

Minutes of Twp. of Madawaska Valley Public Library Board January 31, 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 1:00 pm by Board Chair Natalie Barrington
2. Acknowledgement Statement
3. Declarations of Conflict of Interest: None
4. Motion from Mark Willmer to accept the January 31, 2022 meeting agenda and the meeting minutes from the December 20, 2021 Board meeting. Seconded by Shawn Eagles. Carried.
5. **Business arising from the minutes.**
 - a. **Policy:** HR-13, COVID-19 Pandemic Policy will be updated to include Library Board Trustees.
 - b. **Strategic Planning:** No updates
 - c. **Take Home Trivia:** Twelve teams participated and all expressed interest in participating again. \$500 in registrations. The cost of hosting is significantly reduced with this method but prizes are tricky because many teams are playing remotely so the cost of shipping has to factored into the profits.
6. **Correspondence: None**
7. **Librarian's Report:**
 - We've managed to keep the doors open during the latest safety measures without incident. We've been quite busy some days with vaccination receipts. From December 20 to January 28 staff have downloaded, customized and laminated 110 receipts.
 - It's been a challenge planning programs not knowing where we will be with COVID and COVID measures over the next 6 months. We currently cannot do any indoor programs at the Library but we are continuing to provide information and kits as we can. March Break programs are underway. I have booked Knights in the Classroom for a fencing demonstration on March 16th at the arena lounge. We will also be doing an outdoor winter obstacle course, a cooking with kids contest and Harry Potter Trivia.
 - I'm working on hosting an author series in the spring. I would prefer in person but it may have to be online.
 - Another Take Home Trivia is being organized for March. Bill has the questions done, Rob has them edited and now we need a date and promotion. The date will be announced soon.

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- Under the direction of Barry Conway we've produced five library podcasts. We won't have one for January and with Barry I'm assessing if we can keep producing them or modify them as we've run into timing issues.
- An application for Canada Summer Jobs for a summer student position has been submitted. I will also be submitting an application for a Summer Student Experience Grant.
- I have been working on year end financials and T4s.
- The annual report to the ministry will open in a few weeks with a deadline of April 25.

	December 2021	
Computer Sessions	50	
Personal Devices	8	
Library Visits	464	
# items checked out	1081	
Interlibrary Loans	45	
EBooks & Audio EBooks Circulated	313	

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

8. Financial Report for December 2021:

Opening Balance	\$49,939.24
Deposits	\$11,710.05
Expenses	\$24,262.10
Bank Balance	\$28,387.19
Outstanding	\$6,297.56
Book Balance	\$22,089.63
Growth Savings	\$10,812.67
	\$32,902.30

Donations: \$673.00
Fundraising: \$462.00

Motion from Shawn Eagles to accept the December 2021 financial statement. Seconded by William Houle. Carried.

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9. New Business:

- a. 2022 Budget:** Motion from Mark Willmer to approve the 2022 budget proposal. Seconded by William Houle. Carried.

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 1:55 pm. Carried.

Chairman / Natalie Barrington

Secretary / Karen Filipkowski