

# Minutes of Twp. of Madawaska Valley Public Library Board December 22, 2020 Board Meeting

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

Regrets: Andrea Budarick

Staff: Karen Filipkowski, CEO / Secretary Treasurer

1. Online meeting called to order at 2:00 pm by Frances Mawson.
2. Declarations of Conflict of Interest: None
3. Motion from Peter Fright to accept the December 22, 2020 meeting agenda and the meeting minutes from the November 24<sup>th</sup>, 2020 Board meeting as presented. Seconded by Natalie Barrington. Carried.
4. **Business arising from the minutes.**
  - a. **Policy:** No new policy
  - b. **Strategic Planning:** Motion from Shawn Eagles to approve the “Madawaska Valley Public Library Transformation Project” a case for supporting a new library. Seconded by Mark Willmer. Carried.
  - c. **Trustee Meeting Report:** Attached.
  - d. **Budget 2021 Updates:** Received word that health insurance coverage costs will increase significantly in 2021. Health insurance, building insurance will be billed at \$9,880.80 for 2020 so will need to adjust the budget accordingly. Libraries received word that we can apply for a connectivity grant to recover internet costs of \$1066.
  - e. **Quotations for Electrical Work:** Motion from William Houle to accept the quotation from York Electrical for the approved electrical work. Seconded by Peter Fright.
5. **Correspondence:** Notification from SOLS regarding the merger of Southern Ontario Library Services and Library Services North to create Ontario Library Services.
6. **Librarian’s Report:**

Programs: We had a busy December with a full slate of programs and activities that.

  - Virtual Zoo Tour at the Toronto Zoo: 18 registered for the program and 14 attended. It went very well and I had very good feedback about it so will offer a tour of another area of the Zoo in the new year.
  - Movie Night Kits – 8 registrations
  - Advent Calendars – 20
  - Gingerbread Cookie Kits – 23 kits
  - Christmas Card Challenge – Cards for the Valley Manor. 81 cards will be sent to the Manor for each resident.
  - Christmas Book Bundles – 6 families
  - Advent Book Bundles for schools - 8 teachers from schools in MV Twp. & BLR Twp. participated.

# Minutes of Twp. of Madawaska Valley Public Library Board December 22, 2020 Board Meeting

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Other:

- The pre-audit for financial statements was completed on December 10<sup>th</sup>
- It's been very busy for the past few months catching up with book orders. During lockdown shipping was suspended so we had a lot of unpacking, cataloging and processing to do when orders started coming in.

	November	
Computer Sessions	26	Open 4 days a week
Personal Devices	10	Created one seating area for personal devices
Library Visits	322	
# items checked out	905	
Interlibrary Loans	40	
EBooks & Audio EBooks Circulated	297	

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

**7. Financial Report November 2020**

- Opening Balance: \$77,655.80
  - Deposits: \$1,566.67
  - Expenses: \$16,223.57
  - Bank Balance: \$62,998.90
  - Outstanding: \$5,556.99
  - Closing (Book Balance): \$57,441.91
  - Growth Savings: \$5,763.96
- \$63,205.87

Motion from William Houle to approve the Financial Report for November 2020. Seconded by Natalie Barrington. Carried.

**8. New Business:**

- a. Replace Refrigerator: Board approved the purchase of a small refrigerator to replace the one no longer working.
9. Recommendation that the meeting enter In-Camera Session to discuss matters pertaining to "the security of the property of the municipality or local board", "personal matters about an identifiable individual, including municipal or local board employees", a proposed or pending acquisition or disposition of land by the municipality or local board", Ontario Municipal Act 2011, c.25, s.239 (2)(a)(b)(c).

# Minutes of Twp. of Madawaska Valley Public Library Board December 22, 2020 Board Meeting

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Motion from Mark Willmer, seconded by Shawn Eagles. Carried.

10. Return to Open Session:

- a. Motion from William Houle to approve item 3( a) from the closed session. Seconded by Shawn Eagles. Carried.

