

# Ponoka Jubilee Library Board Minutes

## May 16, 2019

---



**Location:** Ponoka Jubilee Library

**Present:** Current Board Members: Jeff Heyden-Kaye [Chair], Alana Cissell [Treasurer], Jeff Ramage [Secretary], Laeta Morskate, Shelagh Hagemann, and Theresa Therriault [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 8.0 - Correction of next meeting date (June 20th)

1.2.1.2 4.3 - Role and responsibilities of Vice Chair

1.2.1.3 5.1 - Kin Corner sign discussion

1.2.1.4 5.2 - Board member resignation

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

1.3 Reading and adoption of April 18, 2019 minutes

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

**2.0 Finance**

2.1 Financial Report for March 2019

2.1.1 County Operations Grant has come in and is appreciated

2.1.2 National Indigenous Peoples day grant income is yet to come in and a large expenditure should be expected in June for the same

2.1.3 Due to the large grant income Rowland Parker will be generating the charitable return for the 2018 tax year

2.1.4 Bookkeeping fees are now a flat monthly cost

2.1.5 Insurance fees for the year have been paid

2.1.6 Full financial audit will not be pursued at this time since the Town of Ponoka requires this type of audit and could pursue the mural grant that requires this audit if desired

**Motion: to adopt the Financial Report for April 2019 by A. Cissell. Carried.**

### **3.0 Librarian's Report**

#### **3.1 Operations**

- 3.1.1 Patron visits including in the teen section remain pleasantly high
- 3.1.2 TRENZ travelling art exhibits will be coming in September and February
- 3.1.3 Art exhibits in the library are ongoing successfully and D. Galway is organizing an upcoming evening exhibition
- 3.1.4 D. Galway will be engaging teen artists from the Ponoka Secondary Campus through Melissa Jacobson
- 3.1.5 L. Morskate will be reaching out to St. Augustine, the Ponoka Christian School, and The Brick Learning Centre
- 3.1.6 Donna Orr would like to donate a mural, D. Galway will follow up and request an exhibition instead
- 3.1.7 Borrowing matrix for audiovisual items has been updated with a 3 weeks loan period
- 3.1.8 Borrow by mail is now being vetted more carefully and the expectation is that postage costs will be reduced

#### **3.2 Programming**

- 3.2.1 FanFest Anime Club Event is coming up and free tickets are available now through EventBrite
- 3.2.2 Summer Reading Club, Lego Club and Fairy Tale Picnic programs will continue over the summer

#### **3.3 Staffing**

- 3.3.1 Staffing for summer is now secured with an additional hire required to replace a recent resignation

### **4.0 Reports**

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

- 4.1.1 Parkland Regional Library has addressed a letter to government to advocate for library funding
- 4.1.2 Parkland Regional Library may be requested a COLA increase of likely 2.3%
- 4.1.3 K. Ferguson to raise advocacy for Municipal Affairs funding

#### **4.2 Team Building Update (J. Ramage)**

- 4.2.1 Board members to complete 16Personalities assessment and review Team Norms for next session
- 4.2.2 Next session will be June 6, 2019 at 6pm; details to be shared via Sling

#### **4.3 Policy Committee Review Report (J. Heyden-Kaye)**

- 4.3.1 Discussion around need for distinct vice-chair position versus a combined treasurer/vice-chair
- 4.3.2 Board suggests that policy committee research how vice-chair roles are used in other boards of the same size

## **5.0 New Business**

### **5.1 Kin Corner**

5.1.1 Board looked at Kin Corner space and signage

5.1.2 J. Heyden-Kaye will connect with Kinsmen and Kinnettes to showcase the space

### **5.2 Board acknowledges that K. McLean has resigned**

5.2.1 J. Heyden-Kaye will be working with the Town for a new board member ad

## **6.0 Business Arising**

6.1 2019-20 Budget discussions will begin soon to prepare for September timeframe

**Motion: to go in camera at 8:27pm by K. Ferguson. Carried.**

**Motion: to go out of camera at 8:39 by A. Cissell. Carried.**

**7.0 Motion: to adjourn at 8:42 pm by L. Morskate. Carried.**

**8.0 Next Meeting Date: June 20, 2019**