

# Minutes of Twp. of Madawaska Valley Public Library Board June 24<sup>th</sup>, 2020 Board Meeting – Via Teleconference

---

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

Staff: Karen Filipkowski, CEO / Secretary Treasurer

1. Meeting called to order at 2:20 pm by Board Chair Frances Mawson.
2. Declarations of Conflict of Interest: None
3. Motion from Mark Willmer to accept by consent the June 24, 2020 agenda & meeting minutes from the May 13<sup>th</sup>, 2020 Board meeting as presented. Seconded by Peter Fright. Carried.
4. **Business arising from the minutes.**
  - a. **Policy:** Motion from Shawn Eagles to accept policies GOV-07 (Financial Control, GV-08 (Board Advocacy), & GOV-09 (Board – CEO Partnership). Seconded by Mark Willmer. Carried.
  - b. **Strategic Planning:**
    - A synopsis of the Strategic Plan sent to both Councils.
    - Identified need for a Business Plan Committee. Peter Fright, Frances Mawson, Mark Wilmer have agreed to represent the Board. Vickie Glofcheskie & Richard Clements are public members with experience and expertise needed for this project.
  - c. **Fundraising:** Fundraising plans will need to be revised to “no contact” events. Other ideas include bags with library swag & samples from local businesses.
5. **Correspondence:**
  - a **Barbara Franchetto:** Amalgamation of SOLS & OLS North.
6. **Librarian’s Report:**

In addition to the usual scope of my work, the past few months has been spent adapting to new safety protocols and procedures and finding ways to carry on with services and deliver programs.

The recent Phase 2 of opening the province to business is still quite restrictive for libraries. Although we can allow patrons to use the public access computers they are not able to access any of the print materials, DVDs or audio books on the shelves. For this reason we are back to our “Take-out” service. Patrons can phone, email or reserve books, DVDs and audio books online. Staff are taking the orders, checking them out to accounts, and packaging them for pickup which is just inside the front door.

Access to the public computers is by appointment only.

In anticipation of when we can open the doors to the public the following have been implemented or purchased:

# Minutes of Twp. of Madawaska Valley Public Library Board June 24<sup>th</sup>, 2020 Board Meeting – Via Teleconference

---

- Plexiglas barriers have been installed at the two front check-out stations.
- The public access computers have been reduced to two and Plexiglas barriers have been installed around them.
- Purchased two hand sanitizer dispensers – one for the front entrance and one for the entrance to the public bathroom.
- Hand sanitizer purchased for staff work stations, public access computer stations.
- Sanitizer and alcohol wipes purchased for the public access computers.
- Masks purchased

Additionally, I have worked on identifying risks to be considered when opening to the public and the measures needed to address them. Document attached. I am continuing to work with staff on health & safety procedures for the current level of service and our eventual opening.

## Children's Summer Programs

With the uncertainty of knowing when we would be able to open to the public a decision was made by TD Summer Reading Program that they would hold back all print materials this year and operate an online program only. To link the TD Summer Reading Club (SRC) to our library and to be able to offer more variety not only for SRC but any other programming I purchased a 1 year subscription to READsquared which provides templates, program ideas, themes, badges, avatars, and an online registration form and spreadsheets for tracking and stats. Link to platforms and information can be found at the link below. Our summer programs coordinator, Julia Beggs, is managing the online portals and you can conveniently see what she is working on and what she has planned at the link below. Realizing that not all children will have access to the internet, Julia is also putting together kits and information that parents / children can pick up. The link has been sent to the local elementary schools.

[https://drive.google.com/drive/folders/1Dn5OE\\_TTwEri-gs6dx8bh4NL6GBVUX2](https://drive.google.com/drive/folders/1Dn5OE_TTwEri-gs6dx8bh4NL6GBVUX2).

Staff have been busy weeding and reorganizing. The biography section is now in place. After weeding, the Adult Fiction section has been shifted giving the Young Adult section an additional two bays of much needed shelving. The classics section is now in one area as are the audio books. The focus now is on re-organization of the children's area collections.

# Minutes of Twp. of Madawaska Valley Public Library Board June 24<sup>th</sup>, 2020 Board Meeting – Via Teleconference

## Statistics (Library closed due to pandemic March 16, 2020)

	Feb	March	April	May
<b>Computer Sessions</b>	144	94		
<b>Personal Devices</b>	36	8		
<b>Library Visits</b>	616			
<b># of items checked out</b>	1138	895	205	191
<b>Interlibrary Loans</b>	75	41		
<b>EBooks &amp; Audio EBooks circulated</b>	333	408	377	345

**Motion** from Peter Fright to accept the Librarian’s Report. Seconded by William Houle. Carried.

### 7. Financial Report May 2020:

- Opening Balance: \$70,400.33
  - Deposits: \$60,909.00
  - Expenses: \$10,514.13
  - Bank Balance: \$120,795.20
  - Outstanding: \$1,671.13
  - Closing (Book Balance): \$119,124.07
  - Growth Savings: \$5,749.32
- \$124,873.39

- Grants: Canada Summer Jobs approved at 100% reimbursement
- Donations: \$1200.
- Update to banking procedure – Online payments now require a second approval to be consistent with two signatures required on cheques.

Motion from Mark Wilmer to approve the Financial Report for May 2020. Seconded by Shawn Eagles. Carried.

### 8. New Business:

- a. Opening Plans Risk Assessment Document reviewed.

9. Motion from Mark Wilmer to move to closed meeting. Seconded by Peter Fright. Carried.

10. Motion to adjourn by Mark Wilmer at 3:30pm.

Minutes of Twp. of Madawaska Valley Public Library Board  
June 24<sup>th</sup>, 2020 Board Meeting – Via Teleconference

---

11. Next Meeting date Wednesday, August 26<sup>th</sup> at 2:00 pm.

---

**Chair / Frances Mawson**

---

**Secretary / Karen Filipkowski**