

**MINUTES of Madawaska Valley Public Library Board Meeting
September 25, 2023 at 3:30 pm (online/in-person)**

1. Call to order at 3:37pm by Bill Houle.
2. Acknowledgement Statement: *“I would like to begin by acknowledging that the land on which we gather is the traditional territory of the Algonquin people. We recognize and respect the history, languages, and cultures of the First Nations, Metis, Inuit and all Indigenous peoples whose presence continues to enrich our communities.*
3. Declaration of conflict of interest: None.
4. Claire Sullivan approved the agenda for the September 25, 2023 Board meeting with the addition of Policy: BL-07 OMERS Participation. Seconded by Hanna Domagala. Carried. The June 26, 2023 minutes and June 26, 2023 closed meeting minutes were approved by Bill Houle, seconded by Claire Sullivan. Carried.
5. Business arising from the minutes
 - a. Bill Houle approved policy BL-07: OMERS Participation. Seconded by Mary Blank. Carried.
 - b. Strategic Planning:
 - a. Hanna provided an update that the committee is continuing to work on the business plan and to organize an introduction of the committee to council in November/December.
6. Correspondence: We will hope to meet with John Yakabuski this fall, as well as invite him to the December 4th staff appreciation.
7. Mary Blank approved the Librarian’s Report. Seconded by Bill Houle. Carried.

	June	July	August
Library visits	748	1178	1447
Items checked out	1049	1376	1646
Computer sessions	105	94	99
Personal devices	22	25	28
Memberships			
New MV*	14	21	24
New BLR	2	2	1
Renewals MV*	29	45	37
Renewals BLR	2	7	2
Interlibrary Loans			
Total	107	106	97
ILL borrowed	87	87	57
ILL lent	20	19	40
OverDrive/Libby			
ebooks	238	274	213
audiobooks	83	97	134
magazines	0	0	0
E-Resources			
DIY Centres	0	0	2 (hobbies)
Mango Languages	21	24	24
Novelist	17	16	10

Kanopy	37	37	37
	78	90	17
CBC Corner	3	1	1
*includes non-resident & summer			

- Book club continued to meet over the summer. We have two new members, bringing our club up to 13 members. Over the summer we read *Brutal Telling* by Louise Penny, *Moon of the Crusted Snow* by Waubgeshig Rice, and *The Familiars* by Stacey Halls. We are currently reading *Chasing Painted Horses* by Drew Hayden Taylor.

- We had an excellent response to our summer programs:

- o We regularly had 10-30 attendees at Story Time in the Park Tuesday mornings. Mary Blank and Sue Klatt read two Tuesdays. We read at least three books, sang songs, and handed craft kits.

- o We had 13 children participate in “Be a Librarian for Half an Hour” on Wednesday mornings.

- o We had 3-5 regular attendees at Wednesday afternoon’s TD Summer Reading club, where children read stories, made crafts, and played games. We also exchanged pen pal letters with Champlain Gardens and visited them on Aug 16 for crafts, songs and a snack! The seniors loved our visit and it appeared in both papers.

- o Our Fun Fridays were well attended – these were craft afternoons with between 3 to 10 children attending.

- o Our end of summer visit from Waddles n’ Wags animal rescues attracted 170 people! We met in the back parking lot and everyone seemed to love meeting the animals.

- o Let’s Talk Science visited Barry’s Bay and Palmer Rapids twice. We had between 6 and 14 attendees at each.

- o 8 children participated in the visit from BIAK Early On Indigenous drumming.

- o Mayor Willmer read stories at our Stuffie Sleepover, which had 7 children attend.

- o All summer long we had the TD Summer Story Walk outside the library on Fridays and Saturdays. We also placed it at Zurakowski Park a couple of Tuesdays.

- o The Story Walk Carnival written by Tasha Rankin attracted 12 children. Tasha writes a story walk for the library each year.

- o We also held two teen nights – the Escape Room was very popular and filled all the slots; trivia night had 8 attendees.

-Rob Filipkowski with a group of 5 high school students created two new decorations for the outdoor sign. They have received numerous compliments, and people have stopped by to read the book titles. These will replace the nutcracker outside of the holiday season.

-Our student on staff decided to leave the library to focus on his final year of high school. We have two high school students volunteering regular hours each week. I’m also looking into the high school co-op program.

-At the end of August, we received our new printer/copier. It is a newer model, and can “air print” so patrons can print from their own devices now. We took a lease to own term for 5.5 years. As a benefit, the maintenance costs (cost per page printed) will be less. Our maintenance agreement includes servicing and toner; we pay per page printed.

-The Library Enhancement Committee’s survey ran over the summer (and will run until Thanksgiving). Volunteers and the CEO attended the Barry’s Bay Farmer’s Market, Combermere Market, Metro and Valu-mart to hand out surveys. At the markets, we also sold t-shirts and used books; we made \$106. We handed out approximately 20-25 surveys at each event. We also have boxes at the MV and BLR townships, and Hannah’s in

Palmer Rapids and the Quadeville store. In addition, we shared the survey on social media, with local groups and schools for their newsletters and in the township fall newsletters. To date we have close to 170 responses with lots of positive feedback.

-In 2022, we signed an agreement to with Connecting Public Libraries Initiative for high-speed internet; this is through OLS. Although, the fiber lines are not yet available here, they are going to offer us a wireless/satellite alternative until the fiber infrastructure is installed. This service will double our speed from 25/5 to 50/10 (download/upload mbps).

