

# Ponoka Library Board Minutes

## February 27 2023

**Location:** The Crow

**Current Board Members:** Jeff Ramage [Chair], Sharon Rowland [Treasurer], Kathleen Terry [secretary], Laeta Morskate, Theresa Therriault, Alana Cissell, Allison Gorell [Members at Large] Cal David [Town of Ponoka] Dan Galway [Library Manager]

**Board Present:** Jeff Ramage [Chair], Sharon Rowland [Treasurer], Kathleen Terry[secretary], Laeta Morskate, Alana Cissell, Theresa Therriault, Alison Gorell [Members at Large], Cal David [Town of Ponoka], Dan Galway [Library Manager]

**Public Present:**

### 1.0 CALL TO ORDER 7:04 pm

#### 1.1 Treaty Land Acknowledgement

1.1.1 The Ponoka Jubilee Library Board acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

#### 1.2 Adoption of Agenda

1.2.1 Motion to adopt the agenda made by Alana Cissell

**Motion: to adopt the December minutes as amended by Alana Cissell. Carried**

**Motion: to adopt the January minutes by Laeta Morskate. Carried**

### 2.0 FINANCE

#### 2.1 Financial Report for January 2023

2.1.1 Doing well for the first month of 2023. Donations are higher than typical. A donation of \$1200.00 was given by the Ponoka FCSS to go towards supporting the community pantry.

2.1.2 The money spent from the FCSS grant will be tracked separately, even though it is housed in the programming budget. How the money is spent needs to be reported to Ponoka FCSS.

2.1.3 When the County grant is finalized if there is additional money the budget will be amended with that money designated toward programming.

2.1.4 A grant has been submitted to cover Xerox fees and a response is expected mid March.

2.1.5 There has been a 15% increase to the library's insurance premiums.

**Motion: to accept the Financial Report for January 2023 as presented – Sharon Rowland. Carried**

### 3.0 LIBRARIAN'S REPORT

#### 3.1 Statistics

- 3.1.1 All numbers are higher than typical, except for Facebook followers which is down slightly. This increase in statistics is unusual for January.

#### 3.2 Collections

- 3.2.1 Bins have been purchased for levelled readers to be contained in. This allows for easier browsing and shelving. This is in line with the work we have completed in the JF and YA sections. Staff have embraced the concept.
- 3.2.2 Using allotment funds to purchase a collection of 'Indestructibles' – these are early readers that have the added benefit of being extremely difficult to tear. We will be including these in our 2023 book bags to go and including a number of these in our Board Book section. These are non toxic, good for babies and can be washed. Instructions on how to wash these books will be included with these items when borrowed from the library.

#### 3.3 Operations

- 3.3.1 FCSS has donated \$1200.00 to the Library to fund purchase of food items through next year. Internal records of spending up to \$1200 over the course of the year will be tracked. Items chosen are a mix of easy to prepare meals (ie ramen, instant rice, soup, etc) as well as ingredients for preparing meals (ie pasta, chili, etc.)
- 3.3.2 Two new donation boxes have been purchased. These will be bolted to the circulation desk to prevent theft. A third box will be ordered and will be used during programs to encourage donations. The reasoning here is to generate donations while continuing our barrier-free approach.
- 3.3.3 Annual operating grants from both the County of Ponoka and The Town of Ponoka have been received
  - 3.3.3.1 . -The Town of Ponoka initially issued a check for our requested amount (\$111, 660). Board Chair, Treasurer and Library manager decided this was likely a clerical error. The initial check was returned to Town admin and a new check for the approved amount (\$103 460) was issued.
- 3.3.4 The Library Manager met with Adam Troitsy (Ponoka Secondary School) following his request for a meeting. The scope of the meeting was gaining knowledge on how to encourage literacy among Secondary school students. Troitsky will discuss with Parent Council and school admin and advise on next steps.
- 3.3.5 A new employee has been hired to fill some scheduling gaps and to act as a casual call-in staff member. This employee will be working on plant maintenance as well during her regular Thursday shift. This makes up for the \$1500.00 that was cut previously regarding plant maintenance.

