

Ponoka Jubilee Library Board Minutes

March 21, 2019



Location: Ponoka Jubilee Library

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

Regrets:

Mikki Scarbar [Treasurer], Kim McLean [Member at large], 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 Addition - 2.3 Budget Review

Motion: to adopt additions to the agenda by K. Ferguson. Carried.

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

1.3 Reading and adoption of February 21, 2019 minutes

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

2.0 Finance

2.1 Financial Report for February 2019 (D. Galway)

2.1.1 There is an increase in programming costs due to a staff reimbursement

2.1.2 Credit card is in the mail

2.1.3 Dan to discuss with the bookkeeper about changing name of 45901 from Programming Revenue to Exam Revenue

Motion: to adopt the Financial Report for February 2019 by L. Morskate. Carried.

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

Motion: to table the Rowland Parker Contribution Request by K. Ferguson. Carried.

2.3 2019 Budget Review

2.3.1 44900 - Miscellaneous Recovery is higher than usual because of the sale of some equipment from the old building as well as higher than usual GST reimbursements

2.3.2 45340 - Fines is lower than usual due to some waived fines; lost books tend to go unwaived otherwise fines are waived on a case by case basis

2.3.3 45901 - Programming Revenue (exams) is higher than last year because patron exam costs have increased from \$10 to \$25 per exam

2.3.4 45912 - Donations - Free Memberships is not a reliable source of revenue and the budgeted amount has been decreased

- 2.3.5 49400 - Transfer from Reserve is higher than last year to cover additional storage furniture costs and increased 51140 - Salaries Permanent Part Time
- 2.3.6 51140 - Salaries Permanent Part Time is higher than last year to cover higher wages and increase in operational hours
- 2.3.7 51320 - Canada Pension and 51330 - Employment Insurance have increased from last year due to staff hour increases
- 2.3.8 51480 - Staff Training and 62130 - Staff Travel & Sustenance have increased to cover additional training opportunities that staff will pursue this year
- 2.3.9 62170 - Telephone/Internet is higher than last year due to increased costs with the new phone system in the new building; the new system has increased services
- 2.3.10 62210 - Advertising budget will be amended to \$500 for the 2019 budget to cover social media and other advertisement costs
- 2.3.11 62310 - Accountant Fees and 62320 - Bookkeeping Fees actual costs have increased over last year and the new budget represent this
- 2.3.12 62450 - Recycling and 62452 - Janitorial Contract budgets decreased to zero since the Town of Ponoka is covering these costs
- 2.3.13 62620 - Repair & Maintenance Building is higher than last year to cover Storage Furniture costs
- 2.3.14 75110 - Operating and Office Supplies budget has increased due to increased usage in programming and in house printing to promote programming
- 2.3.15 75130 - Mat Rental/Purchase, 75410 - Water & Sewer, 75430 - Heat, and 75440 - Electricity have reduced to zero because these costs are covered by the Town of Ponoka in the new building
- 2.3.16 75840 - Program Costs have increased because of an increase in the number of programs offered and an increase in programming materials needed
- 2.3.17 96300 - Capital Purchases is decreasing from last year because capital purchases due to the move are complete

Motion: to approve the budget as presented with an amendment to increase 49400 - Transfer to/from Reserve to \$24,350 and 62210 - Advertising to \$500 by A. Cissell. Carried.

3.0 Librarian's Report

3.1 Operations

- 3.1.1 Lovedayonlibraries is developing a solution for our storage issue
- 3.1.2 Interim storage for equipment in the stairwells will be the CAC storage room until the Lovedayonlibraries storage solution is in place
- 3.1.3 Lovedayonlibraries storage solution will go in after grand opening
- 3.1.4 Staff training on the new Polaris LEAP system went well and staff are adapting well to the changes

3.2 Programming

- 3.2.1 Number of programs running and attendance numbers continue to impress
- 3.2.2 Anime/Manga Club Fan Fest planning continues
- 3.2.3 D. Galway's weekly/bi-weekly outreach to the Youth Center is going well

3.3 Staffing

- 3.3.1 New staff members are doing well

Motion: to go in camera by K. Ferguson at 8:33pm Carried.

Motion: to go out of camera by K. Ferguson at 8:51pm Carried.

4.0 Reports

4.1 Town of Ponoka Report (K. Ferguson)

- 4.1.1 At the Parkland Executive Meeting a conversation around a service point in the Crestomere area was discussed

4.2 Art Displays (D. Galway)

- 4.2.1 D. Galway recommends developing an art submissions process
- 4.2.2 D. Galway recommends considering doing openings and advertising

4.3 HR Committee Report (J. Heyden-Kaye)

- 4.3.1 HR committee will be meeting to discuss Library Manager feedback results March 26th, 2019

4.4 Team Building Update (J. Ramage)

- 4.4.1 Session 2 will be April 25th, 2019 at 7pm; 1.5 hour session
- 4.4.2 Agenda will be coming through Sling

5.0 New Business

5.1 Storage Update (D. Galway)

- 5.1.1 New storage furniture is on order and will be assembled after Grand Opening
- 5.1.2 Equipment will be stored in the CAC storage room temporarily

5.2 Review of User Feedback Results

- 5.2.1 Senior programming is being further developed
- 5.2.2 Senior outreach may address some of the senior programming concerns in the feedback
- 5.2.3 Access to an elder and some first nations programming may be able to be funded by PRL
- 5.2.4 The desire for additional materials may be addressed by marketing inter-library loan offerings
- 5.2.5 Additional feedback will be gathered at a future date

5.3 Liability Insurance - Board of Directors (J. Heyden-Kaye)

- 5.3.1 Confirmation that board members are covered under existing AUMA insurance policy

5.4 Cheque Presentations - FCSS and Kinsmen (J. Heyden-Kaye)

- 5.4.1 D. Galway to work to get a hanging sign for the Kinsmen space
- 5.4.2 FCSS signage is already up and the cheque presentation has been done

5.5 Changes to Executive Branch of Board of Directors (J. Heyden-Kaye)

- 5.5.1 M. Scabar has resigned her position as Treasurer and board member
- 5.5.2 J. Heyden-Kaye nominates A. Cissell as Treasurer, elected

Motion: to transfer signing authority from M. Scabar to A. Cissell by L. Morskate. Carried

- 5.5.3 Active recruiting for another board member is on-going with interviews being arranged soon

6.0 Business Arising

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

Motion: to table the Alberta Library Trustees Association Membership by K. Ferguson. Carried.

7.0 Motion: to adjourn at 9:36pm by J. Ramage. Carried.

8.0 Next Meeting Date: April 18, 2019