

Minutes of Twp. of Madawaska Valley Public Library Board

April 26, 2022 Board Meeting

Present: Natalie Barrington, William Houle, Mark Willmer

Staff: Karen Filipkowski, CEO / Secretary Treasurer

Regrets: Shawn Eagles

1. Online meeting called to order at 7:00 pm by Board Chair Natalie Barrington
2. Acknowledgement Statement
3. Declarations of Conflict of Interest: None
4. Motion from William Houle to accept the April 26, 2022 meeting agenda and the meeting minutes from the March 28, 2022 Board meeting. Seconded by Mark Willmer. Carried.
5. **Business arising from the minutes.**
 - a. **Policy:**
 - i. Working Alone Policy: This has been difficult to manage lately with more time off requests. Board agreed this should be enforced and staff should not work alone. The on call position still hasn't been filled but there are more volunteers Karen is training to help accommodate the staffing issue.
 - ii. Right to Disconnect: This is a new requirement for organizations with 25 or more staff. As the library falls under the staffing requirements we do not need to develop a policy but have decided to do so and will adapt the Madawaska Valley Township Policy.
 - b. **Strategic Planning:**
 - i. Draft Letters to Imperial Oil: A second draft to Imperial Oil has been approved. A letter to Champlain Gardens has been drafted and approved. Toni Lavigne will meet with the Board and committee members to do a presentation on capital funding. Karen will arrange a date and time with Toni.
6. **Correspondence:**
 - a. **Ontario Library Association:** Provincial Elections Advocacy
7. **Librarian's Report:**
 - The Little Branches Rural Roots Inaugural Conference was organized in 2019 to offer affordable professional education opportunities on topics pertaining to small rural libraries. Fifty libraries sent employees to the very successful conference and in the wrap up session there was overwhelming support for the conference to take place on an annual basis. Due to the pandemic the conference was put on hold for the past two years but we are optimistically making plans to host the conference October 13, 14 & 15 this year. Our first planning meeting took place mid-April.
 - Thank you to Natalie who put together 40 Easter Craft Kits for children ages 3 – 10.

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- In an effort to deal with the newspaper archives and storage in general I'm taking out the metal cabinets that are in the storage room and replacing them with two walls of wood shelving that will fit the 48 bankers boxes we have sitting in the middle of the children's area. I will also have to make some hard decisions about what stays and goes as we just do not have enough storage space. The budget for the shelves is \$500 and labour is by volunteers.
- The annual report to the Ministry is ready to be submitted. This report must be submitted annually in order to receive provincial funding. The report covers finances, holdings & collections, staffing levels, circulation numbers for print and electronic materials, number of programs and programs held and interlibrary loan statistics.
- We will be hosting a book launch for local author Brenda Missen at the end of May. The date and location are still being determined.
- I applied and received funding for a full time summer student position for our summer programs. The grant stipulates we offer full time hours however the grant this year only covers 50% of the cost. I am considering increasing our student hours each week to accommodate programs but not to full time hours and passing on the grant.
- I am cautiously planning summer programs this year. We have always dealt with limited program space, no clean up stations for crafts and trying to keep carpeted floors from being destroyed by paint and glue. To ease back into programs for children I am looking at doing two 30 minute "stories in the park" sessions a week for children 3 – 6 years and 7 – 10 years. The sessions will have stories and activities and a take home craft kit. We will also have some special events like story walks, obstacle course and the stuffy sleepover that was very popular.
- I had my last meeting for the 2021 financial audit in early April and the auditor indicated he would have draft statements ready in a week or two so that I can proceed with completing the Charitable Tax Return due the end of June.
- I will be on holiday from June 1 – 15

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	March 2022	
Computer Sessions	65	
Personal Devices	17	
Library Visits	651	
# items checked out	1174	
Interlibrary Loans	73	
EBooks & Audio EBooks Circulated	295	

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

8. Financial Report for March 2022:

Opening Balance	\$56,630.92
Deposits	\$3,213.44
Expenses	\$19,880.70
Bank Balance	\$39,963.66
Outstanding	\$4,994.40
Book Balance	\$34,969.26
Growth Savings	\$5,818.62
	\$40,787.88

Donations: \$500
Fundraising: \$566

Motion from Willaim Houle to accept the March 2022 financial statement. Seconded by Mark Willmer. Carried.

9. New Business:

- a. **Succession Planning:** Review of Policy GOV-12 to prepare for Library Board succession planning. Karen will include the Board Self-Evaluation form in the next Board meeting package.
- b. **The Library and Political Elections:** OP-18 is the guide to the library’s role in upcoming elections. Staff and Board should all be familiar with the parameters of this policy.

10. In Camera: Recommendation that the meeting enter In-Camera Session to discuss matters pertaining to “the security of the property of the municipality or local board”, “personal matters about an identifiable individual, including municipal or local board

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employees”, a proposed or pending acquisition or disposition of land by the municipality or local board”, Ontario Municipal Act 2011m c.25, s.239 (2)(a)(b)(c).

Motion from Mark Willmer and seconded by William Houle. Carried.

11. Motion to enter into Open Meeting by William Houle at 8:05. Seconded by Mark Willmer. Carried.
12. Motion to adjourn by Mark Willmer at 8:10 pm. Carried.
13. Next meeting date is May 30, 2022 at 1:00pm online.

Chairman / Natalie Barrington

Secretary / Karen Filipkowski