

# Minutes of Twp. of Madawaska Valley Public Library Board November 24<sup>th</sup>, 2020 Board Meeting

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

Regrets: Peter Fright, Frances Mawson

Staff: Karen Filipkowski, CEO / Secretary Treasurer

1. Meeting called to order at 2:00 pm by Shawn Eagles.
2. Declarations of Conflict of Interest: None
3. Motion from William Houle to accept the November 24<sup>th</sup>, 2020 agenda as amended and the meeting minutes from the October 27<sup>th</sup> Board meeting as presented. Seconded by Mark Willmer. Carried.
4. **Business arising from the minutes.**
  - a. **Policy:** HR-13 COVID-19 Pandemic Policy. Motion from William Houle to accept HR-13 Pandemic Policy as amended. Seconded by Mark Willmer. Carried.
  - b. **Strategic Planning:** Tabled to December Board meeting.
  - c. **Trustee Meeting Report:** Tabled to December Board meeting.
  - d. **Budget 2021:** Karen presented a rough draft of the budget. Budget will be finalized after year end.
5. **Correspondence:** No correspondence
6. **Librarian's Report:**

Programs:

- The Halloween event went very well. 144 families attended and feedback was very positive. I am thinking of making this an annual event on the Saturday closest to Halloween.
- Last year we introduced Christmas book bundles to schools. Participating classes received a set of books wrapped in Christmas paper for each school day in December until the Christmas break. This year we extended it to the community who can sign up for a bundle of 10 wrapped books.
- December programs include a Zoo tour of a specific area of the Toronto Zoo via ZOOM. Our tour is booked for December 12 but I am waiting for confirmation that we can get that date and for the area we can tour. The tour includes a Q & A with zoo keeper.
- Other programs include a craft kit, Christmas Card Challenge, Virtual Movie Night, Gingerbread Cookie Kit & a pre-recorded story-time.
- Christmas ornament craft kits will be for sale courtesy of Linda Neuman who put together and donated the kits to the Library.

Other:

- Attended a webinar hosted by SOLS called Tech Connection. Presenters from Waterloo Regional Library talked about their programs and best practices.

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- We have a co-op student until January 2021 who works on Tuesdays and Thursdays when we are closed as we haven't a space for him to work during open hours. He is doing shelving, book processing, and other projects as they arise.
- We are undergoing another large scale "weeding" or book de-selection in Non-Fiction to make room for new materials.
- We are seeing an increase in circulation of library materials that is closer to 2019 numbers but with a shift in format. While items checked-out in the library in October were down by 20 % from last year, there was a 41% increase in e-books and audiobooks checkouts from 2019 bringing overall circulation numbers close to last year.

## Statistics October 2020

	October	
<b>Computer Sessions</b>	42	Open 4 days a week
<b>Personal Devices</b>	8	One area for personal devices
<b>Library Visits</b>	455	
<b># of items checked out</b>	984	Down by 20% from October 2019
<b>Interlibrary Loans</b>	53	Not all libraries are participating in Interlibrary Loans
<b>EBooks &amp; Audio EBooks circulated</b>	372	Up by 41% from October 2019

**Motion** from Mark Willmer to accept the Librarian's Report. Seconded by William Houle Carried.

### 7. Financial Report October 2020

- Opening Balance: \$84,721.69
  - Deposits: \$6,787.12
  - Expenses: \$13,853.01
  - Bank Balance: \$77,655.80
  - Outstanding: \$3,654.61
  - Closing (Book Balance): \$74,001.19
  - Growth Savings: \$5,761.83
- \$79,763.02

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\*COVID expenses reimbursed \$2,158.87 (plexiglass, hand sanitizer dispensers, hand sanitizer, cleaning products.)

\*Donations: \$150

\*Grants: Canada Summer Jobs \$3,920

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

## **8. New Business:**

- a. Quotation for Electrical Work: Karen was only able to get one quotation and the Board requires another quote for the work. Karen will follow up with another contact.
  - b. Website Update: Motion from Mark Willmer to approve the website update. Seconded by William Houle. Carried.
  - c. FOL sponsorship for First Nations Libraries: The Library Board will contribute to sponsoring a first nations FOPL membership.
9. Motion to adjourn by Natalie Barrington at 3:15 pm.
10. Next Meeting date Tuesday, December 22<sup>nd</sup> at 2:00pm.

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**Acting Chair / Shawn Eagles**

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**Secretary / Karen Filipkowski**