

Ponoka Jubilee Library Board Minutes

February 15, 2018



Location: Ponoka Jubilee Library

Board Members Present: Jeff Heyden-Kaye [Chair], Alana Cissell [Vice Chair], Mikki Scabar [Treasurer], Tamara Armitage Cline [Secretary], Murray Shack, Jeff Ramage, Kim McLean [Members at large], Dan Galway [Library Manager]

Board Regrets: Kevin Ferguson [Town of Ponoka]

Public Present: None

1.0 CALL TO ORDER at 7:05 pm by Jeff Heyden-Kaye

1.1 Adoption of Agenda

1.1.1 Additions - none

1.1.2 **Motion: to adopt the agenda as presented.
Motion by Jeff Ramage. Carried.**

1.2 Reading and adoption of January 25, 2018 minutes

**Motion: to adopt the minutes as circulated.
Motion by Kim McLean. Carried.**

2.0 FINANCE

2.1 Financial Report for January 2018

**Motion: to adopt the Financial Report for January 2018.
Motion by Mikki Scabar. Carried.**

3.0 LIBRARIAN'S REPORT

3.1 Operations

Promotions this month: (1) Blind Date with a Book; (2) Our Love is Blind (To Overdue Books)
Food for fines program collecting donations for the Ponoka Food Bank.

3.2 Programming

The Anime/Manga club is growing.

Life Stories upcoming guests featured in Ponoka News this week.

3.3 Learning Centre

Dan has had several meetings regarding SuperNet, millwork, and floorplans.

3.4 Grant Update

The FCSS grant application was successful. FCSS will sponsor the Children's and Teen's sections at a total cost of \$60,000.

The Telus grant application for the Teen section technology has been submitted.

The County has approved funding for 2018 for \$60,000, up from \$45,000 last year.

4.0 Reports

4.1 Town of Ponoka Report (Kevin Ferguson) – not in attendance, no report submitted.

5.0 BUSINESS ARISING

5.1 Library Board Basics Board Training that Jeff Heyden-Kaye and Jeff Ramage attended in Leduc was excellent.

5.2 Dan is registered to attend the Alberta Library Conference.

5.3 The ad hoc Policy Review Committee will meet March 15th prior to the board meeting.

6.0 NEW BUSINESS

6.1 Ponoka County Meeting

Jeff Heyden-Kaye and Dan recapped their meeting with Ponoka County and Reeve Paul McLaughlin.

6.2 Municipal Affairs Indigenous Public Outreach

Jeff Heyden-Kaye and Jeff Ramage met Collette Poitras at the Library Board Basics training. They discussed the \$128,000 that was granted to Parkland Regional Library of which we were able to access \$6,400. Collette is interested in meeting with our board.

Action: Jeff will contact Collette to set up a meeting on either March 8 or March 22.

Action: Jeff will send information to the board about the grant prior to the meeting.

6.3 Annual Report for submission to Public Libraries Services Branch

Motion: to approve the Annual Report for PLSB as presented.

Motion by Murray Shack. Carried.

6.4 HR Committee - Staff wage grid – review

Dan presented the proposed revision and rationale for the wage grid. For clarification, Dan will add the notes that (1) Step increases are based on anniversary date and satisfactory performance review; and (2) the grid will be reviewed annually.

Action: Dan will revise the grid as discussed and circulate to the HR Committee.

Once the HR Committee is satisfied they will circulate to the board for final approval.

The goal is to have the grid take effect March 1, 2018.

Action: Dan will send Jeff a copy of his current contract in preparation for his annual review.

6.5 *Sling* app

Dan reviewed some options for better communication and scheduling with the board.

Action: Dan will look at setting up an account for the board through *Sling*.

7.0 Motion: to adjourn the meeting at 9:32 pm.

Motion by Kim McLean. Carried.

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