11. Motion to adjourn by Shawn Eagles at 3:35 pm.

12. Next meeting date, Tuesday, January 26<sup>th</sup> at 2:00pm via Video Conferencing.

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**Chair / Frances Mawson**

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**Secretary / Karen Filipkowski**

# Minutes of Twp. of Madawaska Valley Public Library Board December 22, 2020 Board Meeting

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## Attachment – Item 4. c

### SOLS Trustee Council #7 and #8

Held Saturday, November 14, 2020 (#7) and Saturday, November 21, 2020 (#8)

In attendance:

Name	Library	
Jane Donnelly	Renfrew Public	TC#7
Peter Fright	Madawaska Valley (Barry's Bay)	TC#7
Frances Mawson	Madawaska Valley (Barry's Bay)	TC#7
Mary Ann Yewer	North Hastings (Bancroft)	TC#7
David Giles	North Hastings (Bancroft)	TC#7
Anne Hutton	Deep River	TC#7
Justin Jeffrey	Pembroke	TC#7
Marian Peirce	Carlow Mayo	TC#7
Margaret MacDonald	Stormont Dundas Glengarry County	TC#8
Cathy Peacock	Mississippi Mills	TC#8
Beverley Rogers	Carleton Place	TC#8
France Seguin	Russell Public	TC#8
Becky White-Thompson	Rideau Lakes	TC#8
Amanda Guerin	Smiths Falls	TC#8

The Trustee Council agenda was posted on our Trustee Council page at <https://www.sols.org/index.php/trustee-council-meetings>. Within the agenda, we embedded a full copy of the reports from the Ontario Library Boards Association (OLBA) and the Federation of Ontario Public Libraries (FOPL).

### Strategic planning -

There is a copy of the presentation slides on that same page of the SOLS website. Within the presentation, we provided an example from the **Blue Mountains Public Library**. For The Town of the Blue Mountains Public Library, all of their strategic plans, Annual Plans, reports, policies are linked to the very bottom of their website at <https://www.thebluemountainslibrary.ca/>.

- The actual Strategic Plan is posted on the library website – (direct link is <https://www.thebluemountainslibrary.ca/strategic-plan.cfm?is=11>)
- The Annual Plan for each year is posted just below the Strategic Plan on their website. However, to see the current annotated version of the Annual Plan 2020 – you have to look under the heading of “Meeting Agendas and Minutes” This is the Board package for September 2020 and the September 2020 update to the

# Minutes of Twp. of Madawaska Valley Public Library Board December 22, 2020 Board Meeting

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Annual Plan is found on page 26 of the Board package document.

[https://www.thebluemountainslibrary.ca/document\\_viewer.cfm?event\\_doc=1112](https://www.thebluemountainslibrary.ca/document_viewer.cfm?event_doc=1112)

## **Next Meeting -**

This is the last meeting of the SOLS Trustee Councils as we will move to Board Assemblies after the Southern Ontario Library Service and the Ontario Library Service-North merge. These Board Assemblies will be based on population served (e.g. libraries serving populations between 2500 and 5000) and those serving that population range will meet virtually about 3 times per year. More information will follow in the new year – but those who are currently Trustee Council representatives for their libraries can continue as the library representative on the new Board Assemblies. The Board Assemblies will meet in April or May of 2021, so that appointments to the new Ontario Library Service board can be made in time for the June 2021 Ontario Library Service Board meeting.

## **Roundtable (TC#7)**

**Deep River** – Anne Hutton noted that, with the new Library CEO, they are developing their first Strategic Plan for the library. One of the goals is to develop a better relationship with the municipality - and a good test will be with the upcoming budget. The municipality has asked for a 2% reduction, but the library would like 3.75% more. During the pandemic, the board met virtually at first, but are now back to in-person meetings held in the large meeting room but everyone at separate tables and all wearing masks. In terms of services & staffing, the library was able to move to virtual programs, and with updates to the library website, this work will become much easier.

**North Hastings (Bancroft)** – Mary Ann and David both agreed that the biggest change for this term of the Library Board is the relationship with the Town, including the Mayor (who also sits on the library board). The serve the Town plus have library service contracts with 2 neighbouring townships. The library is still waiting for word on the ICIP grant (which required both provincial and federal approval levels) for the new library space in a building with accessible housing on the upper floors. While the library space is small at 4300 square feet, it is all on one level and is in the downtown area of the town of Bancroft. The Zoom meetings for the board have gone well and the public can call to get the code for the meeting.

