

Minutes of Twp. of Madawaska Valley Public Library Board February 28, 2022 Board Meeting

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

1. Online meeting called to order at 1:10 pm by Board Chair Natalie Barrington
2. Acknowledgement Statement
3. Declarations of Conflict of Interest: None
4. Motion from Mark Willmer to accept the February 28, 2022 meeting agenda and the meeting minutes from the January 31, 2022 Board meeting with revisions. Seconded by Shawn Eagles. Carried.
5. **Business arising from the minutes.**
 - a. **Policy:** No Policy
 - b. **Strategic Planning:** Good meetings with potential committee members. Karen met with Toni Lavigne who is interested in the project. Toni offered a great deal of insight into capital fundraising and is open to working with the Board to provide information and guidance. Other potential committee members and volunteers are Vickie Cybulskie, Vickie Glofcheskie, and possibly Sheilagh Dunn. The site of the build remains the area of focus at this time.
6. **Correspondence: None**
7. **Librarian's Report:**
 - March Break programs have been finalized and include Knights in the Classroom Fencing demonstration and information, First Nations Drumming and Teaching and an Outdoor Winter Obstacle Course. We have hosted a number of the drumming and teaching sessions outdoors at the library in the summer so are happy to offer the March Break session at the Combermere Community Centre.
 - The next Take Home Trivia is scheduled for March 25 – 27. Thanks to Bill the questions are done and ready to go. This will be our Cabin Fever edition.
 - I'm working with the Activities Director, Lisa Yantha at the Valley Manor to get books to residents of the Manor. Accounts have been set up for each participating resident and Lisa helps them place holds on materials they are interested in and picks up and returns items on a weekly basis.
 - I will be participating in Senior's Centre Without Walls on March 24th. They would like a segment on the history of Barry's Bay so we are pulling together some material for that.

Minutes of Twp. of Madawaska Valley Public Library Board February 28, 2022 Board Meeting

- Purchased a laptop computer to replace the aging computer in my office. It is much more reliable and will give the option of working from home should the need arise.
- Work is being done to increase online security and clean up computers and the network. We have an aging server that will be phased out as our databases are backed up by the vendors and an external backup I maintain.
- Printed and laminated 45 vaccine passports in February
- Glitch in the online ebook and audio book database Overdrive resulted in under reporting of library memberships. I discovered while running statistics reports that many library accounts that are needed to access Overdrive had expired but Overdrive had allowed the account holders to continue accessing the database. The glitch has since been fixed and we have been renewing those accounts so should see a more accurate report within a few months.

	January 2022	
Computer Sessions	60	
Personal Devices	6	
Library Visits	405	
# items checked out	919	
Interlibrary Loans	53	
EBooks & Audio EBooks Circulated	316	

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

8. Financial Report for January 2022:

Opening Balance	\$23,387.19
Deposits	\$67,034.21
Expenses	\$25,551.51
Bank Balance	\$69,869.89

Minutes of Twp. of Madawaska Valley Public Library Board February 28, 2022 Board Meeting

Outstanding	\$5,082.72
Book Balance	\$64,787.17
Growth Savings	\$5,790.35
	\$70,577.52

Grants: MV Operating Grant Advance for Jan, Feb, March \$60,000
OLS Internet Refund Grant \$1,056
OLS Postage Refund Grant \$528

Motion from Mark Willmer to accept the January 2022 financial statement. Seconded by William Houle. Carried.

9. New Business:

- a. **Wayfinders Report:** No concerns raised about the library in the operational review.
- b. **Adjustment to 2022 budget:** a review of the budget showed two expense lines that needed to be adjusted before presenting to Council.
Motion from William Houle to approve the amendment to the 2022 budget to be presented to Council. Seconded by Shawn Eagles. Carried.

10. Motion to adjourn by Mark Willmer at 1:45 pm.

11. Next meeting date is March 28, 2022 at 1:00pm



Chairman / Natalie Barrington

Secretary / Karen Filipkowski