

# Ponoka Jubilee Library Board Minutes

## November 18, 2021

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**Location:** Zoom

**Present:** Current Board Members: Jeff Ramage [Chair], Laeta Morskate [Secretary], Sharon Rowland [Treasurer], Kathleen Terry, Theresa Therriault, Alana Cissell [Members at large],  
Library Manager: Dan Galway

**Regrets:**

Cal David [Town of Ponoka representative].  
Unnamed [County of Ponoka representative]

**Public Present:**

Jeff Hanger

**1.0 Call to Order** 6:41 pm

- 1.1 Treaty and Land Acknowledgement
- 1.2 Adoption of Agenda

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

- 1.3 Reading and adoption of October 21, 2021 minutes.

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

- 1.4 Review of Plan of Service Goal #2 (Residents of the town of Ponoka will have access to a wide range of materials, services, and programs that enrich their understanding of the range of diverse cultures in their community)- objective #2

- 1.4.1 Objective #2 (The Ponoka Jubilee Library will ensure collections and services are reflective of the indigenous communities served.) has been met and exceeded.
- 1.4.2 This objective will be ongoing.
- 1.4.3 Community feedback is positive.
- 1.4.4 Data from the Needs Assessment will drive how to move forward.

**2.0 Finance**

- 2.1 Financial Report for October 2021
  - 2.1.1 Donation from Battle River Insurance.
  - 2.1.2 CSJ grant monies were received.

**Motion: to adopt the Financial Report for October 2021 as presented by Laeta Morskate. Carried.**

**3.0 Librarian's Report**

- 3.1 Statistics
  - 3.1.1 Social media counts remain strong.
  - 3.1.2 Circulation and in person visits remain strong.

### 3.2 Programming

3.2.1 Funding from Alberta Culture days was received in September, for the Alberta FanFest event.

3.2.1.1 Ten hard copies of “FanFest Creates!” were printed and will be distributed to participating Libraries and PRL for cataloguing and distribution.

### 3.3 Operations

3.3.1 Patrons are overall compliant with mask policy. When patrons state they have a mask exemption they are welcomed, but will be made aware of protocols the Library has in place to ensure staff safety.

3.3.2 In partnership with the Festival of Trees, the Library is preparing for the “Giving Forest Display” where foodbank donations will be collected.

3.3.3 Reporting requirements have been completed for the Canada Summer Jobs grant..

3.3.4 Off site access to a storage unit at the Town Public Works yard has been granted by the Town of Ponoka.

### 3.4 Collections

3.4.1 Partnered with Ponoka Adult Learning Council, a collection aimed at literacy skills for adults has been developed.

3.4.1.1 In partnership with PALC’s Ponoka coordinator (Sharon Schwab), ordered through vendor discount, catalogued at PRL, this will be processed as part of a Special Collection.

## 4.0 Reports

### 4.1 Town of Ponoka Report (Cal David)

4.1.1 Tabled until December meeting.

### 4.2 Art Committee Report (Dan Gallway)

4.2.1 Four pieces were submitted and accepted by the committee to become part of our permanent collection

### 4.3 Human Resources Committee (Jeff Ramage).

4.3.1 Two candidates were interviewed to fill the vacant position on the Library Board.

4.3.2 Recommendation to the Town of Ponoka was made to appoint Jeffrey Hanger for this position.

## 5.0 New Business

### 5.1 Holiday Closure

5.1.1 Proposal to close the Library for the public from December 24 until January 3.

5.1.1.1 Data has shown there is very little traffic during these days.

**Motion: to close the Library for the public from December 24, 2021 until January 3, 2022 by Alana Cissell. Carried.**

**Next Meeting Date: December 16, 2021 at 6:30 pm. In Person**

**Motion: to adjourn at 7:39 pm by Kathleen Terry. Carried.**

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