**Renfrew** – Jane noted that, like many libraries, they closed to the public on March 13<sup>th</sup>. After that period, all staff continued to work in the building (with precautions) and during that time, completed an inventory, cleaned up bibliographic records, re-labelled materials and started to increase their online presence including podcasts, Facebook, and even had an online store for used books, online trivia and virtual board games. On the 19<sup>th</sup> of May, the library re-opened with curbside pickup and resumed interlibrary loan. If a person could not decide what to get, the staff would help then choose books that might be of interest. On August 19<sup>th</sup>, the library reopened to the public for browsing and circulation (in 30-minute time slots). On September 14<sup>th</sup>, full reopening within the allowed framework. The library signed an agreement with Horton Township to provide

# Minutes of Twp. of Madawaska Valley Public Library Board December 22, 2020 Board Meeting

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library service to their residents. From the board perspective, the Zoom meetings have gone well

**Carlow-Mayo** – Marian noted that as the library operates in a school, they had to go through extra work to get curbside pickup (even though the library has its own separate entrance). The library board now has a permit to operate curbside pickup until June (unless the school itself closes). The library participates in JASI/library catalogue and so people can see what they have. They are also in the Provincial OverDrive consortium and so users have had access to e-books during the closure period. As they are in the Southern Ontario DVD pool, they have been posting the list of available DVDs in the window of the library. They have also continued to use Interlibrary loan services. One difficulty in the community is Internet strength. It is difficult to do online due to service issues and difficult to do online meetings. As a result, the library board has been meeting in the community hall (as has municipal council). The library is a WiFi spot for public – and people have been appreciative of this service. Working with the township, they are working to develop a better website (but simple so it does not take much bandwidth).

**Madawaska Valley** – Frances reported that they worked on a Strategic Plan which passed in February 2020. The next step was to go to the municipality for a presentation, but this step is still on hold. When they looked at the plan, they realized that they could continue with some items, but will have to be constantly creative. The plan includes a new library – but listed as evaluating the potential for a community HUB. They will proceed with this evaluation using a sub-committee which will look at spaces, operational needs, and potential costs and identify partners and local businesses and chat with municipal staff – and then create a one-page story. Hopefully there will be some new money for infrastructure in the coming weeks and months.

In the meantime, core programs are being done online or outside. They created an outside storywalk using the story created by one of their students. For Halloween, in partnership with 31 local businesses, had a Hallowe'en walk along the main street and had 144 families involved. The book club did not want to meet online so they are using the Legion (making a donation for use of the space). The staff have created craft kits to hand out to families. With all of this in mind, they are working on the budget for 2021 – realizing that the municipality is looking for efficiencies as part of a service review (like what has been done in other Renfrew municipalities).

**Pembroke** - Justin only joined the library board in March. He noted that the library had planned to do some renovations and re-arranging in the kids and teen areas. During the closure period, they were able to make some of these changes without affecting the public. As others have described, the library was able to move programs online during the period. Pembroke has a service contract with Laurentian Valley Township– and negotiating the terms has taken a bit of time, but still in good time for budget preparations.

# Minutes of Twp. of Madawaska Valley Public Library Board December 22, 2020 Board Meeting

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*Note regarding quarantine:* This article – from the Science writer at *Wired* magazine – is an important read for anyone making decisions about quarantine during the pandemic. [https://www.wired.com/story/its-time-to-talk-about-covid-19-and-surfaces-again/?utm\\_source=onsite-share&utm\\_medium=email&utm\\_campaign=onsite-share&utm\\_brand=wired](https://www.wired.com/story/its-time-to-talk-about-covid-19-and-surfaces-again/?utm_source=onsite-share&utm_medium=email&utm_campaign=onsite-share&utm_brand=wired)

## **Roundtable (TC#8)**

**Smiths Falls** -Amanda noted that with the pending retirement of their long-time CEO, the Board will be embarking on a CEO Search. As part of that, the Board is planning a Service Review to start in the new Year for a 6-week period to look at how services are being used. The Board had applied for the ICIP grant (which required both provincial and federal approval levels) for renovation to their old Carnegie building to expand space (needed especially at this point to spread patrons out within the library) and improve accessibility (it is 3 story and the elevator only goes between two floors, leaving the children's area with that type of access). That one was not successful, so hoping for another source as need \$1.5 million. The Town is working on a downtown revitalization and a town square around the municipal office and library is still alive as a plan.

**Stormont Dundas Glengarry (SDG Library)** – Margaret MacDonald spoke about gradual branch re-opening starting with 6 branches across the 15 branch system. As of Monday 23<sup>rd</sup>, all branches will be open for either in-person or curbside pickup. Upon return, books are held for 6 days in quarantine (but fines have been waved). The library staff really worked to pivot their programs with many online programs added. They switched from OverDrive (stand-alone not provincial consortium) to Cloud Library for e-books, and some money was added for this e-collection.