-Ramp – the township staff met at the library with a designer to measure the ramp and interior area of the library in preparation of a plan. They are still working on getting funding to replace the ramp. The back door will be moved to where the window is, and a window be put in place of the door. The door would be an automatic door, and would not be locked. Currently, the door is locked because there is no sightline from the desk to the back door; patrons using the ramp need to ring the bell to enter the back door. We will lose the nook in the back; and possibly a parking spot or two if the ramp is made in a “z”, instead of going along the side of the building.

-Laura McKay joined staff in June as our casual library assistant. Laura loves working at the library and is a great asset to help further develop programming, including a regular Lego club, Saturday story time, and school visits.

-The Kay family gifted the library a beautiful, oil painting by local artist Eva Kaczowski. It is currently up for a silent auction, which will run until the end of September. The painting is valued at approximately \$500-\$700 (based on other work currently for sale). Current bid is \$350.

-We have started promoting trivia night on Friday, October 27, 2023, at 7pm. We are in need of a MC and volunteers.

-We are also organizing the Halloween Walk for Saturday, October 28. We will also need volunteers on this day.

Library improvements

-Garden:

o Volunteers have been cleaning up and watering the native flowerbeds.

o The flower beds may be replanted in the fall, since the shrubs are taking over.

-Sign

o Rob Filipkowski and a group of teens made two new decorations for the front sign.

o We received a number of compliments over the summer regarding the signs and the flowers.

o I ordered new sandwich inserts from Matthew Cherry to advertise the book sale and events.

-Interior:

o We are continuing to decluttering the library and weed out old items (books, magazines etc.).

o We have added houseplants throughout the library. They were donated.

o We now have all three new public computers (plus an old laptop as an extra). Patrons have commented on much better the new computers are.

o We received the new photocopier/printer at the end of August. This is on a 5.5 year lease. One feature is that patrons can print from their own devices now, which was something people had been asking for. Everyone is thrilled with the new photocopier.

o We moved the books and t-shirts to the shelf near the desk in hopes making them more accessible and help with sales.

o We took the door off the cabinet -- now housing our silent auction -- so that space can be used for display and be more accessible.

o We have some new signage for the book sale upstairs and in the book sale area.

-We have a plan to revitalize the children's area:

- o I'm working with a local woodworker to make signs Fiction, Non-Fiction, Story time. Madeline has offered to paint a bit of a mural around the wood signs.
- o We have put out some puzzles and colouring sheets to encourage families to spend time at the library.
- o We are removing the toy bins and old chalk board unit to free up space. Madeline made a new chalk board which we will hang in the area where the tables and chairs are now stored. (Those items will be relocated to a safer spot.)
- o There is still some work to do to clean up the area where the folding tables and chairs are stacked, once we make room in other storage areas to put these things.
- BLR/Palmer Rapids
- o The Let's Talk Science programs were successful in Palmer Rapids, but the reading programs were not attended. We did have two families sign up for memberships and have now started using our services and attending other programs.
- Community/relationship building:
- o Over the summer, I invited council to participate in story time: Mayor Mark Wilmer read at our stuffed animal sleepover story time in July; Mary Blank read at the park and Sue Klatt also read. We are having story time again regularly, and we will continue to invite council and stakeholders to attend.
- o Work continues on building relationships with local schools through school visits to the library
- o We ran a Let's Talk Science program for the CRC's Game On camp in Palmer Rapids.
- o We did a pen pal program with Champlain Gardens that was well received by the children and seniors and we hope to organize more programs there.
- PR wise
- o There were several articles in the Gazette and Current over the summer about programs.
- o The radio station has been very helpful promoting the library
- o We circulated close to 500 summer program brochures.
- o We continue to have excellent engagement with our social media posts and are now regularly posting to Instagram again.
- o We had excellent response to our summer programs – we regularly had 10 -30 children at story time in the park; we had 170 people at our end of summer zoo program.

8. Bill Houle approved the June, July, August Financial Reports. Seconded by Claire Sullivan. Carried.

June 2023		July 2023		August 2023	
Balance Forward	44,556.62	Balance Forward	40,363.48	Balance Forward	30,683.95
Deposits	8,859.83	Deposits	15.00	Deposits	27,162.10
Expenses	13,052.97	Expenses	9,694.53	Expenses	21,095.75
Bank Balance	40,363.48	Bank Balance	30,683.95	Bank Balance	36,750.30
Outstanding	4,136.93	Outstanding	7,530.70	Outstanding	2,905.71
Book Balance	36,397.95	Book Balance	23,324.65	Book Balance	34,015.99
Growth Savings	83,032.95	Growth Savings	83,140.88	Growth Savings	58,265.22
	119,430.90		106,465.53		92,281.21

9. New Business:

- a. The Board will attend council separately in October to present statistics to date and trends from the survey.

- b. Trivia night is being planned for Friday, October 27 at 6:30pm at the arena.
- c. The Halloween Hunt is being planned for Saturday, October 28, 10am to 3pm.
- d. Board Evaluations should be completed for the October meeting; results to be reviewed at the November meeting.
- e. We will have met our meeting quota for the year; therefore, on December 4th we will have an appreciation gathering at 10:30am for board members, staff, volunteers, and invites.
- f. September 30 is now recognized as municipal statutory holiday; the library will be closed in recognition of Truth and Reconciliation Day.

10. Motion to adjourn at 4:35 pm by Hanna Domagala. Seconded by Mary Blank. Carried.

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

Upcoming Meeting Dates:
November 27, 2023, 3:30pm
Dec 4, 2023 at 10:30am

Chair / Bill Houle

Secretary / Natalie Barrington