

Ponoka Jubilee Library Board Minutes

June 20, 2019



Location: Ponoka Jubilee Library

Present: Current Board Members: Jeff Heyden-Kaye [Chair], Alana Cissell [Vice Chair], Jeff Ramage [Secretary], Laeta Morskate, Theresa Therriault, and Shelagh Hagemann [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 7:02pm

1.1 Treaty Land Acknowledgement

1.2 Adoption of Agenda

1.2.1 Additions

1.2.1.1 3.2.1 National Indigenous Peoples Day

1.2.1.2 5.3 New Board Member

Motion: to adopt the agenda as updated by L. Morskate. Carried.

1.3 Reading and adoption of May 16, 2019 minutes

1.3.1 Call to order time missing and updated

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

2.0 Finance

2.1 Financial Report for May 2019 (D. Galway)

2.1.1 Budget spends are in line with time of year

2.1.2 Staff travel and sustenance is slightly above expected due to late expense reimbursements that are pending and expected soon

Motion: to adopt the Financial Report for May 2019 by S. Hagemann. Carried.

3.0 Librarian's Report

3.1 Statistics

3.1.1 Visits and circulation remain steady

3.1.2 42 new members were added in the month of May; 316 year-over-year

3.2 Operations

3.2.1 Discussion and overview of upcoming National Indigenous Day Event set for June 21, 2019 from 9:30-11:30am at Ponoka Elementary School due to weather

3.2.1.1 Ponoka Parent Link and Wolf Creek Public Schools have helped to arrange and organize the event which is set for success

- 3.2.1.2 Due to recent rain the event will be held at the Ponoka Elementary School gym instead of outside in Centennial Park
- 3.2.2 At a recent tenant's meeting it was agreed that the proposed cafe space would be an ideal storage space for Ponoka Jubilee Library
- 3.2.3 D. Galway is developing a proposal for consideration by the Town of Ponoka to gain access to the cafe space to be used for library storage
- 3.2.4 At a recent Tenants' meeting the Town of Ponoka stated that they will request a security presence at closing time to mitigate security concerns
- 3.2.5 Review of Art Exhibitions Submissions and Guidelines
- 3.2.6 Collections are being moved and regrouped to increase circulation
- 3.3 Programming
 - 3.3.1 Review of FanFest report, an excellent event that may be well served by a larger space
 - 3.3.2 Ponoka Chrysler has donated funds to cover 350 branded book bags for registrants of the Summer Reading Club
 - 3.3.3 Summer Reading Club preparations are underway
 - 3.3.4 Tagalog Storytime will be discontinued going forward due to low attendance
 - 3.3.5 D. Galway and A. Cissell to connect to determine how Seniors Reading Program may service patrons at Centennial Centre and how Centennial Centre patrons can be served
- 3.4 Staffing
 - 3.4.1 New hire will run Summer Reading Club and assist with Senior Outreach Program
 - 3.4.2 A new hire will be coming to replace a recent page resignation

Motion: to break break for 10 minutes by J. Heyden-Kaye at 8:03pm Carried.

Motion: to return to table by J. Heyden-Kaye at 8:13pm Carried.

4.0 Reports

- 4.1 Town of Ponoka Report (K. Ferguson)
 - 4.1.1 Conversation around need for PRL to advocate for member libraries
- 4.2 Team Building Update (J. Ramage)
 - 4.2.1 Summary of the Team Building work to date and gratitude participation in the same
 - 4.2.2 Work to continue in September; continued work on Team Norms and consideration of conflict cycle work
- 4.3 Policy Review Report (J. Heyden-Kaye)
 - 4.3.1 Policy review continues with Town of Ponoka Library Board Policy nearly complete
 - 4.3.2 Volunteer Policy and Collection Development policies are next and will be worked on by committee over the summer months

5.0 New Business

- 5.1 Minimum Wage Decrease
 - 5.1.1 Discussion around upcoming changes to the minimum wage laws

5.1.2 Pages are the only staff being paid minimum wage rates

5.1.3 Existing policy states that pay is to follow minimum wage rates

Motion: In the event of a minimum wage decrease, existing pages will be red-circled at their current wage while new pages will be hired at current minimum wage rates by A. Cissell at 8:13pm Carried.

5.2 Meeting Tracker (J. Ramage)

5.2.1 New action tracker generated using Google Sheets and Docs

5.2.2 Sheet and document will be shared with the board and Executive will have edit access

5.2.3 First actions will be scraped from this agenda

5.2.4 Action tracker will be added to future agendas

5.3 New Board Member

5.3.1 J. Heyden-Kaye to follow up with the town about applicants

6.0 Business Arising

7.0 Motion: to adjourn at 9:02 pm by A. Cissell. Carried.

8.0 Next Meeting Date: September 19, 2019