

Ponoka Jubilee Library Board Minutes

November 1, 2018



Location: Ponoka Jubilee Library – first meeting in our new location!

Present: Current Board Members: Jeff Heyden-Kaye [Chair], Alana Cissell [Vice Chair], Tamara Armitage Cline [Secretary], Murray Shack, Jeff Ramage, Kim McLean [Members at large], Kevin Ferguson [Town of Ponoka representative]
Library Manager: Dan Galway

Regrets: Mikki Scabar [Treasurer]

Public Present: Laeta Morskate

1.0 Call to Order at 7:06 pm

1.1 Treaty Land Acknowledgement

1.2 Adoption of Agenda

1.2.1 Additions – Secretary 5.4; Signage 5.5.

Motion: to adopt the agenda as amended.

Motion by Kevin Ferguson. Carried.

1.3 Reading and adoption of September 20, 2018 minutes

Motion: to adopt the minutes as circulated.

Motion by Tamara Armitage Cline. Carried.

2.0 Finance

2.1 Financial Report for September 2018

Dan updated the credit card situation. Yvonne from Servus Credit Union is following up but we may need to reapply.

Jeff Heyden-Kaye requested that Dan post the balances for all accounts to Sling prior to the next meeting and balance statements for all accounts be presented at the November 22 meeting.

Motion: to adopt the Financial Report for September 2018.

Motion by Jeff Ramage. Carried.

3.0 Librarian's Report

3.1 Operations

Jeff thanked Dan and staff for a great job on the move.
Opening day was Monday, phones were set up Tuesday.
There is still some furniture to come (supplier issue).

3.2 Programming

Dan circulated the scheduled programs for November and December. Programming has doubled.

3.3 Summary of Funds Spent

Dan reviewed the summary of expenses for the new building/move. The end result was very positive, thanks in large part to the deals from Chris Loveday at LovedayonLibraries. Grant reporting is ongoing.

4.0 Reports

4.1 Town of Ponoka Report (Kevin Ferguson)

The upcoming Parkland Regional librarian's meeting will focus on inclusivity in libraries. Kevin noted that as libraries become more of a community hub libraries are doing more social services work. Dan noted that larger libraries employ social workers. Kevin queried whether there was funding available to offset the demand for these services and suggested that recognition of this should come from a provincial government funding level.

5.0 New Business

5.1 Art Exhibits

The current exhibit by the Ponoka Art Club is fantastic. Club members volunteered to assist with hanging the display. Additional cabinets to display pieces from the Ponoka Potter's Club are expected in a couple of months.

Kim reviewed the three areas that still require the "click and rail" display system to finish the exhibit spaces.

Motion: to spend up to \$750 on a second order of click and rail display system with a goal of completing the spaces identified.

Motion by Jeff Ramage. Carried.

5.2 Old Building Clearance

Dan has made all PRL libraries aware of the shelving and furniture available from the old building. Stettler and Eckville have expressed interest. There will still be some items in the space following this distribution. Dan will require direction as to next steps (e.g. what is required for clean out, who will physically complete this task, etc.).

Kevin will find out the expectation from the Town regarding requirements for clean out and deadline to have the space cleared out.

5.3 Automatic Billing

In an effort to streamline regular payments, Dan requested authorization for automatic withdrawal for regular monthly bill payments to Madill, Telus and Digital Connections. It was determined that due to the invoice fluctuations (based on ordering) Madill was not a "regular monthly payment".

Motion: to set up automatic withdrawal for regular monthly bill payments for Telus and Digital Connections (photocopier).

Motion by Tamara Armitage Cline. Carried.

5.4 Secretary

Tamara Armitage Cline's term on the board concludes November 30, 2018 so a new secretary is required.

**Motion: to appoint Jeff Ramage as the PJJ board Secretary.
Motion by Alana Cissell. Carried.**

5.5 Signage

Dan reported that the translations are done. Hanging signs not yet installed.

Recognition of the Kinsmen and Kinette donation for the Children's area sponsorship is difficult to do with traditional signage. Dan suggested using a vinyl appliqué on the table.

Jeff Heyden-Kaye will contact the Kinsmen and Kinette reps to let them know and confirm that they are ok with this idea.

Jeff Ramage shared the proofs for the donor names on the donation sign. Install is expected to occur early next week. ***Alana will ask Chad (Cissell) to connect with Dan re: installation.***

6.0 Business Arising

6.1 Ad in Ponoka News

Jeff Heyden-Kaye recused himself for this agenda item. Jeff is the Editor of the Ponoka News. Dan will offer to do a tour and interview with the Ponoka News about the new library with the goal of not only promoting the library but also educating the community about the grant monies that were accessed to assist in funding the project.

Motion: to purchase a thank you ad in the Ponoka News to recognize the donors at a total cost not to exceed \$250.

Motion by Murray Shack. Carried.

6.2 Farewell to Tamara

Jeff Heyden-Kaye thanked Tamara for her contribution to the PJJ board for 2 consecutive terms. Tamara and Murray Shack reviewed some of the challenges and achievements of the board during these terms and expressed gratitude for the opportunity to be part of a board that introduced initiatives to remove barriers and promote inclusivity in our community.

7.0 **Motion: to adjourn at 8:23 pm**

Motion by Kim McLean. Carried.

8.0 Next Meeting Date: November 22, 2018