

# Minutes of Twp. of Madawaska Valley Public Library Board

## March 28, 2022 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 Board Chair Natalie Barrington
2. Acknowledgement Statement
3. Declarations of Conflict of Interest: None
4. Motion from Mark Willmer to accept the March 28, 2022 meeting agenda and the meeting minutes from the February 28, 2022 Board meeting. Seconded by William Houle. Carried.
5. **Business arising from the minutes.**
  - a. **Policy:**
    - i. OP-02 Safety, Security & Emergencies Policy - Revision.
    - ii. HR-13 COVID-19 Pandemic Policy –Revision  
Motion from Shawn Eagles to accept revised Policy OP-02 with amendment and revised Policy HR-13. Seconded by William Houle. Carried.
  - b. **Strategic Planning:**
    - i. Draft letter to Imperial Oil – advised by CAO to draft a letter to Imperial Oil with request for property acquisition. Draft of letter presented to Board. A second letter to Champlain Gardens to advise of request to Imperial Oil and to request assistance from them to be drafted.
    - ii. Funding information session: Karen consulting with Toni Lavigne to organize and information for Board and Committee.
6. **Correspondence: None**
7. **Librarian's Report:**
  - March Break went very well. We filled 75 seats at the arena lounge for the Knights in the Classroom presentation and had 26 children and 15 adults attend the First Nations Drumming and Teaching Session. The outdoor winter obstacle course was a little problematic. I had to switch the program at the last minute due to the warm weather and melting snow. We set up an obstacle course in the back parking lot of the library because the snow had melted and there were no puddles. On the day of the event we managed to get in little over an hour before the rain and wind picked up and shut us down. Despite this we had 29 children attend.
  - The Senior's Without Walls presentation on March 24<sup>th</sup> went very well.
  - We are working on membership renewals by reaching out to patrons whose accounts have lapsed during the pandemic. We may also do a membership drive.

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We have renewed quite a number of accounts since the glitch with Overdrive has been fixed.

- We have three rotating collections – Large Print, DVDs and Graphic Novels. In a one-week period all three pools from these collections went through a rotational shift. This was fairly time consuming during an already busy week but we got everything shipped out and are just about through processing incoming pools.
- The CEO computer has been replaced with a laptop as well as a separate screen. A few glitches here and there but it has made a huge difference with an operating system that can keep up with databases.
- In this year’s municipal budget \$40,000 was allocated to the library for upgrades identified in the building assessment report. I’ve met with Allan Trebenskie who is coordinating the work for the library to go over the report and identify the work that is most pressing. Quotes are being obtained to replace the florescent lights with LED, replace old and outdated baseboard heaters, the installation of thermostats and fix a broken fan. Arrangements are in progress to check the building for possible asbestos. Other items on the list are to replace the carpet as well as flooring in the downstairs bathroom and address the ramp.

	February 2022	
Computer Sessions	46	
Personal Devices	11	
Library Visits	385	
# items checked out	837	
Interlibrary Loans	69	
EBooks & Audio EBooks Circulated	270	

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

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## 8. Financial Report for February 2022:

Opening Balance	\$69,869.89
Deposits	\$2,219.55
Expenses	\$15,458.52
Bank Balance	\$56,630.92
Outstanding	\$2,066.71
Book Balance	\$54,564.21
Growth Savings	\$5,791.90
	\$60,356.11

Donations: \$143.90

Motion from Willaim Houle to accept the February 2022 financial statement. Seconded by Shawn Eagles. Carried.

## 9. New Business:

- a. **2022 Budget:** The 2022 Library budget presented to Council was approved for the requested amount of \$167,307.

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

11. Next meeting date is April 25, 2022 at 1:00pm

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**Chairman / Natalie Barrington**

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**Secretary / Karen Filipkowski**