

# Minutes of Twp. of Madawaska Valley Public Library Board January Board Meeting – Rescheduled to February 3, 2020 6:30 pm at Madawaska Valley Public Library

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Present: Peter Fright, William Houle, Natalie Barrington, Andrea Budarick

Regrets: Frances Mawson, Mark Willmer, Shawn Eagles

Staff: Karen Filipkowski, CEO / Secretary Treasurer

1. Meeting called to order at 6:30 pm by Board Deputy Chair, Peter Fright
2. Declarations of Conflict of Interest: None
3. Motion from William Houle to accept by consent the January agenda & meeting minutes from the December 18<sup>th</sup>, 2019 Board meeting. Seconded by Natalie Barrington. Carried.
4. **Business arising from the minutes.**
  - a. **Policy:** Motion from William Houle to accept as amended Policies Hr-08 Prevention of Workplace Violence, HR-09 Health & Safety, OP-05 Collection Development, BL-05 Meetings, FN-02 Statement of Values. Seconded by Peter Fright. Carried.
  - b. **Strategic Planning:**
    - i. Motion from William Houle to approve the document Re-Imagining Madawaska Valley Public Library, Strategic Plan 2020 – 2025. Seconded by Andrea Budarick. Carried
    - ii. Next steps – presentation of the plan to Madawaska Valley Council and Brudenell, Lyndoch & Raglan Council.
    - iii. Agenda item for February Board Meeting – how & who will tackle the identified strategies
  - c. **Budget:** Reviewed budget options. More information is needed regarding pay equity before the budget can be finalized.
  - d. **Library T-Shirts & Book Bags:** Natalie presented quotes for t-shirts and book bags as well as a mock-up for the book bag. The Board agreed to go ahead with the purchase of 40 T-Shirts and 20 Book Bags both of which will feature the library logo. Both will be on sale at the library.
  - e. **Cabin Fever Trivia Update:** Bill has the questions completed. They are going through a final edit. We have room for 15 teams and as of meeting date have 8 registered. We have an MC for the evening and volunteers for marking. We are still working on prizes.

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## 5. Correspondence:

- a. Barbara Franchetto, CEO SOLS: Postage reimbursement information for 2019

## 6. Librarian's Report:

- The Christmas Advent Book Project went very well. I had positive feedback from participating teachers so will do the project again for Christmas 2020. The children enjoyed the books and looked forward to opening a book a day. I have reviews from the students that I will use to promote Christmas books in December.
- January programs include a Toddler Time on Friday mornings, a Saturday afternoon Lego Club, a session from BIAK – a First Nations Early Education program. With the exception of Lego Club programs are slow to get off the ground and we're hoping for better participation in February.
- A four week photography course will begin Thursday, Feb. 6<sup>th</sup> on a cost recovery basis. Class capacity is 10 and we have 7 registrations.
- The final phase of the financial audit will be Feb 10<sup>th</sup> & 12<sup>th</sup>.
- The online platform for the Annual Survey (statistical & financial information) for the Ministry for 2019 is now open so I will be working on it.
- Canada Summer Jobs applications now being accepted.
- Council is concerned about the heating costs at the library and requested an explanation. A report was submitted and will be included in the Feb. 4 Council in Committee agenda. The report is attached.

### December 2019

<b>Computer Sessions</b>	172
<b>Personal Devices</b>	19
<b>Library Visits</b>	491
<b># of items checked out</b>	1018
<b>Interlibrary Loans</b>	45
<b>EBooks &amp; Audio EBooks circulated</b>	301

**Motion** from William Houle to accept the Librarian's Report. Seconded by Natalie Barrington. Carried.

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**7. Financial Reports December 2019:**

- Opening Balance: \$22,754.39
  - Deposits: \$26,006.96
  - Expenses: \$19,564.76
  - Bank Balance: \$29,196.59
  - Outstanding: \$4759.31
  - Closing (Book Balance): \$24,437.28
  - Growth Savings: \$15,722.53
- \$40,159.81

Motion from Andrea Budarick to approve the Financial Report for December 2019. Seconded by William Houle. Carried.

**8. New and unfinished business:** No new business

9. Motion to adjourn at 8:35 pm by Andrea Budarick.

10. Next Meeting date Wednesday, February 26<sup>th</sup>, 2020 at 6:30 pm.

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**Chair / Frances Mawson**

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**Secretary / Karen Filipkowski**