

Minutes of Twp. of Madawaska Valley Public Library Board October 25th, 2021 Board Meeting

Present: Natalie Barrington, Andrea Buderick, William Houle, Mark Willmer
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 October 25, 2021 meeting agenda and the meeting minutes from the August 30, 2021 Board meeting. Seconded by Mark Willmer. Carried.
4. **Business arising from the minutes.**
 - a. **Policy:** Motion from William Houle to approve HR-14 Workplace Vaccine Policy , and annual policies HR-07 Workplace Harassment & Discrimination, HR-08 Prevention of Workplace Violence & HR-09 Health & Safety. Seconded by Andrea Budarick. Carried.
 - b. **Strategic Planning:** Some key players in the Committee for the Green & Inclusive Grant application have moved from the area. There is a need to fill these gaps by identifying the skills needed to recruit.
 - c. **Storage for Newspaper Archives:** Our offsite storage for the newspaper archives dating back to the 1950s is no longer available. We need to find an alternative space that is accessible. Karen & Natalie are reaching out to other organizations to see if they have space available.
5. **Correspondence: No Correspondence**
6. **Librarian's Report:**

July / August Information

- The garden map project has been completed. A weatherproof sign complete with a map, photos and descriptions of the plants in the Learning Garden has been installed to the left of the front door. Also as part of the project we have professionally designed pamphlets that provide background to the development of the garden, partners in the development and a replica of the signage map, photos and descriptions. Placemaking Design coordinated the project which was funded by donations of both time and targeted donations.
- The pre-audit for the 2021 financial year will take place November 15th.
- Meeting with Wayfinders Tuesday, October 26th . Wayfinders are the contractors hired by the municipality to look at department efficiencies and all department heads are being interviewed.

Programs:

- The Halloween Hunt we did last year in response to COVID conditions was such a success that we decided to run it again this year. The event will take place on Saturday,

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October 30th from 10:00 – 3:00. In addition to partnering with the BIA who are critical to making this a success we are also partnering with MV Township. Our CAO, Sue Klatt has organized a BBQ that will be set up at the train station to offer free hotdogs for hungry trick or treaters.

- Knights in the Classroom – Tuesday, November 9th at 7:00 pm at the arena lounge. Knights in the classroom offers programs on fencing & medieval weapons. The instructors dress in period costume and give historical perspective to their demonstrations and programs. This program will be a demonstration due to COVID restrictions and the target audience is youth and adults.
- In September we had a number of displays and posts for Orange Shirt Day and Truth & Reconciliation Day. Our first nations collection is expanding in all patron groups – children, youth and adults. We were also fortunate to be able to host the first Nations Early Learning organization BIAK for a drumming and teaching session on September 16th. The program was held outdoors as we don't have the space in the library to socially distance. Thankfully the weather cooperated and we had a group of 15 attending the session.
- The library podcast, Old, New, Borrowed and Blue has published its third show. It is currently hosted on the Opeongo Line but will transition to our own platform once we have volunteers trained and committed to keeping the show running.

	August	September
Computer Sessions	63	53
Personal Devices	18	12
Library Visits	789	563
# items checked out	1292	792
Interlibrary Loans	79	56
EBooks & Audio EBooks Circulated	374	360

Motion from Andrea Buderick to accept the Librarian's Report. Seconded by Mark Willmer. Carried.

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7. Financial Report August 2021:

Opening Balance	\$83,555.37
Deposits	\$3,841.39
Expenses	\$24,023.15
Bank Balance	\$63,373.61
Outstanding	\$2,834.81
Book Balance	\$60,538.80
Growth Savings	\$5,779.47
	\$66,318.27

Financial Report September 2021:

Opening Balance	\$63,373.61
Deposits	\$21.25
Expenses	\$17,785.31
Bank Balance	\$45,609.55
Outstanding	\$2,215.52
Book Balance	\$43,394.03
Growth Savings	\$5,806.13
	\$49,200.16

Donations: \$700

Grants: \$972 (Balance of Cananda Summer Jobs Grant)

Motion from William Houle to accept the August & September 2021 financial statements.
Seconded by Andrea Budarick. Carried.

8. New Business:

- a. **Trivia Night Options:** Decision made to have a Christmas Take Home Trivia.
Decision yet to be made about hosting an in person Cabin Fever Trivia in 2022.
 - b. **December Holidays:** Friday, December 24 10:00-2:00, Closed December 25, 26, 27, 28. Wednesday, Dec. 29 regular open hours, Thursday, Dec. 30 regular open hours, Friday, December 31, 10:00- 2:00. Closed January 1, 2, & 3.
9. Motion to adjourn from Mark Willmer at 2:30 pm. Carried.

Chairman / Natalie Barrington

Secretary / Karen Filipkowski