

Ponoka Jubilee Library Board Minutes

March 18, 2021



Location: Zoom

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

Library Manager: Dan Galway

Regrets:

Unnamed [County of Ponoka representative]

Public Present:

1.0 Call to Order at 6:34 pm

1.1 Treaty and Land Acknowledgement

1.2 Adoption of Agenda

1.2.1 additions

1.2.1.1 Indigenous Peoples Day item 5.4

Motion: to adopt the amended agenda by Sharon Rowland. Carried.

1.3 Reading and adoption of February 18, 2021 minutes

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

1.4 Review of Team Norms

1.4.1 Reflective discussion around our established team norms.

2.0 Finance

2.1 Financial Report for January and February 2021

2.1.1 Summer Student Grant funding increased to 85% retroactively (2020)

2.1.2 Donations are coming in through Square Store

Motion: to adopt the Financial Report for January and February 2021 as presented by Laeta Morskate. Carried.

3.0 Librarian's Report

3.1 Statistics

3.1.1 Circulation slightly up

3.1.2 All Social media counts are strong

3.1.3 Craft packages distributed slightly down

3.2 Operations

3.2.1 Preparing for reopening.

3.2.2 Study carrels being constructed. Contractor has offered to build some customer service barriers free of charge. A charitable receipt will be issued.

- 3.2.3 Library Manager attended PLSB Town Hall. It was stated that mask wearing is not expected to be enforced by library staff and quarantine times for returned items is a minimum 24 hours.
- 3.2.4 There will be a staff meeting on March 22.
- 3.2.5 Reopening of the Library will be March 23.

3.3 Programming

- 3.3.1 Program Kits continue to do well. In person programming will likely not be possible until the summer.
- 3.3.2 In March a new program will be launched: a Creative Writing Club that will run once or twice a month.
- 3.3.3 Applications for Canada Summer Jobs and Young Canada Works grants have been submitted.
- 3.3.4 A photo scavenger hunt highlighting local history will be rolling out at the end of March. Prizes are donated by local businesses.
- 3.3.5 The Library of Toronto as well as the UofA have been looking at the Ponoka Jubilee Library's programming in response to COVID-19. The Library is seen as a leading example.

4.0 Reports

- 4.1 Town of Ponoka Report (Kevin Ferguson)
 - 4.1.1 A PRL executive meeting coming up.
 - 4.1.2 Strategic plan will be carried forward as is.
 - 4.1.3 Advocacy Committee looking ahead at potentially grim looking future budgeting.
- 4.2 Art Committee Report (Kathleen Terry)
 - 4.2.1 Art Committee has developed guidelines for donations of Art to develop a permanent collection.
 - 4.2.2 A call for donations will go out April 1 and will be open until May 1.
- 4.3 Policy Committee Report (Jeff Ramage)
 - 4.3.1 Computer Use Policy has been reviewed and updated.

5.0 New Business

- 5.1 Request for Approval of Computer Use Policy
 - Motion: to accept the updated Computer Use Policy by Alana Cissell. Carried.**
- 5.2 Board Letter re: Patron.
 - Motion: to move the meeting In-Camera at 8:08 PM. by Jeff Ramage. Carried**
 - Motion: to move out of Camera at 8:36 PM. by Jeff Ramage. Carried**
- 5.3 Term Reappointment
 - 5.3.1 Town of Ponoka is advertising volunteer opportunities to serve on the Library Board.
 - 5.3.2 The current board deems it to be in the best interest of the Library to reappointment current members that are willing to serve another term over

hiring new members.

5.4 Indigenous Peoples Day

- 5.4.1 Shelagh Hagemann is in communication with The Town of Ponoka, Wolf Creek Public Schools Division, and the Ponoka Jubilee Library to plan a virtual celebration of Indigenous Peoples Day on June 21, 2021

Next Meeting Date: April 15, 2021 at 6:30 pm

Motion: to adjourn at 8:53 pm by Kathleen Terry. Carried.