The board approved the purchase of a self-check system from Bibliotheca – purchased with special funding for solutions related to Covid-19 systems. During this time, there have been some staff changes with a new Systems person and an up-coming retirement of a District Supervisor (1 of 3). They added a Local History Archives Intern (with federal funding until the end of March). For the Board, meetings have been held in person and via Zoom – and a decision was made to combine the October and November meetings to avoid Ontario Public Library Week.

**Mississippi Mills** – Cathy Peacock noted that the Board will be reviewing the Library's Strategic Plan at the December 2020 meeting. They will be looking at “what we have done, what we are not starting and what we need to leave for now”. Space is part of the Strategic Plan – and they have undertaken a space needs for the Almonte branch. In the meantime, the staff have re-arranged the spaces – including the creation of a Study Room (from a former storage room) which is so popular with tutoring & therapists that they now have to limit the # of appointments per week per person. The library re-opened as soon as they could & have set up a 3-day quarantine period for returned books.

The staff have worked on “craft in a bag” for kids. This is so popular that they have created some for older kids as well. Recently a Seniors Community Group (Carebridge)

# Minutes of Twp. of Madawaska Valley Public Library Board

## December 22, 2020 Board Meeting

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has asked for crafts for Seniors as part of packages that are going out to about 200 seniors in the community. They have several online programs – e.g. how to crochet with the Textile Museum. In addition, have some in-person programs including a Robotics Camp for 10-13 year olds (each participant was at their own table). The board is so very pleased with the Library CEO.

**Russell** – France talked about how the branch in Embrun is in a school – and so they are only allowed to do curbside pickup but are not allowed to have that service running when the school buses are there. Just in case the school closes due to COVID-19, the staff have been shifting some of the French collection from Embrun to the branch in the village of Russell. The branch in Russell is open for in person browsing. The hours at that branch are similar as before, but only open 2 evenings instead of the usual 4 evenings per week and the quarantine period started at 5 days but was reduced to 3 days in September. They still have curbside pickup at Russell for those who want that service. As with some other libraries, the staff have worked on story bundles with book, craft and song included. They are working on Christmas bundles now. In the new year, hope to do some painting and maintenance – so may have to close briefly to do this work.

**Rideau Lakes** – Becky noted that the board is also very impressed with their Library CEO. The board changed how they did CEO evaluations to focus on successes and challenges faced by the library in this period, rather than just focusing on strategic plan. The CEO has received quite a bit of media coverage, most recently, as part of a 20-minute interview on TVO's *The Agenda* – which you can view here:

<https://www.tvo.org/video/libraries-in-the-time-of-covid-19>

With 5 branches, patrons can easily use 4 branches for in-person or curbside pickup. The 5<sup>th</sup> branch is also currently located in a public school, making access by the public tricky. At present time, one staff person goes in and gets items and takes them to a location across the road where patrons can pick up specific items or browse. The board is renovating that space (across the road) to re-locate the school-housed library. One plan is to include makerspace in the new space.

*(NOTE: The Finch branch of SDG was recently renovated to be a MakerSpace & it was suggested to visit or get a virtual tour of that space to see what it looks like and how it is being used).*

As noted in *The Agenda* interview, the library has been fine free since 2014. They may introduce POS machines for ease payments especially for goods for sale or services. With a private donation, the library was able to increase the number of lending WiFi devices to 10. *(NOTE: There was a question about this device – its like a phone with Internet access. But it was noted that when SDG got some new devices, the supplier failed to turn off the roaming feature and the library was faced with huge bills due to the roaming charges. It was noted that any devices set up should have “usage limits” on them).*

**Carleton Place** – Beverley noted that the library is focused on renovating the library. With the help of more than 50 volunteers including some from the high school, they were



## Minutes of Twp. of Madawaska Valley Public Library Board December 22, 2020 Board Meeting

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able to move 34,000 books into storage. It began with a health & safety presentation focused on COVID-19 spacing and safety of lifting and moving. The volunteers then set up a “boutique library” in the old train station with 6000 books and 2 computers. In that new space, they have set occupancy at 7 people including staff. In the “regular library”, the plan is to replace carpeting, lighting and electrical. They are reimagining the space to create areas such as tutoring rooms with glass walls, better flow at entrance, lower shelving height, and better access to the washrooms (including direct link from meeting rooms to washroom area). For privacy reasons, they are creating an office in addition to the staff workspace. As with other libraries, the staff was able to shift its programs to virtual – and these have continued even while they are in the smaller space.