

Minutes of Twp. of Madawaska Valley Public Library Board October, 27th, 2020 Board Meeting

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

Regrets: Peter Fright

Staff: Karen Filipkowski, CEO / Secretary Treasurer

1. Meeting called to order at 2:00 pm by Board Chair Frances Mawson.
2. Declarations of Conflict of Interest: None
3. Motion from Natalie Barrington to accept the October 27th 2020 agenda with additions. Seconded by Mark Willmer. Carried.

Motion from William Houle to accept the meeting minutes from the September 29th Board meeting. Seconded by Natalie Barrington. Carried.

4. Business arising from the minutes.

- a. **Policy:** Motion from Mark Willmer to accept Policies HR-07 Discrimination and Harassment, HR-08 Prevention of Workplace Violence and HR-09 Health and Safety as they stand. Seconded by Shawn Eagles. Carried.
- b. **Strategic Planning:** Tabled to November meeting.

5. Correspondence:

- a. Announcement from SOLS & OLS North regarding merge of organizations. For information.
- b. SOLS & OLS North – Board Governance for the newly created Ontario Library Service. For information.

6. Librarian's Report:

Programs:

- The Story Walk went very well. Six classes from local schools participated in the walk in October.
- Low participation in the online Dot Mandala class and for the craft kits. It was a good opportunity to explore programs and formats. It didn't cost us anything to host and the structure allowed us to make a few dollars for future programs.
- We are working with the Stationkeepers' to host a Storytellers Contest.
- We have had tremendous support from the BIA for the Halloween Story Walk. 24 local businesses are participating and a number of them have contributed with prizes and items for our treat bags. Staff and volunteers put together 200 treat bags and 100 each of craft bags for children 3-6 & 7-10 years of age. We have lots of prizes to give away throughout the day. Wilno and Combermere businesses are also participating in the event. Julia put together a website and linked it to a QR Code that those starting in either of those communities can link to on smart phones if they don't want to pick up a list. We don't expect families to go to every business on the list. With so many

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businesses participating we have arranged to set up a second tent at the Credit Union parking lot.

- An online Book Talk with Mark Creedon, author of Caught Between Two Devils was hosted October 22nd. Despite it being a very last minute arrangement we had 7 participants and may offer it again in the New Year.

Other:

- SOLS consultant, Peggy Malcom, continues to hold monthly online regional “conversations” with librarians. It is an opportunity to share information on how we are all navigating continued service during COVID. Peggy provides updates from SOLS and the ministry. Our most recent meeting was Oct. 23rd.
- I have arranged to have the book drop just inside the front door walled in. This will address the need for material isolation & privacy and create a barrier to the winter wind coming through the slot.

Statistics September 2020

	September	
Computer Sessions	49	
Personal Devices	6	
Library Visits	470	
# of items checked out	954	
Interlibrary Loans	72	Not all libraries are participating in Interlibrary Loans
EBooks & Audio EBooks circulated	342	

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

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7. Financial Report August 2020

- Opening Balance: \$74,002.35
 - Deposits: \$25,098.80
 - Expenses: \$14,379.46
 - Bank Balance: \$84,721.69
 - Outstanding: \$427.10
 - Closing (Book Balance): \$84,249.84
 - Growth Savings: \$5,784.63
- \$90,034.47

*Grants: Pay Equity \$7,270 and Provincial Operating \$12,459 received

*Donations \$3300

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

8. New Business:

- a. November 11th operating hours: In observance of Remembrance Day the library will be closed in the morning and open from 1:00 – 5:00 in the afternoon.
 - b. Christmas hours: December 24 open from 10:00 – 12:00, Closed December 25, 26, 27. New Years open from 10:00 – 12:00 December 31st. Regular hours resume Saturday, January 2, 2021.
 - c. Letter to the Editor: Letter of clarification to the Valley Gazette regarding a misleading reference to libraries loss of revenue in their October 14th editorial.
 - d. 2021 Budget: Karen will have a draft prepared for the November board meeting.
 - e. Staffing challenges with COVID. Policy and procedure need to be developed. Karen, Natalie, Frances & Shawn will put together a draft to present to the Board at the November meeting.
9. Motion to adjourn by Shawn Eagles at 3:20 pm.
10. Next Meeting date Tuesday, November 24th at 2:00pm.

Chair / Frances Mawson

Secretary / Karen Filipkowski