

Minutes of Twp. of Madawaska Valley Public Library Board
December 18, 2019
6:30 pm at Madawaska Valley Public Library

Present: Frances Mawson, William Houle, Shawn Eagles, Natalie Barrington, Peter Fright, Andrea Budarick, Mark Willmer
Staff: Karen Filipkowski, CEO / Secretary Treasurer

1. Meeting called to order at 6:30 pm by Board Chair, Frances Mawson
2. Declarations of Conflict of Interest: None
3. Motion from Shawn Eagles to accept by consent the December 18th, 2019 agenda & meeting minutes from the October 30th, 2019 Board meeting. Seconded by Mark Willmer. Carried.
4. **Business arising from the minutes.**
 - a. **Policy:**
 - i. **HR-11 Payment of Job Related Expenses:** Motion from Shawn Eagles to approve HR-11 as amended. Seconded by Peter Fright. Carried.
 - ii. **HR-18 The Library and Political Elections:** Motion from Andrea Budarick to approve HR-18 as amended. Seconded by William Houle. Carried.
 - iii. **Public Library Act Changes:** The Public Library Act has amended the number of meetings a Board is required to hold in a year from ten to seven. The decision as to how many meetings and what months they will be held will be tabled to the January Board Meeting.
 - b. **Strategic Planning:**
 - i. **Mission & Value Statements:** Motion from Peter Fright to approve changes to the Mission Statement and Mandate. Seconded by Shawn Eagles. Carried.
 - ii. **Value Statements:** The Value Statements will be revised and presented for approval at the January Board Meeting.
 - iii. **Updates:** Peter has completed a draft of the Strategic Plan. It will be reviewed by the committee at their January 10th meeting and ready for presentation at the January 29th Board meeting.
 - c. **Code of Conduct:** The Municipal Plan is a good, succinct document that the Board can adapt for use. Karen will review and make the necessary changes.
 - d. **Andrea's Bake Sale:** Andrea has offered to provide donuts for sale on a weekly basis as a fundraiser for the library. Andrea will contact some local establishments to see if they would like to sell the donuts and split the proceeds.
5. **Correspondence:**
 - a. Barbara Franchetto, CEO SOLS: Announcement of postal rebate for interlibrary loans for 2019
6. **Librarian's Report:**
 - November – December programs – Poetry & Art with Christine Schintgen & Joseph Ferrant, Book Art workshop with Karen DeLuca, and Saturday Christmas stories and crafts for children.

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- First Nations program will start January 13, 2020 and run every six weeks for the year. The program is run by Bonnechere Algonquin First Nation as part of their Early Years initiative. Other programs are being organized for the new year.
- Kidz Castle Day Care visits every Wednesday morning for a story & to check out books.
- Participated in Moonlight Madness this year on Dec. 6th by offering gift wrapping, pictures with Santa and donuts by Andrea. This was also a fundraiser. The donuts were the success of the evening. Thanks very much to Andrea for donating them.
- We were able to participate in the Christmas Parade this year. Stephanie Plebon put us in touch with Cec Andrus who does the Midnight Madness sleigh rides. Natalie made signs for the sleigh, Frances picked up garland and Karen, Frances, Natalie and her children rode on the float. We have been struggling to participate in the parade every year so this was great.
- I attended the Municipal Strategic Planning meeting for staff and council and the evening public session. The library was noted in both sessions, particularly in the evening session where some ideas noted in our strategic plan were brought up by the public.
- Health and safety meeting for staff and volunteers November 6th
- Ontario Wholesale – Hydro. The library will be participating in this initiative brought forward by the Twp. CAO with the hope that we will see reduced hydro rates.
- Recent updates to the website will allow us to post Minutes, Policy, and the Strategic Plan when it is completed. It would be costly to change the front page to include other panels for photos and additional information so the least expensive option was to link the front page to Facebook. Now anything posted to FB will appear on the front page of the website. I have converted the 2019 minutes to pdf files and uploaded them to the website. Policy still has to be converted to pdf and uploaded.

October 2019

Computer Sessions	207
Personal Devices	54
Library Visits	724
# of items checked out	1265
Interlibrary Loans	31
EBooks & Audio EBooks circulated	265

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November 2019

Computer Sessions	148
Personal Devices	31
Library Visits	717
# of items checked out	1376
Interlibrary Loans	46
EBooks & Audio EBooks circulated	350

Motion from Natalie Barrington to accept the Librarian’s Report. Seconded by Shawn Eagles. Carried.

7. Financial Reports October 2019:

- Opening Balance: \$48,939.65
 - Deposits: \$5,069.65
 - Expenses: \$20,339.69
 - Bank Balance: \$33,669.69
 - Outstanding: \$934.51
 - Closing (Book Balance): \$32,735.18
 - Growth Savings: \$15,694.98
- \$48,430.16

Financial Report November 2019

- Opening Balance: \$33,669.69
 - Deposits: \$2,948.78
 - Expenses: \$13,864.08
 - Bank Balance: \$22,754.39
 - Outstanding: \$4,262.45
 - Book Balance: \$18,491.94
 - Growth Savings: \$15,708.52
- \$34,200.46

The November Board Meeting was cancelled due to weather so the October and November statements were presented at the December Board Meeting.

Motion from Peter Fright to approve the Financial Reports for October 2019 & November 2019. . Seconded by William Houle. Carried.

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8. New and unfinished business:

- a. First Nations FOPL Membership:** FOPL (Federation of Ontario Public Libraries) requests support to sponsor a First Nations membership. Madawaska Valley Public Library Board has sponsored a first nations membership for the past 2 years through donations by Trustees. The Board of Trustees once again sponsored a membership.
- b. Friends of the Library:** Reviewed pros and cons of trying to organize Friends of the Library group . Friends groups must be registered as a not for profit organization and have a business number in order to fundraise. The advantage of a Friends group is that they are not hampered by the same fundraising restrictions as a Library Board is. However it is a separate organization from the library and requires its own board of directors. Additionally, all financial matters are organized and reported on by that Board of Directors.
- c. Fundraising:**
 - Small fundraising initiatives are library brand coffee, gift wrapping and donuts at Midnight Madness, CDs from Readers' Theatre performances. As noted in item 4(d) Andrea has offered to provide donuts and we are working on a venue to sell them.
 - Cabin Fever Trivia: See if a second trivia night can be organized as a fun winter themed event. Shawn will see if the Legion is available February 27th. If so we will proceed with Cabin Fever Trivia Night.
 - Campaign to request donations to be researched.

9. Motion to adjourn at 8:30 pm by William Houle.

10. Next Meeting date Wednesday, January 29th, 2020 at 6:30 pm.

Vice-Chair / Peter Fright

Secretary / Karen Filipkowski