

Minutes of Twp. of Madawaska Valley Public Library Board

November 21, 2022 Board Meeting

Present: Mark Willmer, Shawn Eagles, William Houle

Staff: Karen Filipkowski, CEO/Secretary Treasurer; Natalie Barrington, CEO/ Secretary Treasurer

1. Online meeting called to order at 6:35pm by Acting Chair Shawn Eagles.
2. Acknowledgement Statement.
3. Declaration of conflict of interest: none
4. Motion from William Houle to accept the November 21, 2022 meeting agenda with the addition of FOPL fee to New Business, the minutes from the September 26, 2022 as presented. Seconded by Mark Willmer. Carried.
5. Business arising from the minutes
 - a. Policy: no new policy
 - b. Strategic Planning: A Planning Committee meeting will be held November 23, 2022. Mark hopes to continue on the committee in his role as Mayor.
6. Correspondence:
 - a. Hazardous Building Materials Assessment Report: For Information
7. Librarian's Report

The annual Halloween Hunt was once again a very successful program. Despite 130 treat bags being assembled for this year's event we ran out and had to issue 22 IOUs so our best estimate is that we had approximately 152 children participating this year. Brianna Shalla was the on-site coordinator for the day and did an excellent job. Thanks to our volunteers Kaden Currins and Barb Cardwell, to staff Hayden Smith and to board trustees Mark and Natalie, we were able to staff the two distribution points. A big thank you to our business community who have embraced this program for the past three years and who have donated generously towards the treat bags. This event could not happen without their participation & support. And last but not least, thank you to our youngest volunteers, Wyatt and Kai Yantha who spent an evening happily assembling 130 treat bags with such enthusiasm.

On November 5th we were fortunate to be able to host author Suzanne Evans for a book talk at the Legion. Suzanne is the author of *The Taste of Longing*, which won the Ottawa Book Award in 2021, the Ontario Historical Society Creighton Award 2022, Foreword INDIES Book of the Year Award 2020 and the Taste Canada Award 2021.

We have a few staffing changes in addition to Natalie becoming CEO. Student employee Hayden Smith resigned due to his school workload and dividing his time between two part-time jobs. We will miss Hayden and wish him all the best. Hayden's position has been filled by Davor Jakelic who had his first shift November 3 and is doing very well. Brianna Shalla has been our on-call person for the past few months and has been valuable to helping with programing and maintaining our staffing levels.

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Hannah Gutoskie has submitted an application on behalf of the township for funding to replace or improve the ramp at the rear entrance of the library. I wrote a letter of support on behalf of the library which is attached to this report. Hopefully funds will be forthcoming to address the this.

Work which will be completed to the building in 2022 includes the replacement of the fluorescent lights, updated baseboard heaters and the replacement of outdated light fixtures (exterior front door and stairwell).

In general, it has been a busy time with staff changes and scheduling, hiring and preparing for a new CEO and Library Board recruitment and transition. Through it all, it has been a pleasure to work with all of you. I look forward to supporting the library from the volunteer lens and in doing so, continuing to work with you and our incoming board, just in a different capacity.

Karen Filipkowski

	September	October
Computer Sessions	79	80
Personal Devices	13	6
Library Visits	570	532
# items checked out	1091	1112
Interlibrary Loans	73	68
EBooks & Audio EBooks Circulated	262	275

Letter of support for the Ramp

26 October 2022

Re: Enabling Accessibility Fund grant application

To whom it may concern

The Madawaska Valley Public Library Board supports this grant application and the benefits it will bring to our patrons.

The Library occupies a building established in the 1950s that has required numerous upgrades over the years. The most pressing issue at this time is to have a ramp that meets current code and accessibility standards. In 1985 the library underwent a renovation to extend the size of the building. At that time an entrance with a entrance into the building and is well used by patrons

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with wheel chairs and walkers and by parents of young children in strollers. The issues described have been a concern for a number of years with the cost for upgrading being the most significant barrier to improvement. A grant to help offset the cost for these upgrades would be most beneficial in helping to achieve a safe and accessible entryway. We ramp was included in the renovation. A few issues with the ramp since that time are the pitch of the ramp, the egress of the ramp into the laneway of the parking lot and a notable gap between the ramp and the side of the building, making it dangerous for young children who can slip through. The ramp is the only accessible hope that this grant application will be considered for these reasons.

Regards,

Karen Filipkowski
CEO Madawaska Valley Public Library

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

8. Financial Report for September 2022

Opening Balance	\$16,727.08
Deposits	\$25,863.44
Expenses	\$18,329.94
Bank Balance	\$24,260.58
Outstanding	\$3,724.08
Book Balance	\$20,536.50
Growth Savings	\$37,405.75
	\$57,942.25

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

9. New Business:

- a. Appointment of acting Chair: Shawn Eagles
- b. Signing authorities: to be updated after December 6, when the new Board has been chosen.
- c. Christmas holiday hours: We will close Dec 24, 26, and 31 and be open the days in between.
- d. Fundraising proposal: We will put off the calendar fundraiser idea until fall 2023.
- e. Rate change for snow removal for entrances and walkways from \$75 a month to \$100 a month for the duration from November 2022 till April 2023.

Motion from Mark Willmer to accept the rate increase for snow removal for entrances and walkways to \$100 a month. Seconded by William Houle. Carried.

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10. Motion from Mark Willmer to adjourn at 7:17pm.

11. Next meetings:

Special Board Meeting: Monday, December 12, 2022 at 6:30pm via Zoom.

Regular Board Meeting: Monday, January 30, 2023 at 6:30 pm via Zoom.