

**Minutes of Twp. Madawaska Valley Public Library Board
Meeting January 30, 2023 at 2:30 pm (online/in-person)**

Present: Bill Houle, Mary Conway, Hanna Domagala, Claire Sullivan

Council representatives: Mary Blank

Staff: Natalie Barrington, CEO/Secretary/Treasurer

Absent: Betty Kirby, Kevin Quade

1. Meeting was called to order at 2:34pm 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 Blank approved the agenda for the January 30, 2023 Board meeting. meeting minutes from the November 21, 2022 Board meeting, and January 9, 2023 Special Board meeting. Seconded by Claire Sullivan. Carried.
5. Business arising from the minutes:
 - a. Policy: Mary Conway distributed a list of 27 policies to be reviewed this year. We will aim to review 4 per meeting.
 - b. Strategic Planning: Hanna provided an update from the committee meeting held Jan 18, 2023. Sub-committees are being formed and need Chairs. A virtual presentation from an architect at VG+ will be held Feb 6. Hanna has also been researching other libraries who have done feasibility studies.
6. Correspondence:
 - a. Natalie presented information from MV Township regarding their application to the Enabling Accessibility Fund for a new ramp and accessible/automatic door for the library.
 - b. Boards should try to complete the AODA Training as mandated by the Ontario Government.
7. Librarian's Report –CEO/Head Librarian

Circulation statistics:

	November	December	2022
Computer Sessions	59	53	782
Personal Devices	2	0	130
Library Visits	479	379	6,713
# items checked out	1172	1035	13,049
Interlibrary Loans	73	55	766
Borrowed	49	29	488
Lent	24	26	278
All checkouts on Overdrive (ebooks, audio, magazines, etc)	271	226	3,286

Programming Update:

- Colouring Contest: We had almost a hundred entries. We chose three winners who received a colouring changing tumbler, mitts, hot chocolate and colouring pencils.
- Seven classes participated in the School Advent books program. We delivered packages of 16-29 Christmas books to classes at Sherwood Public School, St. John Bosco, George Vanier, and Palmer Rapids Public School.
- Brianna put together Craft kits for three weeks in December. We handed out over 100 kits.
- We signed up with Let's Talk Science. They provide free kits monthly and they can deliver free STEM workshops. We handed out 20 kits over December and January. We will have more kits throughout the year.
- Movie night kits: 6 kits picked up (7 registrations)
- Stories and cookies: was snowed out so we only had 1 child. We combined cookie decorating with our craft afternoon the next week.
- Christmas break programming: craft afternoon (10 children), Lego afternoon (we ran twice: total 17 children), and scavenger hunt: approx. 8 children participated.
- Float/wagon in Santa Parade – Thanks again to Ces Andrus for hosting us on his wagon through the parade. Despite the rain and cold, we had a lot of fun and threw candy canes.
- Kidz Kastle daycare continues to visit on Wednesday mornings for story time. Typically, there are 7 children plus two educators.
- Our Book Club for adults runs the first Wednesday of the month at the Legion. We regularly have 6 attendees. In December we read *We Need to Talk About Kevin* by Lionel Shriver.
- I participated in a short and quick committee for Palmer Rapids Public School's application to the Indigo Love of Reading grant. The principal Jessica Poff organized a committee of community members, parents and teachers to put together their grant application, including a video and letters of support. I provided statistics for BLR's use of MV and Killaloe libraries and a letter of support.
- We have already planned and booked programming for February and March Break. The latter will be a week of activities in partnership with the township.

Operations Update:

- Two new computers for the front desk for staff were installed at the end of November. This is a capital expense paid by the township. The cost was:
equipment \$2,543.54 + time \$530.87 = \$3,074.41
Covered under the \$3500 capital expenditures from the township
- Township also replaced lighting on the main floor of the Library with LED lights. Patrons have noticed the improvement. They also replaced baseboard heaters and installed a thermostat in the basement.
- We also received two new shelves from Arnprior. This allowed us to change up the front of the main floor. Patrons seem to like the change. It is much more open and inviting when you come in the front door now.

8. Financial Report-Treasurer:

a. October Financial Statement

Balance	24,260.58
Forward	
Deposits	1,455.20
Expenses	13,087.23
Bank Balance	12,628.55
Outstanding	2,154.14
Book Balance	10,474.41
Growth	37,434.72
Savings	
	47,909.13

b. November Financial Statement

Balance Forward	12,628.55
Deposits	47,503.64
Expenses	17,770.32
Bank Balance	42,361.87
Outstanding	7,228.17
Book Balance	35,133.70
Growth Savings	12,459.13
	47,592.83

c. December Financial Statement

Balance	42,361.87
Forward	
Deposits	4,633.05
Expenses	21,822.40
Bank Balance	25,172.52
Outstanding	4,319.24
Book Balance	22,570.82
Growth	12,504.87
Savings	
	35,075.69

- d. Motion by Mary Black to accept the Financial Statements for October 2022, November 2022 and December 2022. Seconded by Mary Conway. Carried.

9. New Business:

- a. Motion by Bill Houle that the Federation of Ontario Public Library (FOPL) membership for the Algonquins of Pikwakanagan Public Library be paid for from the membership line in the Library's operating budget. Seconded by Claire Sullivan. Carried.
- b. Fundraising: Cabin Fever Trivia Night: March 8, 2023 is the tentative date, dependant on other activities in the community and karaoke at the Legion. Board members will canvass for door prizes from local businesses. The fee will be raised to \$75 per team, and promoted as supporting programming at the Library.
- c. Motion by Hanna Domagala for the Library to switch to a no fee, VISA credit card from Northern Credit Union. Seconded by Claire Sullivan. Carried.

- d. Motion by Bill Houle that the Board will offer and administer an OMERS pension for the CEO, full-time and part-time employees. Seconded by Mary Blank.
Carried.
- e. Fines: Information regarding the trend to end over fines will be sent to the Board and discussed at our February meeting.

10. Motion to adjourn by Hanna Domagala at 3:30pm.

11. Next meeting date Monday, February 27, 2023 at 2:30 pm.

Action Items:

- CEO to draft a letter to MPP John Yakabuski regarding an increase in the provincial grant to public libraries, on behalf of the Board.
- CEO to inquire with BLR whether they can provide their grant funding installments.
- CEO to distribute a letter for Board members to acquire donations for trivia night prizes.
- Board members to complete AODA Customer Service training
- Board members to canvass local businesses (or others) for trivia night prizes.
- CEO to send fine-free information from OLS to the Board.

William Houle, Chair

Natalie Barrington, Secretary