

# Ponoka Jubilee Library Board Minutes

## January 17, 2019

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**Location:** Ponoka Jubilee Library

**Present:** Current Board Members: Jeff Heyden-Kaye [Chair], Alana Cissell [Vice Chair], Mikki Scabar [Treasurer], Jeff Ramage [Secretary], Kim McLean, and Laeta Morskate [Members at large], Kevin Ferguson [Town of Ponoka representative]  
Library Assistant Manager: Janice Baron

**Regrets:**

Theresa Therriault [Member at large], Dan Galway [Library Manager] and Unnamed [County of Ponoka representative]

**Public Present:**

None

**1.0 Call to Order** at 7:04 pm

1.1 Treaty Land Acknowledgement

1.2 Adoption of Agenda

1.2.1 Addition – 5.6 Team Building Update

1.2.2 Addition - 5.7 Centennial Center Library

**Motion: to adopt additions to the agenda by K. McLean. Carried.**

**Motion: to adopt the agenda as updated by K. Ferguson. Carried.**

1.3 Reading and adoption of December 13, 2018 minutes

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

**2.0 Finance**

2.1 Financial Report for November, December 2018

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

2.1.2 Questions about building maintenance costs; resolved to be extra outlets required for desk space that was excluded from original design

2.1.3 J. Heyden-Kaye to talk to RollandParker about potential for gift in kind to cover our accounting fees going forward

2.1.4 M. Scabar to follow up with D. Gallway re: Misc. Recovery of \$700 for December 2018

2.1.5 M. Scabar to review program costs from July and provide more detailed information to the board

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

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

2.2 2019 Budget Presentation by M. Scabar

2.2.1 Discussion of budget as presented

**Motion: to go in camera by K. McLean at 8:01pm Carried.**

**Motion: to go out of camera by K. Ferguson at 8:11pm Carried.**

**Motion: to table the 2019 Budget as presented by A. Cissell. Carried.**

### 3.0 Librarian's Report

#### 3.1 Operations

- 3.1.1 Discussion and clarification about new exam booking process; this should reduce miscommunications around scheduling

#### 3.2 Programming

- 3.2.1 Board requests post-program survey for ongoing regular scheduled programming

#### 3.3 Staffing

#### 3.4 New Building

- 3.4.1 Recent Ikea furniture additions have improved seating options

#### 3.5 Grants

- 3.5.1 L. Morskate offers assistance with AFA grant writing
- 3.5.2 K. McLean will reach out to D. Gallway to get details around AFA writing schedule

### 4.0 Reports

#### 4.1 Town of Ponoka Report (K. Ferguson)

- 4.1.1 Board would like to thank the Town of Ponoka for taking on our Janitorial, Utility and Recycling fees

#### 4.2 Art Displays (K. McLean)

- 4.2.1 K. McLean is waiting to hear back from Portage College to get scheduling details
- 4.2.2 K. McLean indicates that TREX submission is in progress
- 4.2.3 K. McLean is in contact with local talent Christopher Lightning (DayOne)
- 4.2.4 K. McLean is in contact with Ponoka Secondary Campus to get art from them in the spring

### 5.0 New Business

#### 5.1 Request for Decision - Indigenous Arts Grant

**Motion: to proceed with AFA Grant submission by K. McLean. Carried.**

#### 5.2 Request for Decision - Acknowledgement of LoveDayOnLibraries on donor board

**Motion: to proceed with fundraising acknowledgement of LoveDayOnLibraries at the highest tier by L. Morskate. Carried.**

#### 5.3 Ponoka Museum Collaboration (J. Heyden-Kaye)

- 5.3.1 Museum has framed photos that they are able to share with us for display
- 5.3.2 K. McLean will reach out to Sandy Alsop at the museum to schedule for summer timeframe

#### 5.4 Info Item: Book Bags to Go (Handout)

- 5.4.1 Bags are on order and existing materials will be used during initial pilot of the program; additional materials may be needed if the pilot proves successful
- 5.4.2 Board is impressed with this initiative

#### 5.5 Library Policy re: Board of Directors (J. Heyden-Kaye)

- 5.5.1 J. Heyden-Kaye will share the existing policies and procedures digitally for collaborative editing by the board

- 5.5.2 Policy updates will be collated and agreed upon at a future board meeting
- 5.6 Team Building Update (J. Ramage)
  - 5.6.1 March 8th Bowling for Kids
    - 5.6.1.1 An opportunity to gather in a social setting while also giving back to the community
    - 5.6.1.2 Board members will provide their own funding or collect pledges to cover the costs
    - 5.6.1.3 J. Ramage to post on Sling a request for confirmation with preferred time-slot; please respond by Monday, January 21st
  - 5.6.2 Book Club - 5 Dysfunctions of a Team
    - 5.6.2.1 Suggestion to do a team read and discussion of Patrick Lencioni's 5 Dysfunctions of a Team
    - 5.6.2.2 Books to be provided by J. Ramage and be available at library soon
    - 5.6.2.3 Additional details will be communicated by Sling
- 5.7 Centennial Center Library
  - 5.7.1 Board requests that D. Gallway follow up with Janice Mackie at Centennial Center to discuss service extension to patients perhaps with an institutional membership

## **6.0 Business Arising**

- 6.1 Alberta Library Trustees Membership
  - 6.1.1 Alberta Library Trustee Association requests PJJ membership
  - 6.1.2 J. Heyden-Kaye to gather additional information around benefit to PJJ and present at a future board meeting
- 6.2 Consideration of investing reserves and part of operational accounts in GIC or otherwise
- 6.3 Election of officers for 2019 is not yet complete

**7.0 Motion: to adjourn at 9:21pm by K. McLean. Carried.**

**8.0 Next Meeting Date: February 21, 2019**