circulated by A. Cissell. Carried.**

1.3 Reading and adoption of March 21, 2019 minutes

**Motion: to adopt the minutes as circulated by L. Morskate. Carried.**

**2.0 Finance**

2.1 Financial Report for March 2019 (D. Galway)

**Motion: to adopt the Financial Report for March 2019 by K. Ferguson. Carried.**

2.2 Rowland Parker - Contribution Request (J. Heyden-Kaye)

**Motion: to table Rowland Parker Contribution Request by L. Morskate. Carried.**

**3.0 Librarian's Report**

3.1 Operations

3.1.1 PJJ has been approved for two Young Canada Works Students

3.1.2 Town of Ponoak is installing a baby changing table being to the unisex bathroom

3.1.3 Grand Opening is on May 24th; all board members are encouraged to attend

3.1.3.1 1:00-2:00 for dignitaries; public open house to follow

3.1.3.2 Please RSVP to D. Galway via Sling by commenting on the post

3.1.3.3 D. Galway has invited many Library stakeholders including Roy Louis

3.1.3.4 D. Galway to offer protocol to Roy Louis

3.2 Programming

3.2.1 March program numbers are inaccurately low due to a mistake in reporting

3.2.2 Anime Club Fan Fest event is expected to be very popular

3.2.2.1 Ticket holders will be limited using Eventbrite; tickets will be available  
May 1st

- 3.2.3 Maker and Mini-Maker programs are being merged due to low attendance
- 3.3 Staffing
  - 3.3.1 Summer reading program will be run by the Young Canada Works staff
  - 3.3.2 D. Galway has met with a returning YCW staff around start dates
  - 3.3.3 Another YCW staff will be advertised and hired for the summer reading program
  - 3.3.4 Janice is taking another semi-weekly afternoon due to increased usage and demand regarding material processing and supervision of circulation

#### 4.0 Reports

- 4.1 Town of Ponoka Report (K. Ferguson)
  - 4.1.1 Conversations have begun around the Maskwacis Library (see 5.2)
  - 4.1.2 PRL advertising and marketing campaign focuses on library advocacy in terms of local government
  - 4.1.3 K. Ferguson to connect with PRL to discuss potentially reaching up to local Member of Legislature
- 4.2 Art Displays (K. McLean and J. Heyden-Kaye)
  - 4.2.1 Processes and artist expectation setting around displays needs improvement
    - 4.2.1.1 K. McLean to develop new procedures with J. Heyden-Kaye and D. Galway based on experience with artists to date
    - 4.2.1.2 Discussion around developing a signed contract with artists to limit board and library responsibilities around damage and loss
    - 4.2.1.3 Existing letter can still be used for now; signature to be added
  - 4.2.2 The Ponoka Art Club as dissolved but connections to local artists do still exist
- 4.3 HR Committee Report (J. Heyden-Kaye)
  - 4.3.1 Town of Ponoka HR Committee has approved our choice of S. Hagemann; she is expected to officially join the board for the May board meeting
  - 4.3.2 D. Galway provided a summary of the feedback provided by staff and library board members as part of his review process

**Motion: to go in camera at 8:02 by K. Ferguson. Carried.**

**Motion: to go out of camera at 8:18 by A. Cissell. Carried.**
- 4.4 Team Building Update (J. Ramage)
  - 4.4.1 Board to meet on May 2nd at 7pm at L. Morskate's home
  - 4.4.2 Additional details and survey to come via Sling

#### 5.0 New Business

- 5.1 Year End Financials - Rowland Parker

**Motion: to move \$38,137 from 2018 capital reserves to cover capital costs related to the new library including shelving, furniture and equipment by A. Cissell. Carried.**

  - 5.1.1 D. Galway will work with P.J.L. bookkeeper to complete the T3010 Charity information Return
  - 5.1.2 A. Cissell and D. Galway to work with Rowland Parker to finalize the year end
- 5.2 Information - Maskwacis Library
  - 5.2.1 Due to the new library being created in Maskwacis P.J.L. should anticipate a patron reduction of around 500

5.2.2 PJJ will continue to service Maskwacis patrons as part of PRL

## **6.0 Business Arising**

**Motion: to go in camera at 8:45 by K. McLean. Carried.**

**Motion: to go in camera at 9:25 by K. Ferguson. Carried.**

**Motion: to generate an offer to the Library Manager for a pay increase by 3.5%, an education amount of \$2500 for the 2019 budget year and \$1200 for the 2020 budget year with a 1 year return for service agreement to begin upon completion of MLIS, and with a flex time agreement that follows Alberta Employment Standards by A. Cissell. Carried.**

**7.0 Motion: to adjourn at 9:27pm by K. McLean. Carried.**

**8.0 Next Meeting Date: May 16, 2019**