

Minutes of Twp. of Madawaska Valley Public Library Board
October 30th, 2019
6:30 pm at Madawaska Valley Public Library

Present: Frances Mawson, William Houle, Shawn Eagles, Natalie Barrington, Peter Fright
Staff: Karen Filipkowski, CEO / Secretary Treasurer
Regrets: Mark Willmer, Andrea Budarick

1. Meeting called to order at 6:30 pm by Board Chair, Frances Mawson
2. Declarations of Conflict of Interest: None
3. Motion from William Houle to accept by consent the October 2019 agenda with additions & meeting minutes from the September 25th, 2019 Board meeting. Seconded by Natalie Barrington. Carried.
4. **Business arising from the minutes.**
 - a. **Policy:** Motion from Shawn Eagles and seconded by Peter Fright to accept Policies OP-16 & OP-08 as presented. Carried.
 - b. **Strategic Planning:** The committee met with CPA, Rick Clements, a former Board Trustee for advise on organizing a capital project. Frances is organizing a meeting with the Kim McMunn, CEO from Bancroft Library to hear about how their plans and new build came about. Reviewed other libraries Strategic Plans to help frame the format of MV Library's plan.
 - c. **Code of Conduct:** The Municipal Plan is a good, succinct document that the Board can adapt for use. Karen will review and make the necessary changes.
 - d. **Library Week:** We hosted two events. David Shulist did a talk on his new book on Wednesday evening. Lots of questions and engagement from the audience. Saturday morning was a family event with Katie Baklinski who launched her new children's book. We also did a Food for Fines event.
 - e. **Little Branches Rural Roots:** The conference went very well. The delegates overwhelmingly endorsed having it as an annual event. Conference expenses stayed on budget so contingency will go towards the 2020 event. The planning committee is currently working on putting together a planning document for future conferences with a goal towards the conference being hosted by other libraries in the area. Arnprior Library will host again in 2020 so that it gives us time to get documentation together before passing it on.
5. **Correspondence:**
 - a. **Minutes from MV Township Twinning Committee** - For information
6. **Librarian's Report:**
 - I attended the Renfrew County Librarian's meeting October 17th. Topics covered were legislation changes, changes to the application process for the provincial operating grant and the pay equity grant. We also used this as an opportunity to exchange Large Print and DVD pools which in the past had been distributed through the van system.

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- Kidz Castle Daycare brought the children to the library for a special trip on the October 9th. The children really enjoyed the visit and stories so they will be coming once a week for a visit and stories.
- An MV Recreation Committee has been created and the chair has reached out to organize a meeting to discuss plans and ways we might work together.
- Typical Week Survey is an annual ministry requirement. There are a number of statistical categories that we must track for a week. We held typical week from the 21st to the 26 of October.

September 2019

Computer Sessions	286
Personal Devices	105
Library Visits	661
# of items checked out	1212
Interlibrary Loans	31
EBooks & Audio EBooks circulated	310

Motion from Shawn Eagles to accept the Librarian’s Report. Seconded by Peter Fright. Carried.

7. Financial Reports September 2019:

- Opening Balance: \$63,182.98
 - Deposits: \$2,780.42
 - Expenses: \$17,023.75
 - Bank Balance: \$48,939.65
 - Outstanding: \$1,317.66
 - Closing (Book Balance): \$47,621.99
 - Savings Acc’t: \$10,684.88
- \$58,306.87

Motion from Andrea Budarick to accept the Financial Report for May 2019. Seconded by Natalie Barrington. Carried.

8. New and unfinished business:

- a. **Christmas Holiday Hours:** The library will be closed December 24, 25, 26 & 31 & January 1, 2020.
- b. **2020 Budget:** The 2020 budget will need to be drafted by November

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c. Trustee Council Report:

- SOLS Board update - an explanation of what the Trustees meetings are about.
- SOLS Service update.
- Board of Education - encouragement to engage in year 2 program which is focused on cultivating strong working relationships especially with the municipality. This prompted a round table discussion about good and bad experiences. These included recruitment, strategic planning and what happens when you get a perfect scenario of library, municipality and a housing developer on the same page.

d. Audit Planning Letters: Financial audit planning letters from MacKillican reviewed and signed.

9. Motion to adjourn at 8:00 pm by Shawn Eagles.

10. Next Meeting date Wednesday, December 18, 2019 at 6:30 pm.

Chair / Frances Mawson

Secretary / Karen Filipkowski