

Minutes of Twp. of Madawaska Valley Public Library Board

January 26, 2021 Board Meeting

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

Regrets: Frances Mawson

Staff: Karen Filipkowski, CEO / Secretary Treasurer

1. Online meeting called to order at 2:00 pm by Peter Fright.
2. Declarations of Conflict of Interest: None
3. Motion from Mark Willmer to accept the January 26, 2021 meeting agenda and the meeting minutes from the December 22, 2020 Board meeting as presented. Seconded by Natalie Barrington. Carried.
4. **Business arising from the minutes.**
 - a. **Policy:** Motion from Mark Willmer to accept Policies BL-02, FR-01 and FR-02 as presented and Policy GOV-05 as amended. Seconded by Shawn Eagles. Carried.
 - b. **Strategic Planning:** No updates
 - c. **Budget:** Motion from William Houle to accept the budget for 2021 as presented. Seconded by Shawn Eagles. Carried.
5. **Correspondence:** SOLS & Ontario Library Service North letter regarding Board Assemblies and representation. The Board has endorsed Frances Mawson continue as the representative for MV Library.
6. **Librarian's Report:**

We are back to our pickup service once again with the provincial lockdown. We had procedures in place from the previous lockdown but were waiting on word regarding whether or not we could use the same setup whereby patrons could enter and pickup materials in a cordoned off area just inside the front door. We were informed that pickup has to be outside unless there is a lobby area so we are now answering the door and handing over items.

Because we cannot have volunteers in the building staff have taken over some of the volunteer jobs in addition to regular duties. Staff hours have been adjusted to offer better pickup times for reserved items. We offer pickup times until 6:00 on week days.

Julia is mostly working from home developing programs and promotions for the programs. We have a few fun things we are working on for the next few months. In addition to working on patron orders, shelving & book processing James has been editing website content for the new website. Work on the website will start next week.

Electrical work is scheduled for February.

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	December	
Computer Sessions	32	Open 4 days a week
Personal Devices	10	Created one seating area for personal devices
Library Visits	262	Closed as of Dec 24 for Christmas Holiday Closed as of Dec 26 for Provincial Lockdown
# items checked out	877	
Interlibrary Loans	46	
EBooks & Audio EBooks Circulated	266	

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

7. Financial Report December 2020

- Opening Balance: \$62,998.90
 - Deposits: \$5,983.56
 - Expenses: \$19,384.55
 - Bank Balance: \$49,597.91
 - Outstanding: \$2,142.11
 - Closing (Book Balance): \$47,455.80
 - Growth Savings: \$5,766.02
- \$53,221.82

Donations \$1300 / Front Desk \$422 / Book Sales \$487 / Fundraising \$244

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

8. New Business:

- a. **Investment Renewal:** Board advised to renew with the Credit Union for a 1 year term.
 - b. **Change Board Meeting Time:** Agreed by all to change the meeting time from 2:00 – 1:00 pm.
9. Next meeting date, Tuesday, February 23rd at 1:00pm via Video Conferencing.

Deputy Chairman / Peter Fright

Secretary / Karen Filipkowski