

**Minutes of Madawaska Valley Public Library Board Meeting  
February 27, 2023 at 3:30 pm (online/in-person)**

Present: Bill Houle, Mary Conway, Hanna Domagala, Claire Sullivan, Betty Kirby  
 Council representatives: Mary Blank  
 Staff: Natalie Barrington, CEO/Secretary/Treasurer  
 Absent: Kevin Quade

1. Meeting was called to order at 3:30pm by Chair Bill Houle.
2. Acknowledgement Statement: I would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Algonquin Anishnaabeg and Huron-Wendat People.
3. Declaration of conflict of interest: None
4. Mary Conway approved the agenda for the February 27, 2023 Board meeting, and meeting minutes from the January 30, 2023 Board meeting. Seconded by Claire Sullivan. Carried.
5. Business arising from the minutes
  - a. Bill Houle approved the following policies FN-03 Intellectual Freedom, FN-04 Respect and Acknowledgement Declaration, OP-10 Meeting Rooms, BL-04 Powers and Duties of the Board as presented, with amendments noted. Seconded by Mary Blank. Carried.
  - b. Strategic Planning: Update: Three committees were formed to investigate potential building sites, operations, and stakeholders/PR. Each committee is researching specific areas so they can begin to develop a business case. The next meeting of the main committee is March 20, 2023 at 3:30pm.
  - c. By email, February 28, 2023, Hanna Domagala approved that overdue fines be continued to be waived until further notice. Seconded by Bill Houle, by email. Carried. The Board will revisit the issue in 2024.
  - d. The draft letter to MPP John Yakabuski was accepted and will be mailed.
6. Correspondence:
  - a. Board members are encouraged to save the date for the Little Branches Rural Roots conference, May 4-6. There will be workshops to expand your board-related skills, and learn about rural libraries.
7. Betty Kirby approved the Librarian's Report for January 2023. Seconded by Hanna Domagala. Carried.

<b>January</b>	
Computer Sessions	52
Personal Devices	2
Library Visits	486
# items checked out	1,281
Interlibrary Loans total	77
Borrowed	46
Lent	31
Overdrive/Libby	219 ebooks 82 audio books 0 magazines
E-Resources:	
DIY Centres	1 (Small Business Centre)
Mango Languages	22 sessions
Novelist	35 sessions
Kanopy	28 accounts, 2 new accounts, 62
CBC Corner	videos played [new in February]

### **Programming Update:**

- We signed up with Let's Talk Science, they provide free STEM kits (science, technology, engineering and math), as well they can provide free in-person workshops. I have arranged for their volunteers to deliver a workshop during March break. I am also working on developing a STEM Club program to run this spring, which three or four sessions; children will work on a specific STEM project at each session. Ideally, this would be a program aimed at older, school-age children.
- Kidz Kastle daycare continues to visit on Wednesday mornings for story time. Typically, there are 7-10 children plus two educators.
- Book Club met at the Legion in January, but going forward club will meet at the Library Thursday mornings at 10am. Members really wanted to get back to the library. We regularly have 6 attendees. In January, we read *Fishnets & Fantasies* by Jane Doucet, a fun, Canadian book set in Nova Scotia.
- March Break programming has been confirmed. There will be a week FULL of activities in partnership with the township.
- We are starting to work on ideas for children's programming for summer, including a robust summer reading club, using the TD Summer Reading Club program resources.
- I have arranged for monthly BIAK programming (This is an interactive, preschool program with Indigenous teachings, drumming, and singing. They also provide each child with take-home materials.) The plan is to alternate months with programs in Barry's Bay and Combermere/Palmer Rapids. As well, this is an opportunity to invite the daycare and local schools/kindergarten classes to join us. (Goal: School and BLR outreach). We have had a poor response from the community; but schools and the daycare are eager to participate.
- I am very excited that BLR has given the library 10-12 hours of free facility usage for 2023! BLR also seems excited to add our programming to their calendar which currently includes CRC senior's programming, and Game On afterschool program. We have confirmed at Let's Talk Science workshop for March Break, which will use an hour, and a BIAK program in April that will use half an hour. We will plan a couple of summer programs in BLR and see if there is interest in a book club for adults.
- Brianna put together kits for Family Literacy day, with a family tree craft and worksheets. We handed out all ten kits.

### **Operations Update:**

- January has been busy with administrative duties:
  - o Working with the Auditor. He was in the library January 23 for a full day acquiring copies of documents, and we've been going back and forth answering other questions.
  - o Penny prepared the employee T4s and submitted our GST/HST returns.
  - o Setting up the new Board – we had our introductory meeting and first regular meeting.
  - o Strategic planning committee is motivated and running with next steps for the new build project. Hanna Domagala is the chair. There are three sub-committees with chairs: Building (Bill Houle), Stakeholders (Toni Lavigne), Operations (Karen Filipkowski).
  - o Applied to the Summer Job Grant application
  - o Applied to the Ontario Library Service Internet grant
  - o Participated in webinars for the Annual Survey; CBC Corner, and CEO chat.

8. Hanna Domagala approved the January Financial Statement. Seconded by Bill Houle. Carried.  
a. January Financial Statement

Balance	
Forward	25,172.52
Deposits	8,731.68
Expenses	17,984.08
<b>Bank Balance</b>	<b>21,059.75</b>
Outstanding	7,770.98
<b>Book Balance</b>	<b>73,433.77</b>
Growth	
Savings	7,499.63
	<b>80,933.40</b>

9. New Business:

- a. Planning is underway for Cabin Fever Trivia Night, Friday, April 21. Board members signed up for businesses to canvass for door prizes.
- b. By email on March 8, 2023, Hanna Domagala approved the draft 2023 Budget, with revisions. Seconded by Bill Houle. Carried.
- c. By email, Bill Houle approved the immediate purchase of two new public computers. Seconded by Mary Blank. Carried. Capital funds to be requested from the township during budget presentation to help pay for these two new computers plus a third one.

10. Hanna Domagala moved to adjourn at 5:15pm.

11. Next meeting date Monday, March 27, 2023 at 3:30 pm.