

# Ponoka Jubilee Library Board Minutes

## September 20, 2018

---



**Location:** Ponoka Jubilee Library

**Present:** Current Board Members: Jeff Heyden-Kaye [Chair], Alana Cissell [Vice Chair], Tamara Armitage Cline [Secretary], Mikki Scabar [Treasurer], Jeff Ramage, Murray Shack and Kim McLean [Members at large], Kevin Ferguson [Town of Ponoka representative]  
Library Manager: Dan Galway

**Public Present:** none

**Staff Present:** none

**1.0 Call to Order** by Jeff Heyden-Kaye at 7:10 pm

1.1 Treaty Land Acknowledgement (read by Jeff Ramage)

1.2 Adoption of Agenda

1.2.1 Additions and Edits

Add 4.4 Fundraising update

**Motion: to adopt the agenda as presented.**

**Motion by Alana Cissell. Carried.**

1.3 Reading and adoption of June 21, 2018 and July 19, 2018 minutes.

**Motion: to adopt the agenda as presented.**

**Motion by Tamara Armitage Cline. Carried.**

**2.0 Finance**

2.1 Financial Report for July 2018

**Motion: to adopt the Financial Report for July 2018.**

**Motion by Mikki Scabar. Carried.**

### 3.0 Librarian's Report

#### 3.1 Operations

Dan updated Maskwacis Free libraries program now has 7 schools signed on.  
Newly hired replacement pages are working out well.

#### 3.2 Programming

Dan reviewed upcoming new programming including children's yoga.  
Material costs for new programming will come from existing budgets.

**Motion: to approve up to \$701.66 for child yoga supplies.**

**Motion by Jeff Ramage. Carried**

#### 3.3 Learning Centre

The new building is nearly ready, many board members have toured the space.

The orange south wall will not be repainted due to costs.

Jeff Heyden-Kaye recused himself from advertisement talks at 7:44

Dan will take out an advertisement with Ponoka News to let patrons know dates that the library will be closed.

The existing "We're Moving" poster will be used as a template.

Ad costs will be covered by the existing moving budget.

Jeff Heyden-Kaye returned at 7:46

### 4.0 Reports

#### 4.1 Town of Ponoka Report (Kevin Ferguson, Town of Ponoka representative)

Kevin attended the September 13, 2018 PRL meeting and learned of an upcoming 1.6% increase to PRL budgets.

This increase must be approved by 2/3rds of participating municipalities.

PRL First Nations Grant is sitting at \$109,624.

PRL new building is proceeding in Lacombe.

PRL is working to develop a library in the MESC; Dan to followup with PRL to determine when we may discontinue free libraries service to avoid service overlap

#### 4.2 Grand Opening (Jeff HeydenKaye, Chair)

Grand Opening is Wednesday, October 24<sup>th</sup>, 2018.

Private reception invites, total of 15

Invitees: Amanda Hamilton, Mike York, Doug Gill, Shannon Boyce-Campbell, Andrea Ramage, Paul McLauchlin, Charlie Cutforth, PJA Board Members

Grand Opening brochure is being created.

Dan to forward agenda to board and send out invites.

#### 4.3 Art Exhibits and Pottery Guild Exhibit - Kim

Sarah and Kim have been coordinating with Ponoka Art Guild and Ponoka Pottery Guild.  
Pottery Guild will supply locking display cases.

Art will also be supplied to the town's area but library will not supply the hanging system.

Kim to draft a message to the town to describe the hanging art system library will use so that town can get the same if they so desire.

Kim presented a reusable art hanging system option that comes to just over \$700 plus shipping.

**Motion: to approve up to \$1000 including shipping on art hanging system**

**Motion by Alana Cissell. Carried**

#### 4.4 Fundraising Update - Jeff

Dan to determine if Landrex will be installing the legacy donor signage.

Wedins has agreed to donate the first \$500 of placard and engraving costs.

Kim and Dan to work out the location of the legacy donor sign (12'x5') based on recent wall measurements for art hanging system.

### 5.0 Business Arising

#### 5.1 Town of Ponoka Funding Increase Request

Reviewed attached working 2019 budget.

Notable changes over last operating year are: increase in town grant, reduction in fines income, increase in permanent part time salaries, and increased programming costs.

Reviewed staffing expense increase breakdown; library clerks, programming, and page hours and pay rates increase due to increased open hours and minimum wage increases.

Dan and Jeff to revisit the draft letter to the town that is an ask for an increase to the grant

The letter will make mention of OHS and wage changes as well as increased open hours

#### 5.2 Corporate Administrator for the Ponoka Jubilee Library required for credit card signing

**Motion: to appoint Dan Galway as Corporate Administrator for the Ponoka Jubilee Library**

**Motion by Mikki Scabar. Carried**

### 6.0 **Motion: to adjourn at 8:55pm**

**Motion by Murray Shack. Carried.**

**Next Meeting: October 18, 2018 at 7 pm**