

Minutes of Twp. of Madawaska Valley Public Library Board
June 25, 2019
6:30 pm at Madawaska Valley Public Library

Present: Frances Mawson, William Houle, Mark Willmer, Shawn Eagles, Andrea Budarick
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 Bill Houle to accept by consent the agenda & meeting minutes from the May 29th Board meeting. Seconded by Shawn Eagles.
4. **Business arising from the minutes.**
 - a. **Policy:** 19 Policy need to be reviewed for updates and 8 developed. The Code of Conduct has to be completed. Karen will ask the CAO for their revised Code so that it can be adapted for the library.
 - b. **Strategic Planning:** A community forum is scheduled for July 17 at the Opeongo Seniors Centre from 7 – 9. The committee will set up at the Friday Market on July 5 and August 2 to distribute surveys. Surveys are available online at the library website and at the library.
 - c. **Status of Interlibrary Loans:** The portal for interlibrary loans is now open. Due to the cost involved many libraries are restricting what they loan as well as the number of items loaned. We will commence interlibrary loans mid-July but allow only one interlibrary loan at a time. We will not be able to secure multiple copies of books for local book clubs but will continue to support the Library Book Club. We are looking at options that will support all book clubs.
 - d. **Trivia Night:** Questions have been completed and are being edited. Advertising and promotion online, posters, and in the Valley Gazette and the Current.
 - e. **Signing Authority:** Karen has been advised by the bank that all signors to the bank account will have to update profiles. Those with signing authority will receive and email with relevant information.
 - f. **Yard Sale Update:** The yard sale brought in \$114.
 - g. **T-Shirts:** This project has been put on hold.
5. **Correspondence:** No Correspondence
6. **Librarian's Report:**
 - In-Kind use of the Arena Lounge for the Knights in the Classroom program with an additional 4 hours for discretionary programs was approved by Council.
 - Received \$250 to go towards the Knights in the Classroom program from the Combermere Karate Club.
 - Hilary arranged to have the Front Door and side door fixed so that they are air-tight, saving the cost of new doors. Thanks very much to Randy who completed the work.
 - MacKillican's presented the audited financial statements to Council June 4th and all was in order.
 - The Charitable Tax Return has been completed.

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- The 2018 Annual Statistics Report has been submitted and accepted as complete and ready for review by the Ministry (Tourism, Culture, Sport).
- The conference that I had planned to attend in October was cancelled due to provincial funding cuts. In response to this I spoke with colleagues to see what we can arrange on a local level and from this we are putting together a conference in October that will be hosted at the Arnprior Library. The conference website is at www.littlebranchesruralroots.com.

May 2019

Computer Sessions	235
Personal Devices	79
Library Visits	676
# of items checked out	1204
Interlibrary Loans	Service suspended in May
EBooks & Audio EBooks circulated	295

Motion from Shawn Eagles to accept the Librarian’s Report. Seconded by Mark Willmer. Carried.

7. Financial Report for May 2019:

- Opening Balance: \$44,998.80
 - Deposits: \$1,210.8
 - Expenses: \$13,592.50
 - Bank Balance: \$32,617.10
 - Outstanding: \$972.72
 - Closing (Book Balance): \$31,644.38
 - Savings Acc’t: 10,647.47
- 42,291.85

Motion from Andrea Budarick to accept the Financial Report for May 2019. Seconded by Mark Willmer. Carried.

8. New and unfinished business: No new business

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9. Motion to adjourn at 7:55pm by Shawn Eagles.

10. Next Meeting date Wednesday, September 25, 2019 at 6:30 pm.

Chair / Frances Mawson

Secretary / Karen Filipkowski