

Ponoka Jubilee Library Board Minutes

December 13, 2018



Location: Ponoka Jubilee Library

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

Regrets:

Unnamed [County of Ponoka representative]

Public Present:

Laeta Morskate, Theresa Therriault

1.0 Call to Order at 7:03pm

1.1 D. Galway presented with a gift for his hard work during our move

1.2 Treaty Land Acknowledgement

1.3 Adoption of Agenda

1.3.1 Additions – None

Motion: to adopt the agenda as circulated by M. Shack. Carried.

1.4 Reading and adoption of November 1, 2018 minutes

Motion: to adopt the minutes as circulated by K. Ferguson. Carried.

2.0 Finance

2.1 Financial Report for October 2018

2.1.1 M. Scabar reviewed the financial reports and statements with the board

2.1.2 Plan is to close the grant accounts and transfer remaining balances to general accounts

2.1.3 Town has taken over utility and janitorial costs of library portion of the building

2.1.4 Budget is expected to be balanced for upcoming year

2.1.5 K. Ferguson mentioned that November will be the timeframe for new town budgets and that any changes should be provided a few weeks/months before that if possible

2.1.6 D. Galway and M. Scabar will review and plan the upcoming year's budget

Motion: to adopt the Financial Report for October 2018 by M. Scabar. Carried.

3.0 Librarian's Report

3.1 Operations

3.1.1 Patron count shows a pleasing increase in apparent numbers

3.1.2 Saturday programming and circulation is showing good numbers as well

3.2 Programming

3.3 Staffing

- 3.3.1 D. Galway is working to hire a new staff member from existing submitted resumes
 - 3.3.2 Interviews to run in the third week of December with an early January start date
 - 3.3.3 Board discussed purpose and structure of staff bonuses; to be discussed further at a future meeting.
 - 3.3.4 HR Committee D. Galway and M. Scabar to research and plan for feasibility of future bonuses based on historic bonus structures with a plan to budget for the same if desired
 - 3.3.5 Discussion around future bonuses being tied to performance
 - 3.3.6 **Motion: to go in Camera at 8:10 pm by M. Scabar. Carried.**
 - 3.3.6.1 T. Therriault and L. Morskate left the room at 8:10 pm
 - 3.3.7 **Motion: to go out of Camera at 8:15 pm by M. Shack. Carried.**
 - 3.3.7.1 T. Therriault and L. Morskate returned to the room at 8:15 pm
 - 3.3.8 **Motion: to approve staff moving bonuses of \$2250 at Library Manager's recommendation and an additional \$1000 bonus for Library Manager by M. Shack. Carried.**
- 3.4 New Building
- 3.4.1 Discussion around need for additional furniture and decor items for kids section
 - 3.4.2 **Motion: to approve purchase of furniture and decor items for kids section of up to \$5000 by M. Shack. Carried.**

4.0 Reports

- 4.1 Town of Ponoka Report (K. Ferguson)
 - 4.1.1 K. Ferguson raised the issue of a lack of a cafe and will continue to pursue the topic with the town. D. Galway to look into how the library could operate the cafe.
 - 4.1.2 K. Ferguson reported on the recent PRL meeting and described that he is impressed by the way that PJJ has built a relationship with the Town of Ponoka.

5.0 New Business

- 5.1 Staff Appreciation - 2018
 - 5.1.1 See 3.3 Staffing
- 5.2 Furniture Purchase - New Building
 - 5.2.1 See 3.4.2 New Building
- 5.3 **Motion: to break for 5 minutes at 8:36 pm by M. Shack. Carried.**
- 5.4 **Motion: to return to table at 8:41 pm by M. Shack. Carried.**
- 5.5 PJJ Board Member Selection
 - 5.5.1 J. Heyden-Kaye requested board review PJJ Bylaws around board numbers and roles
 - 5.5.2 **Electronic Motion: to accept Laeta Moreskate and Theresa Therriault as new board members by A. Cissell. Carried Electronically.**
- 5.6 Early Closure - December 24, and 31 2018
 - 5.6.1 Board agrees with D. Galway's assessment to close early
 - 5.6.2 Town Hall will be closing at 1pm, D. Galway will close at the same time

5.7 Election of Officers - 2019 Info Item. January meeting will be election of officers.

5.8 Team Building

5.8.1 J. Ramage suggested some type of team building is beneficial. Board agrees to proceed with a team building exercise

5.8.2 L. Morskate, K. McLean, J. Ramage and T. Therriault will assemble resources for team building with a focus on personality types as the exercise.

5.9 Donation of Hours by Staff Member - Donor Wall

5.9.1 Board discussed and accept donation of volunteer hours to PJJ.

5.10 **Motion: to table Alberta Library Trustees Membership by M. Shack. Carried.**

5.11 Art

5.11.1 Hanging Hardware will be ordered in conjunction with Town of Ponoka in January

5.11.2 K. McLean will be working with Portage College Indigenous Arts Department for an installation. The college heard about the new library space and is excited to work with PJJ.

6.0 Business Arising

7.0 In-Camera Discussion

7.1 **Motion: to go in Camera at 9:08 by A. Cissell. Carried.**

7.2 **Motion: to go out of Camera at 9:31 by M. Shack. Carried**

8.0 Motion: to adjourn at 9:31 pm by M. Shack. Carried.

9.0 Next Meeting Date: January 17, 2018