

Minutes of Twp. of Madawaska Valley Public Library Board

November 29, 2021 Board Meeting

Present: Natalie Barrington, Andrea Buderick, 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. Declarations of Conflict of Interest: None
3. Motion from William Houle to accept the November 29, 2021 meeting agenda and the meeting minutes from the October 25, 2021 Board meeting. Seconded by Mark Willmer. Carried.
4. **Business arising from the minutes.**
 - a. **Policy:** No new policy.
 - b. **Strategic Planning:** A new committee needs to be formed. Will discuss at the December meeting.
 - c. **Storage for Newspaper Archives:** The newspaper archives are back in the Library. There is no storage space for them so they are piled in the children's area which has more floor space than the main floor. It is not a good option but the only one we have now.
5. **Correspondence: No Correspondence**
6. **Librarian's Report:**
 - Financial Pre-Audit with Mckillican's completed November 22. The next meeting will be in the new year, late January or early February. An invoice for the 2020 audit will be issued once the twp. signs off on the audit.
 - The Connectivity Grant is available again this year. The application has been submitted for a \$1056 reimbursement.
 - GST / HST reimbursement submitted. June – December 2020 reimbursement \$1,256 & January to June 2021 reimbursement \$2,049. The July to December 2021 cannot be applied for until 2022.
 - I am working on an audit of the computers and server to determine needed upgrades, security and how to best manage limited bandwidth.
 - The Large Print collection has been in higher demand the past few years so that collection has increased. In order to accommodate the larger volume of books in the collection we have to do a major shift of the entire non-fiction section. The work on that has begun and the end result will be a broader selection of Large Print and a much better location for access to the collection.
 - Due to lack of space & low circulation of our DVDs this collection, with the exception of local history, children's DVDs and some documentaries has been eliminated. The rotating pools of DVDs circulate well and are cost effective so we will continue using this service. We currently subscribe to two blocks of DVDs and I will look into adding an

Minutes of Twp. of Madawaska Valley Public Library Board November 29, 2021 Board Meeting

additional block. The pools rotate four times a year so there is a good selection throughout the year.

Programs:

- Knights in the Classroom was cancelled due to poor registration and will be rescheduled for the new year.
- We are doing Book Bundles for Schools for a third year. Classrooms who sign up receive a bundle of wrapped Library books so one can be unwrapped by the class each day leading up to Christmas break.
- Christmas programs are rolling out again. Book Bundles will be available for families who sign up for them in addition to movie night kits and craft kits.
- Christmas Trivia has been organized and we are hoping for lots of registrations.

	October 2021	
Computer Sessions	53	
Personal Devices	8	
Library Visits	641	
# items checked out	891	
Interlibrary Loans	56	
EBooks & Audio EBooks Circulated	324	

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

7. Financial Report October 2021:

Opening Balance	\$45,609.55
Deposits	\$21,709.85
Expenses	\$15,317.38
Bank Balance	\$52,002.02
Outstanding	\$3,523.94
Book Balance	\$48,478.08
Growth Savings	\$5,782.85
	\$54,260.93

Donations: \$800

Grants: \$12,459.00 Provincial Operating Grant

\$7,270.00 Pay Equity Grant

Minutes of Twp. of Madawaska Valley Public Library Board November 29, 2021 Board Meeting

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

8. New Business:

- a. **Preliminary 2022 budget discussion:** Preliminary budget with estimations presented. Revisions are needed so the estimations will be reviewed and updated.
 - b. **Christmas Parade:** Ces Andrus will be providing us with his horse and sleigh once again for the Santa Parade on Sunday, December 5. Natalie will make signage and decorations.
9. Motion to adjourn from Shawn Eagles at 1:50 pm. Carried.

Chairman / Natalie Barrington

Secretary / Karen Filipkowski