### 3.4 Programming Report

- 3.4.1 Program numbers were very good in February which is the first full month of programming in 2023. People are back to more normalcy which is an improvement from the end of the year.
- 3.4.2 The Adult Art Experience program has been very popular with registration filled in 12 hours, which was before the waitlist was even turned on. 27 people registered and library staff were able to make a shift to accommodate everyone while staying within the allotted budget.

### 3.5 Outreach Report

- 3.5.1 Outreach seems to be starting well. One new location, the long-term care ward in the Ponoka Hospital, has been added. This was set up in late December 2022. The ward was on lockdown due to illness when the visit was scheduled but contact was made with the person overseeing the program at the hospital. Some items that were requested via email were delivered and a rotation bin was dropped off.
- 3.5.2 Rimoka has reconsidered the bimonthly visits and have opted for just a visit every 4th week.
- 3.5.3 Seasons and Northcott have regular drop-ins though Northcott seldom has book requests (they prefer readings).

## 4.0 Reports

### 4.1 Town of Ponoka Report

- 4.1.1 Cal David sent an email to Jennifer Johnson the successful UCP candidate for Ponoka-Lacombe. A response was received from Rita Reich, local president of the UCP.
- 4.1.2 A letter was sent to Travis Toews, president of the Treasury board and Minister of Finance regarding provincial funding to libraries.
- 4.1.3 Cal David attended a conference in Edmonton. A main focus of this conference was cyber security and the importance of taking precautions. Other topics discussed were the impact of large industry on climate and mining Bitcoin and the concerns around that. Additionally, looking at the need for alternative protein supplies was presented, one idea is to create farms that produce insects as a source of protein.

### 4.2 Chair report amended

- 4.2.1 Jeff Ramage attendee the UCP nomination event. Jennifer Johnson was the successful candidate. Jeff had a phone conversation with Ms. Johnson prior to her nomination evening to discuss the importance of libraries with Ms. Johnson.

- 4.2.2 Dave Dale, the Lacombe-Ponoka NDP candidate, is willing to attend a library board meeting to get a better sense of what the libraries focus/purpose is. The library board members discussed this, and it was decided that it would be more beneficial for Mr. Dale to visit the library for a tour in order to see what is offered. Going forward focus on Mr. Dale and Ms. Johnson regarding advocacy for the library.

## 5.0 New Business

### 5.1 Lobby Incident

- 5.1.1 Jeff Ramage wrote a letter to the town regarding the incident in the lobby. It was communicated that, unless otherwise informed, the issue has been resolved.

### 5.2 Thank you letters to donors

- 5.2.1 Thank you letters to donors – Dan Galway presented that Thank you letters need to be written to some key donors to the library. He will get placards made up and thank you letters will be written by Kathleen Terry. Dan will send further details that will be included to Kathleen. The donors' names are: Battle River insurance, Boston Pizza Ponoka and Bobtail Nursery. Siding 14 is willing to continue Trivia nights for the 2023 year. It was mentioned that at some point it will be all donations will be put in reserves.

### 5.3 Annual Report – Request for Approval

- 5.3.1 Annual report presented by Dan Galway. A large portion of February was spent collating data. The square footage recorded is accurate based on the change in the library's footprint. Total programming was higher this year than last.
- 5.3.2 Adjustments made were: Total volunteers changed from zero to two with a total volunteer hours being 10 hours and Alison Gorrell's end of term was added to state that the end date is October 31, 2024

**Motion to accept the annual report as adjusted made by Laeta Morkate. Carried**

**Next Meeting Date: March 20<sup>th</sup> 2023, 7:00 at the Crow**

**Motion: to adjourn at 8:04 - Alison moved to close**