

Minutes of Twp. of Madawaska Valley Public Library Board

April 26, 2021 Board Meeting

Present: Frances Mawson, Natalie Barrington, Shawn Eagles, Andrea Buderick, Mark Willmer, Peter Fright, William Houle

Staff: Karen Filipkowski, CEO / Secretary Treasurer

1. Online meeting called to order at 1:00 pm by Frances Mawson
2. Declarations of Conflict of Interest: None
3. Motion from Peter Fright to accept the April 26, 2021 meeting agenda and the meeting minutes from the March 1, 2021 Board meeting as amended. Seconded by William Houle. Carried.
4. **Business arising from the minutes.**
 - a. **Policy:** Motion from Shawn Eagles to accept Policies OP-01 and OP-13 as amended. Seconded by William Houle. Carried
OP-10 & OP-12 will be revised and brought back to the May Board Meeting for review.
 - b. **Strategic Planning:** Peter has confirmed that an architect he is in contact with will provide some concept drawings pro bono. This will help with an estimate for the overall cost of the project.

5. **Correspondence: None**

6. **Librarian's Report:**

Thanks very much to everyone who volunteered in March when I had to take some time off on short notice, and to Frances for organizing all the shifts to make this happen. Our safety policy requires us to have 2 people on staff during open hours and volunteers can fill this role. It alleviated work worries at a stressful time. Thank you.

The library is back to pickup service but we can allow access to the computer and photocopier, even with the recent measures that were imposed. We are encouraging computer access by appointment but are accommodating walk-ins. The biggest challenge has been getting information out about our service levels as quickly as government measures & changes are announced. Our service information is now in both local papers, on our website and social media accounts, on the front door of the library, on our phone message and has been shared with the Township to include in their newsletter.

The website is nearing completion. We are working on a few more edits and content and I hope to have it wrapped up soon.

The garden project is well under way. This is the garden in the front of the library with plants indigenous to this area. The signage, rack cards and pamphlets have been designed. We have been waiting for warmer weather and the garden to start blooming so that Ritsuko Honda from the Gardening Club can verify the plants in the garden are what are on the map. The last information we had is from a few years ago. Once the contents of the garden are verified we can proceed with

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having the sign made and printing the accompanying materials. I have also discussed with Ritsuko programming possibilities around the garden. Julia organized a number of kits and activities for spring break for children and families as creatively as possible. The magic show available online was accompanied by a magic kit. There was a family movie night kit and activity kits for children from 3 – 8. There were 42 registrations for the Kits and activities and some very good feedback.

May 3 – 7 is Canadian Mental Health Week. Julia organized activities, speakers and information for the week, most of which will be online. I am working with Barry Conway from the Station Keepers to put together a podcast in a news broadcast style utilizing articles from newspapers in our archive. Barry has offered to help get this off the ground and to train someone to produce the shows once we have it underway. I am also exploring ways to digitize the papers. I am looking at funding sources and the best way to tackle this. We do have a small donation that can be used to get the work started.

The financial audit is not yet complete but will be underway this week. It is being done remotely so I am scanning and emailing supporting documents as they are requested. The auditor is mindful of having this done in time for the Charitable Tax Return to be prepared.

•	Feb	March	
Computer Sessions	0	24	Closed in February, limited access March
Personal Devices			
Library Visits	0	234	Closed February, limited access March
# items checked out	291	705	
Interlibrary Loans	53	46	
EBooks & Audio EBooks Circulated	320	360	

NOTE: The library was closed to the public by provincial mandate in January and into February. When closure was lifted we were scheduled to open Feb. 26 but postponed by a week due to a Renfrew County District Health Unit announcement. Once clarification over the announcement was provided, the library was opened for browsing (March 9).

Motion from Natalie Barrington to accept the Librarian’s Report. Seconded by Peter Fright. Carried.

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7. Financial Reports:

February 2021		March 2021	
Balance Forward	\$23,679.01	Balance Forward	\$49,378.38
Deposits	\$38,689.84	Deposits	\$12.00
Expenses	\$12,990.47	Expenses	\$18,433.58
Bank Balance	\$49,379.38	Bank Balance	\$30,956.80
Outstanding	\$7,138.96	Outstanding	\$7,324.76
Book Balance	\$42,239.42	Book Balance	\$23,632.04
Growth Savings	\$5,769.28	Growth Savings	\$5,795.99
	\$48,008.70		\$29,428.03

Donations: \$1000.00

Grants: \$37,000 – January / February installments municipal operating grant

Motion from Mark Willmer to accept the Financial Statements as presented. Seconded by William Houle. Carried.

8. New Business:

- a. **Fines for overdue items / Policy discussion:**
- b. **Building Audit Report:** The report for the library building audit will be ready when the contractor has conducted inspections of all municipal buildings.
- c. **Auditor:** Documents that need signatures will be circulated to Board members to sign and scan.

9. Motion from Mark Willmer, seconded by Peter Fright to adjourn at 2:55pm.

10. Next meeting date, Monday, May 31 at 1:00 pm via Video Conferencing.

Chairman / Frances Mawson

Secretary / Karen Filipkowski