

Minutes of Twp. of Madawaska Valley Public Library Board May 13, 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 2:10 pm by Board Chair Frances Mawson.
2. Declarations of Conflict of Interest: None
3. Motion from Mark Willmer to accept by consent the February 2020 agenda with additions & meeting minutes from the January 29th, 2020 Board meeting as presented. Seconded by Shawn Eagles. Carried.
4. **Business arising from the minutes.**
 - a. **Policy:** Motion from Shawn Eagles to accept policies GOV-01, GV-02, & GOV-04 with amendments and revisions. Seconded by Mark Willmer. Carried.
 - b. **Strategic Planning:**
 - In person presentations to councils on hold while everyone is in shutdown.
 - Suggested a brief synopsis of the plan that council representatives could bring to perspective councils.
 - Carry on with research and set up a committee to put together a business plan.
 - c. **Budget:** The budget presented to council was approved.
 - d. **Cabin Fever Trivia Update:** The evening went very well. Profit of \$1170. The Madawaska Valley Current donated snacks and the Legion donated space so there were no overhead costs. The business community were very generous with prizes.
 - e. **Report to Council Regarding Hydro Costs:** The report to council regarding hydro costs was discussed at a special council meeting. Suggested that we revisit the idea of putting an addition on the front steps to act as a wind barrier. Other things not discussed at the meeting but something that should also be looked at are changing the thermostats and the outdated heat registers.
5. **Correspondence:** None
6. **Librarian's Report:**
 - Due to the uncertainty of where we will be with the pandemic in the fall, the steering committee for the Little Branches Rural Roots Librarian Conference made the decision to not host in October 2020 as planned. We anticipate we will be able to proceed with planning a 2021 conference.

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- Staff has been busy implementing our “lockdown” plans and adapting to a new work situation. From the projects identified in the April Report the following has been accomplished:
 - The backlog of cataloging has been cleared (these included the Book Club Sets acquired from other libraries, donated items suitable for the collection and purchased items that do not come with marc records & require more work)
 - The entire non-fiction section has been shifted to create a biography section. Biographies have been shifted to this section.
 - The fiction section is undergoing a much needed deep “weeding” or removal of dated, damaged or read out materials. At the same time we are streamlining the authors with series that we will carry. In the process of doing this we have created a “Series by Author” binder that will be a great reference tool.
 - The interlibrary loan returns have been managed so that they can be input into the system when it is up and running again.
 - The DVDs are undergoing a weeding and reorganization.
 - We are monitoring phone call & email requests as well as holds / reserves placed on the libraries online catalogue. Procedures for pick-up had to be changed when we were legislated to close.
 - Although we have requested no returns until we are open again there are returns in the book drop. We have a process for isolating and checking in the returns and updating patron accounts to waive overdues.
 - Social Media – James and Julia have put together some videos for children. It is very time consuming so is being supplemented with short stories and songs from sites appropriate for children.

- Much of my work has remained the same as outlined in the April report – staffing, finances, collection development, program planning and procedures. There is an added challenge of trying to anticipate where we will be legislatively over the next few months in order to plan what we can do. It is becoming more apparent that we will have to move more towards an online format for much of what we do so I am exploring what is out there and how we can manage this within our budget.

- In anticipation of re-opening to the public I am working with staff to develop safety plans and procedures.

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

	Feb	March	April
Computer Sessions	144	94	
Personal Devices	36	8	
Library Visits	616		
# of items checked out	1138	895	205
Interlibrary Loans	75	41	
EBooks & Audio EBooks circulated	333	408	377

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

7. Financial Report February 2020:

- Opening Balance: \$19,696.62
 - Deposits: \$40,345.14
 - Expenses: \$17,535.00
 - Bank Balance: \$42,506.76
 - Outstanding: \$0
 - Closing (Book Balance): \$42,506.76
 - Growth Savings: \$5,739.03
- \$48,245.79

Financial Report March 2020

- Opening Balance: \$42,506.76
 - Deposits: \$38,180.00
 - Expenses: \$12,997.60
 - Bank Balance: \$67,689.16
 - Outstanding: \$3,718.94
 - Closing (Book Balance): \$63,970.22
 - Growth Savings: \$5,768.08
- \$69,738.30

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Financial Report April 2020

- Opening Balance: \$67,689.66
 - Deposits: \$18,742.50
 - Expenses: \$16,031.83
 - Bank Balance: \$70,400.33
 - Outstanding: \$1,046.35
 - Closing (Book Balance): \$69,353.98
 - Growth Savings: \$5,746.15
- \$75,100.13
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- Grants: Received monthly installments from MV Township from Jan – May totaling \$92,000. Now that the budget has been approved there will be a final lump sum payment for the remainder.
 - Update from Canada Summer Jobs – the grant has been adjusted so that if successful we will receive 100% funding. Programming can be online. Our application was adjusted so that we could take advantage of this if need be.
 - Donations: \$650

Motion from Mark Willmer to approve the Financial Report for January 2020. Seconded by William Houle. Carried.

8. New Business:

- a. Re-Opening Plans: outline prepared and presented to the Board. Includes preparation prior to opening, and a phased in plan towards opening when legislation allows.
 - b. Fundraising: We will need some creative ideas for fundraising should be in a second wave of lockdown in October. Plans for the October Trivia Night are on hold.
 - c. Audited Financial Statements: Motion from Shawn Eagles to approve the 2019 audited financial statement prepared by McKillican & Associates. Seconded by Andrea Budarick. Carried.
9. Motion to adjourn at 3:25pm by Natalie Barrington
10. Next Meeting date Wednesday, June 24, 2020

Chair / Frances Mawson

Secretary / Karen Filipkowski