

# Minutes of Twp. of Madawaska Valley Public Library Board December 20, 2021 Board Meeting

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Present: Natalie Barrington, William Houle, Mark Willmer, Shawn Eagles  
Staff: Karen Filipkowski, CEO / Secretary Treasurer

1. Online meeting called to order at 1:00 pm by Natalie Barrington
2. Acknowledgement Statement
3. Declarations of Conflict of Interest: None
4. Motion from Mark Willmer to accept the December 20, 2021 meeting agenda and the meeting minutes from the November 29, 2021 Board meeting. Seconded by Shawn Eagles. Carried.
5. **Business arising from the minutes.**
  - a. **Policy:** No new policy.
  - b. **Strategic Planning:** No updates
6. **Correspondence: Federation of Ontario Public Libraries - Information**
7. **Librarian's Report:**
  - When requirements for proof of vaccine took effect, libraries throughout the province pitched in to make sure everyone had the ability to print their proof of vaccine. Vaccine receipts have been printed at no cost to individuals but a charge of \$1 was applied for individuals who wished to have a laminated wallet size copy. In excess of 165 receipts have been printed and laminated to date. Many people have been very appreciative of the service and donated more than the \$1 payment resulting in the donation box receiving \$201 between October & November
  - Although the Ontario government announced that libraries would be one of the distribution centres for Rapid Antigen Test kits it appears this will only happen in Ottawa & Peterborough. The Federation of Ontario Public Libraries has written to Dr. Moore to advise that libraries throughout the province would be happy to distribute the kits.
  - A request came in late Friday afternoon from Dr. Cushman's office asking that libraries throughout the county assist with registration for COVID vaccine. I responded that we will do this and will put procedures in place for staff to follow.
  - Late Friday afternoon the provincial government announced new restrictions in an effort to deal with the Omicron variant. Libraries are included in the businesses and services affected. I will re-visit our safety plan and see that we are compliant with the new measures.
  - We will be partnering with the Killaloe CRC to provide a children's program. The starting date for the program is January 13 and all protocols will be followed.
  - I am working with The Valley Manor Activities Director to set up a Large Print Lending program for their residents.

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- We are wrapping up December programs and activities this week. These included take home craft kits for children, Christmas wrapped book bundles, movie kits, and Take Home Trivia.

	November 2021	
Computer Sessions	57	
Personal Devices	12	
Library Visits	469	
# items checked out	889	
Interlibrary Loans	79	
EBooks & Audio EBooks Circulated	322	

**Motion** from William Houle to accept the Librarian’s Report. Seconded by Shawn Eagles. Carried.

**8. Financial Report November 2021:**

Opening Balance	\$52,002.02
Deposits	\$5,030.65
Expenses	\$16,093.43
Bank Balance	\$40,939.24
Outstanding	\$2,758.63
Book Balance	\$38,180.61
Growth Savings	\$5,784.51
	\$43,965.12

Donations: \$100.00

Grants: \$

Motion from Mark Willmer to accept the November 2021 financial statement. Seconded by William Houle. Carried.

**9. New Business:**

- a. **Building Assessment Report:** The report was received as information. The CEO attended a meeting with Council to review the report as it pertained to the Library. It revealed a number of concerns and a price tag of over \$300,000 to repair or address needed repairs or deficiencies. Requires a look at what needs to be done immediately to address health and safety and other repairs or upgrades

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that are not as immediate but very costly and need to be weighed against putting the money into a new build.

- b. 2022 Library Board Meeting Dates:** Meeting dates were set – Jan 31, Feb 28, March 28, April 25, May 30, June 27, Sept 26, Oct 31, Nov 28, Dec 19 at 1:00 pm and will be online indefinitely.

**10. In-Camera: Motion from William Houle and seconded by Mark Willmer to move to In-Camera. Carried.**

**11. Motion to return to Open Session from William Houle and seconded by Shawn Eagles. Carried.**

12. Motion to adjourn from William Houle at 2:08 pm. Carried.

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**Chairman / Natalie Barrington**

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**Secretary / Karen Filipkowski**