

Ponoka Jubilee Library Board Minutes

April 15, 2021



Location: Zoom

Present: Current Board Members: Jeff Ramage [Chair], Laeta Morskate [Secretary], Sharon Rowland [Treasurer], Kathleen Terry, Theresa Therriault, Shelagh Hagemann [Members at large], Kevin Ferguson [Town of Ponoka representative].

Library Manager: Dan Galway

Regrets:

Alana Cissell,

Unnamed [County of Ponoka representative]

Public Present:

1.0 Call to Order 6:38 pm

1.1 Treaty and Land Acknowledgement

1.2 Adoption of Agenda

Motion: to adopt the agenda by Laeta Morskate . Carried.

1.3 Reading and adoption of March 18, 2021 minutes.

Motion: to adopt the minutes as circulated by Kathleen Terry . Carried.

1.4 Review of Team Norms

1.4.1 Reflective discussion around the following team norms: “have respectful yet challenging conversations and seek to clearly understand” and “being solution oriented and bring strategies and solutions to any problem”.

2.0 Finance

2.1 Financial Report for March 2021

2.1.1 Funding from the County projected to remain the same.

2.1.2 Cost permanent part-time personnel slightly under budget.

Motion: to adopt the Financial Report for April 2021 as presented by Sharon Rowland. Carried.

3.0 Librarian’s Report

3.1 Statistics

3.1.1 Circulation slightly up

3.1.2 All Social media counts are up

3.1.3 Craft Packages distributed and Video- and Kit Participation counts are up

3.2 Operations

3.2.1 Transitioned back to curbside services

3.2.2 New, in-house designed website has been launched

- 3.2.2.1 Some reasons for migration are: easier to navigate, proprietary design, ability to make changes quickly, considering increased dependence on online service, the ability to tailor services to new needs is necessary.
- 3.2.2.2 Highlighting special collections is now an option (Indigenous Stories, LGBTQ2S Voices, Black Lives Matter), as well as accessing online booking for circulating kits, integrated online store, board minutes, and contests.
- 3.2.2.3 Website will be developed to include access to policies, a video section for online programming, SEO optimization, updated links and decommissioning of previous website.

3.3 Programming

- 3.3.1 Presentation of Programmers Reports.
- 3.3.2 The Creative Writing Club is up and running.
- 3.3.3 On Earth Day 50 trees will be distributed to patrons for free pick up.
- 3.3.4 Circulating Art Kits have been repackaged for easier storage and distribution.
- 3.3.5 The Anime and Manga Club is planning a Central Alberta Fan Fest, in collaboration with similar clubs from Lacombe, Blackfalds, Camrose, and likely Sylvan Lake.

4.0 Reports

4.1 Town of Ponoka Report (Kevin Ferguson)

- 4.1.1 Did not attend the PRL executive meeting.
- 4.1.2 Attended virtual AHS meeting for Town and businesses to learn about new guidelines on April 1.
- 4.1.3 Virtual Town Hall about Vaccine roll out on April 6.

4.2 Art Committee Report (Dan Gallway)

- 4.2.1 Call for donation to establish a permanent Art Collection is out since April 1 and will likely be open until the end of May.

4.3 Board Vacancy (Jeff Ramage).

- 4.3.1 One application came in after the deadline. The Board has recommended the Town of Ponoka re-appoint Shelagh Hagemann and Jeff Ramage.

4.4 Policy Committee Report (Jeff Ramage)

- 4.4.1 Volunteer Policy has been reviewed and updated.
Motion: to adopt the updated Volunteer Policy by Shelagh Hagemann. Carried.
- 4.4.2 Board Policy has been amended.
Motion: to adopt the amended Board Policy by Theresa Therriault. Carried.

5.0 New Business

5.1 Correspondence from the Board to Government of Alberta

- 5.1.1 A letter expressing gratitude for maintaining stable funding for the library was sent to Honourable Jason Kenney, Ric McIver, and Ron Orr by Jeff Ramage, representing the Board.

5.2 Correspondence from the Board to Town of Ponoka

- 5.2.1 Dan Galway will submit a letter expressing gratitude for maintaining stable funding for the library to the Town of Ponoka

Next Meeting Date: May 20, 2021 at 6:30 pm

Motion: to adjourn at 7:49 pm by Kathleen Terry. Carried.

Next meeting the following Team Norms will be reviewed:

As the Ponoka Library Board we:

- share an overarching purpose to deliver the plan of service
- are present, mindful, and engaged