

Ponoka Jubilee Library Board Minutes

May 17, 2018



Location: Ponoka Jubilee Library

Present: Current Board Members: Alana Cissell [Vice Chair], Mikki Scabar [Treasurer], Tamara Armitage Cline [Secretary], Murray Shack, Jeff Ramage, Kim McLean [Members at large], Kevin Ferguson [Town of Ponoka representative]

Library Manager: Dan Galway

Regrets: Jeff Heyden-Kaye [Chair]

Public Present: none

Staff Present: Sara Driedger

1.0 Call to Order by Alana Cissell at 6:58 pm

1.1 Treaty Land Acknowledgement (read by Jeff Ramage)

1.2 Adoption of Agenda

1.2.1 Additions

Add 6.0 Business Arising and re-number New Business 7.0 and Adjournment 8.0

Add 6.1 Shelving quote approval

Add 7.2 Financial Considerations for Community Learning Centre Staffing

Motion: to adopt the agenda as amended.

Motion by Kim Mclean. Carried.

1.3 Reading and adoption of April 19, 2018 minutes

Motion: to adopt the minutes as circulated.

Motion by Mikki Scabar. Carried.

2.0 Presentations

2.1 Sara Driedger

Sara updated that we did not apply for the AB Foundation for the Arts grant due to changes to the space. The Servus grant is no longer available but the local manager is interested in doing something at the branch level.

Sara confirmed that we have received over \$200,000 in grants.

Sara outlined the administration pieces of the grants received, basically the board's "to-do list". Sara will facilitate, but it's the board's responsibility.

Sara discussed the need for volunteer hours reporting and outlined what is eligible for tracking. Expanding our volunteer base should also be a priority.

3.0 Finance

3.1 Financial Report for April 2018

Motion: to adopt the Financial Report for April 2018.

Motion by Mikki Scabar. Carried.

4.0 Librarian's Report

4.1 Alberta Library Conference

Dan attended the conference April 25-27 in Jasper. He shared presentations from some of the sessions he attended.

4.2 Operations

Dan met with Krista Anderson (ALC) on May 15 to discuss sharing spaces and integration of services.

The price of printing colour copies has increased from \$0.25 to \$0.50 to try to recoup some of the costs of printing in colour.

Dan recommended leasing a new photocopier. Digital Connections are currently working on a cost comparison between our current and a new option.

The Book Sale is May 25 & 26. Volunteers are still needed for tear down on Saturday (4 pm).

The Summer Reading Club Coordinator has been hired. This position is funded 50% by STEP. She will start on June 1st, and will be employed through until the end of August.

4.3 Programming

Dan reviewed draft program schedules for October and November (new space). This schedule represents a significant increase in programming that will require an increase in staff hours.

PJL received \$2,000 from PRL for the National Indigenous Day celebration, bringing our contribution up to \$4,400.

4.4 Learning Centre

Dan and staff have been planning for move-in in October based on what Dan was last told. Kevin will speak with Albert to see if this is realistic and to request a walk-through.

Dan shared the new floor plan for the space and a 3D rendering for the workspace/processing area and Circulation Desk. He outlined some challenges that will require redesign and is working with the contractors to achieve this. Storage is also an issue but Dan is working with the Town on options.

Dan reviewed the revised quote for furnishings. Changes include the total shelving needs, additions to better suit the functionality of the space, and addition of specific shelving that will accommodate patrons who use a wheelchair. 50% of the shelving cost is required by month end with the remainder due shortly thereafter.

Dan noted that although the quote on soft furniture is not finished the estimate provided is reasonable for planning purposes.

Since there will be sound dampening panels above each area it may be more prudent to use these panels to color-coordinate the space. Dan and Kim will discuss this further.

4.5 Grant Update

Payment has been received for the Canadian Heritage Grant (\$2,400) and CFEP.

Servus has declined to sponsor the Technology Centre, but Dan will be meeting with Brett to discuss branch level support.

5.0 Reports

- 5.1 Town of Ponoka Report (Kevin Ferguson, Town of Ponoka representative)
Kevin was voted by council to be on the learning council committee.
PJL is still in the running for PRL main office.

- 5.2 Fundraising Committee (Jeff Ramage, Chair of Fundraising Committee)
 - 5.2.1 Portable sign for soliciting individual contributions
Quotes have been received from Accu Publishing and Strand Media. Vendors are similar in pricing and offering with cost dependent on size.
 - 5.2.2 Permanent donor sign for new space
Jeff R has spoken with Cody Ferguson and Ben from Morskate. Jeff outlined his discussions to date with both companies. The board accepts the recommendation to work with Cody Ferguson. Jeff R will

6.0 Business Arising

- 6.1 Shelving quote
Dan outlined the rationale for the difference between the previous quote and the current \$162,836.10 quote.
Motion: to approve the purchase of shelving at a cost of up to \$170,000.
Motion by Mikki Scabar. Carried.

- 6.2 Portable sign for soliciting individual contributions
Motion: to approve the purchase of a portable sign for soliciting donations at a cost of up to \$500.
Motion by Kevin Ferguson. Carried.

7.0 New Business

- 7.1 Indigenous Services – Proposal prepared by Dan Galway, Library Manager
 - 7.1.1 Potential Opportunities
Dan outlined some of the passive and active services that could be part of PJL Indigenous Services.
Dan will request a meeting with Ron Sheppard, PRL.
Alana will provide Dan with Meghan Miskolzie’s contact information.
Sara will look into grant opportunities.
 - 7.1.2 Indigenous Services Financial Considerations (Mikki Scabar, Treasurer)
Mikki reviewed the estimated costs associated with the services proposed.

- 7.2 Financial Considerations for Community Learning Centre Staffing (Mikki Scabar, Treasurer)
Mikki reviewed the estimated costs associated with the increase in hours and programming.

- 7.3 Art Exhibition, CLC Atrium (Kim McLean)
Kim, Kevin, Dan and Sara have been meeting. They determined that it was not feasible to AB Foundation for the Arts grant due to changes to the space.

There is an opportunity for the TREX exhibition of wall art from Art Gallery of Alberta but there is a large waitlist.

Murray suggested looking into Glenbow Museum and the provincial museum also but we may not be eligible due to our space, security, insurance.

For the opening the committee is interested in approaching local and Maskwacis artists (pottery club, art club, weaver's club, quilting club, high school, etc.)

Albert from the Town has indicated that he would like the PJJ to curate the art for all 3 floors of the space.

7.4 Digital Connections – Cost Comparison

Dan outlined the monthly costs and average monthly overages of our current copier and the proposed new copier. When our lease is up in September (had for 6 years) Dan will switch over to the new machine.

8.0 Motion: to adjourn at 8:59 pm

Motion by Murray Shack. Carried.

Next Meeting Date: June 21, 2018 at 7 pm