

# Ponoka Jubilee Library Board Minutes

## April 21, 2022

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**Location:** Ponoka Jubilee Library and Zoom

**Present:** Current Board Members: Jeff Ramage [Chair], Sharon Rowland[Treasurer], Laeta Morskate [Secretary], Kathleen Terry, Theresa Theriault, Jeffrey Hanger, [Members at large] Cal David [Town of Ponoka representative].  
Library Manager: Dan Galway

**Regrets:**

Unnamed [County of Ponoka representative]  
Alana Cissell

**Public Present:**

**1.0 Call to Order at 6:37 PM**

- 1.1 Treaty and Land Acknowledgement
- 1.2 Adoption of Agenda

**Motion: to adopt the Agenda by Kathleen Terry. Carried.**

- 1.3 Reading and adoption of minutes of the March 17 minutes were made through Sling .

**2.0 Finance**

- 2.1 Financial Report for March 2022

- 2.1.1 Presentation of Financial Report for March 2022

**Motion: to accept the Financial Report for March as presented by Sharon Rowland .  
Carried.**

**3.0 Librarian's Report**

- 3.1 Statistics

- 3.1.1 Statistics presented as infographic.
  - 3.1.2 In comparison to last year, circulation in March has more than doubled and patron visits have increased as well.
  - 3.1.3 Social media followers and interactions are strong.
  - 3.1.4 In March, 30 programs were provided to 353 participants with an average cost of \$0.92 per participant.

- 3.2 Operations

- 3.2.1 After some staff absences, outreach operations are back in full swing.
  - 3.2.2 In order to mitigate service gaps a second staff member is trained to fill this role when needed.
  - 3.2.3 Free item community bookshelves will be placed in our community .
  - 3.2.4 Outreach services are sought to be extended to the Ponoka Drop-In Centre.
  - 3.2.5 On June 4th 2022 a dedication for the Eva Schmidt memorial will be hosted.

### 3.3 Programming

- 3.3.1 Pre-registration program is working well .
- 3.3.2 Features to be added to this system are reminder emails/texts if requested and the option to sign up for volunteer activities.
- 3.3.3 A Red Dress Day event is in the planning for May 5th. With Wolfcreek Public Schools as a contributing organizing partner and McMann Youth and Community Services Association and the Town of Ponoka as funding partners.

### 4.0 Reports

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

- 4.1.1 Invitation for the Red Dress Day event was well received.
- 4.1.2 An invitation for a conversation around Library Services in Maskwacis has been extended by PRL.

**Motion: to go in camera at 7:09 pm by Jeff Ramage. Carried.**

**Motion: to go out of camera at 7:30 pm by Jeff Ramage. Carried.**

#### 4.2 Wage Grid Committee Report (Sharon Rowland)

- 4.2.1 HR norms are to be investigated further. A cost of living increase has not been revised since 2017. A wage grid adjustment has priority.
- 4.2.2 Investigation where the Ponoka Jubilee Library fits when it comes to funding per capita and the quantity and quality of service provided, compared to similar libraries in comparable communities.

#### 4.3 Fundraising Committee Report. (Jeff Hanger)

- 4.3.1 Feedback around the ideas shared during a Fundraising Committee meeting is appreciated before the next committee meeting (May 3rd).

#### 4.4 Policy Review Committee Report (Jeff Ramage)

- 4.4.1 Request for Approval- Board Policy amendments.

**Motion: to approve the amended Board policy as presented by Kathleen Terry. Carried.**

**Next Meeting Date: May 19, 2022 at 6:30 pm in the Ponoka Jubilee Library.**

**Motion: to adjourn at 8:20 pm by Laeta Morskate. Carried.**