

Ponoka Jubilee Library Board Minutes

February 21, 2019



Location: Ponoka Jubilee Library

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

Regrets:

Mikki Scabar [Treasurer], Unnamed [County of Ponoka representative]

Public Present:

None

1.0 Call to Order at 7:03 pm

1.1 Treaty Land Acknowledgement

1.2 Adoption of Agenda

1.2.1 Additions 2.1 (Budget Discussion), 6.3 (Board Policy Discussion)

Motion: to adopt additions to the agenda by L. Morskate. Carried.

Motion: to adopt the agenda as updated by J. Ramage. Carried.

1.3 Reading and adoption of January 17, 2019 minutes

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

1.4 Election of Officers - 2019

1.4.1 Chair - J. Heyden-Kaye elected

1.4.2 Vice-Chair - A. Cissell elected

1.4.3 Treasurer - M. Scabar elected

1.4.4 Secretary - J. Ramage elected

2.0 Finance

2.1 Budget Discussion

2.1.1 Discussion about differences between 2018 and 2019 budget

Motion: to adopt the 2018 budget as the interim 2019 budget with final 2019 budget to be approved at March board meeting by J. Ramage. Carried.

2.2 Financial Report for January 2019 (D. Galway)

2.2.1 Programing costs are low right now

2.2.2 Final capital costs for new building purchases are still coming in

Motion: to adopt the Financial Report for January 2019 by K. McLean. Carried.

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

2.3.1 J. Heyden-Kaye will have more details for next meeting

3.0 Librarian's Report

3.1 Operations

- 3.1.1 Survey results about the new building are rolling in and will close at the end of February; results will be tabulated and analyzed once results come in
- 3.1.2 Storage of materials in the stairwells is an ongoing issue due to safety and fire concerns

Motion: to close the Library March 8th through 11th while a new Library System is being migrated to and training for the same by A. Cissell. Carried.

3.2 Programming

- 3.2.1 Girls Book Club numbers are too low to continue; program to be dropped
- 3.2.2 Crafty Saturday program is at capacity; congrats Tiffany!
- 3.2.3 Anime/Manga Club program continues to be successful with an upcoming Fan-Fest event and a Minister's Award has been applied for

3.3 Staffing

- 3.3.1 A new web form based staff shift changes; staff can request coverage using the form
- 3.3.2 Additional efficiencies around staffing are being built
- 3.3.3 Two new staff hires have been made to cover Assistant Manager vacation

3.4 New Building

- 3.4.1 Decorative elements have been ordered or have arrived for the Teen and Kids sections
- 3.4.2 Final Palmieri items are being delivered Wednesday, February 20th

3.5 Grants

- 3.5.1 Step grant has been submitted
- 3.5.2 Canadian Heritage Grant in support of National Indigenous Peoples Day has been received for \$2400
 - 3.5.2.1 D. Galway will reach out to PRL for the balance of the PJJ portion of the projected event costs

4.0 Reports

4.1 Town of Ponoka Report (K. Ferguson)

- 4.1.1 Eckville Library is very appreciative for the recent donation of unused PJJ shelving
- 4.1.2 PRL meeting highlights reviewed including bylaw updates and statistical summary review

4.2 Art Displays and Museum Collaboration (K. McLean)

- 4.2.1 Current display is up until mid to end of March
- 4.2.2 K. McLean is connecting with Ponoka Secondary Campus to borrow art for display
- 4.2.3 J. Heyden-Kaye to speak to Museum about materials to borrow for display
- 4.2.4 K. McLean connecting with TREX to acquire art from that organization; D. Galway is able to authorize these costs

4.3 HR Committee Report (J. Heyden-Kaye)

Motion: to go in camera by K. McLean at 8:30pm Carried.

Motion: to go in camera by A. Cissell at 8:37pm Carried.

5.0 New Business

5.1 Indigenous Arts Grant (L. Morskate)

- 5.1.1 May deadline is deemed to be too soon since a full organizational audit is required
- 5.1.2 D. Galway to ask Rowland Parker about details of an organizational audit including estimation of costs

5.2 Annual Report

- 5.2.1 Accomplishments and Comments section will be a list of activity highlights
- 5.2.2 D. Galway will update the board with the Accomplishments and Comments when complete for approval via Sling

5.3 Team Building Update (J. Ramage)

- 5.3.1 Bowling night is March 8th, meet at the bowling alley at 6:45 or so
 - 5.3.1.1 Theme is the 50's, come dressed up if you like
 - 5.3.1.2 Board will gather after bowling at Boston Pizza for socialization
 - 5.3.1.3 Fundraising status update: please see Laeta for pledge sheets, each bowler must come up with at least \$50 in pledges
- 5.3.2 5 Dysfunctions of a Team reading should be underway, our first team sharing session will be on March 6th at 5pm at the Library
 - 5.3.2.1 We will have a potluck supper; J. Ramage to coordinate
 - 5.3.2.2 Session should be one hour and will focus on the first dysfunction: Absence of Trust

5.4 Staff Travel and Attendance - Alberta Library Conference

- 5.4.1 D. Galway and T. Toma will attend conference on April 27th
- 5.4.2 D. Galway will determine what accommodation needs T. Toma has and report back to the board; board is supportive of paying for a room if required

6.0 Business Arising

6.1 Alberta Library Trustees Association Membership - Update (J. Heyden-Kaye)

- 6.1.1 J. Heyden-Kaye will have more details for next meeting

6.2 Storage Issues Ongoing

- 6.2.1 Storage of materials in the stairwell is an ongoing issue due to safety and fire concerns
- 6.2.2 D. Galway to investigate locking cabinets and rolling carts to be used for storage
- 6.2.3 J. Heyden-Kaye to contact Albert Frootman of the Town about using the Cafe space in the interim; failing that we would contact CAC about using their space

6.3 Board Policy discussion

- 6.3.1 Board agrees to form Policy Review Committee; members will be J. Heyden-Kaye, J. Ramage, L. Morskate, and D. Galway
- 6.3.2 Policy Review Committee will review and make recommendations on Library Board Policy and Library Policy to be approved by the board as a whole
- 6.3.3 D. Galway mentioned that Camrose library may be a policy exemplar

7.0 Motion: to adjourn at 9:24 pm by L. Morskate. Carried.

8.0 Next Meeting Date: March 21, 2019