

Minutes of Twp. of Madawaska Valley Public Library Board September 2020 Board Meeting

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

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 William Houle to accept the September 29th, 2020 agenda, the meeting minutes from the August Board meeting held September 1, 2020 and the minutes from the July 16th Special meeting of the Board by consent agenda. Seconded by Mark Willmer. Carried.
4. **Business arising from the minutes.**
 - a. **Policy:** Motion from Mark Willmer to approve policies GOV-11 Board Evaluation, OV-12 Succession Planning, OP-07 Resource Sharing as presented. Seconded by Andrea Buderick. Carried.
 - b. **Strategic Planning:** Case for Support document
 - c. **Library Hours:**
 - i. Motion from William Houle to accept the restructured library hours. Seconded by Natalie Barrington. Carried.
 - ii. The Board and staff will continue to monitor the COVID situation to determine when the new hours can be implemented. With the rise in COVID cases at the time of this meeting it was decided to continue with the current hours of operation.
 - d. **Fundraising:** A few small fundraising projects are on the go that offer some adult & family programming; an online Dot Mandala Class and a Halloween Craft Kit. Karen has been in touch with a local restaurant regarding an online cooking class and they have been receptive to it.
5. **Correspondence:** No correspondence
6. **Librarian's Report:**
 - **Dot Mandella Paint Class** – online class October 24th. Participants will pick up their pre-paid kits (everything needed to participate in the class) at the Library on the 24th. The instructor will do her online presentation from the library with Julia helping with the technology.
 - **Halloween Family Walk** – Participating businesses in Barry's Bay will have Halloween themed cutouts in their windows. Children / families are asked to wear their Halloween costumes and drop by the Library between 10:00 am – 3:00 pm to pick up their "Haunted Walk Map" which will have questions for them to complete such as "How many pumpkins are at Gift it Gray" . When families have completed their walk they will come back to the Library to collect a craft kit / treat bag. We hope to have the tent set up outside the Library for this event.

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- **Craft Kits:** A Halloween craft kit will be available for purchase at the library that is suitable for families and children to complete as a weekend project.
- **Story Walk** – Schools are signing up to have the story walk at their school or at the library.
- **Christmas Advent book project:** We did this project with the schools last year and are offering it again. Participating classes are given a bundle of wrapped story books for every school day in December leading up to Christmas break. The class un-wraps a book a day which the teacher reads to the students. With so many students now using online learning I will offer it to the public as well.

Other News:

- Parking in the fire lane has been an ongoing problem since the beginning of the year. The Fire Chief is looking into better signage.
- I attended a virtual conference hosted by Ontario Library Service North on September 23 with sessions on safety protocols for dealing with COVID, Database collection management and Shared Resources.
- 10 Book Club sets were acquired from Guelph Public Library, free of charge but had to be picked up. Our Book Club members with friends and family in Guelph arranged to pick up the books and deliver them to our library. This is a significant acquisition for Madawaska Valley Library as we can no longer acquire book club sets through interlibrary loan.

Statistics August 2020

	August	
Computer Sessions	56	
Personal Devices		No seating available so these stats cannot be determined.
Library Visits	470	
# of items checked out	1174	
Interlibrary Loans	42	Not all libraries are participating in Interlibrary Loans
EBooks & Audio EBooks circulated	360	

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

7. Financial Report August 2020

- Opening Balance: \$88,152.49
 - Deposits: \$3,800.50
 - Expenses: \$17,950.64
 - Bank Balance: \$74,002.35
 - Outstanding: \$427.10
 - Closing (Book Balance): \$73,575.25
 - Growth Savings: \$5,757.50
- \$79,332.75

*The Pay Equity and Provincial Operating Grants have been received and will be reported in the September Financial Statements

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

8. New Business:

- a. Budget 2021: Council Representative for Madawaska Valley, Mark Willmer informed the Board that Council hadn't begun budget deliberations. We should however preparing our 2021 budget.

9. Motion to adjourn by William Houle at 3:00 pm.

10. Next Meeting date Tuesday, November 24th at 2:00pm.

Chair / Frances Mawson

Secretary / Karen Filipkowski