

Minutes of Twp. of Madawaska Valley Public Library Board
March 27, 2019
6:30 pm at Madawaska Valley Public Library

Present: Frances Mawson, Natalie Barrington, William Houle, Andrea Budarick, Peter Fright
Regrets: 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 William Houle to accept the agenda as amended. Seconded by Natalie Barrington. Carried.
4. Motion from William Houle to accept the minutes from the February 28th, 2019 Board meeting. Seconded by Natalie Barrington. Carried.
5. **Business arising from the minutes.**
 - a. **Policy:** The Facility Usage Policy was presented with changes recommended at the February 2019 Board Meeting. *Motion from Andrea Budarick to accept Policy OP-10 Facility Usage. Seconded by Peter Fright. Carried.*
 - b. **Strategic Planning:** An initial meeting to determine if the Strategic Plan 2014 – 2018 should be reviewed and updated or a new plan should be undertaken set for April 9. Participating are Bill Houle, Peter Fright, and Natalie Barrington.
 - c. **Trivia Night:**
 - I. George Vanier Trivia Night is on Friday, April 26th. Signing up for the library team are Penny, Peter, Frances, Karen, and two spots to be determined.
 - II. Library Trivia Night: The Legion is booked for Wednesday, August 14th. Bill has volunteered to do questions. Frances will look after markers. Karen handles advertising and registration volunteer recruitment. We will need help with set-up, door prize donations.
 - d. **Front Door Replacement / Repair:** Heat loss at the doors is due to the door not fitting securely in the frame. The township will do the repairs when the weather warms up.
 - e. **Presentations to Councils:** Frances has reached out to the two Councils and will be doing a presentation to the Brudenell, Lydoch & Raglan Council on April 3rd. The MV Twp. date is still to be determined.
 - f. **Governance and training:** Natalie, Karen, Peter and Frances have registered for the Board training session in Eganville on April 30th.
6. **Correspondence:**
 - i. **MV Twp. CAO Suzanne Klatt:** Announcement of provincial funding to MV Township – For information
 - ii. **BIA minutes:** For information

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7. Librarian's Report:

- The Freedom of Information & Privacy Reports to Statistics Canada has been completed.
- We were busy with programs during the March Break week. The Children's Craft program was very popular. We had to put on a second session due to the high number of registrations.
- We had a large donation of children's books in very good condition from the family of Ingrid Coulas. Our volunteers in the Book Sale room, Betty Kirby and Marie Landon, did an amazing job sorting and organizing the books.

LIBRARY STATISTICS FEBRUARY 2019

| | |
|---|-------|
| Computer Sessions | 154 |
| Personal Devices | 48 |
| Library Visits | 512 |
| # of items checked out | 1,111 |
| Interlibrary Loans | 111 |
| EBooks & Audio EBooks circulated | 227 |

Motion from Natalie Barrington to accept the Librarian's Report. Seconded by Peter Fright. Carried.

8. Financial Report at February 2019:

a. Grants: Partial payment of \$18,500 from MV Twp.

- Opening Balance: \$27,161.61
 - Deposits: \$20,110.90
 - Expenses: \$15,380.38
 - Outstanding: \$840.32
 - Closing (Book Balance): \$31,051.81
 - Savings Acc't: 10,619.34
- 41,671.15

Motion from Peter Fright to accept the November 2018 Financial Report as presented. Seconded by Natalie Barrington. Carried.

9. New and unfinished business:

- a. Central Vacuum System Replacement:** The central vac system has to be replaced and it is recommended that we replace it with an industrial system that can handle the sand and salt. After having replaced numerous power bars for the central vac and purchasing uprights that we hoped would ease the load on the central vac the CEO recommends that we invest in a new industrial system. The Board approved the purchase of a new system quoted at \$1073.
- b. Meet & Greet with Minister Yakabuski:** A meet and greet with Mr. Yakabuski & the Renfrew County Librarians has been scheduled for April 13th. Invitations

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are extended to Mayors and Councils to attend. The Meet & Greet is an opportunity for libraries to showcase the programs and services offered in our communities.

- c. **Resignation from the Board:** Suzanne McKay has tendered her resignation to the Board as she is moving from the community. Karen will arrange with the CAO to have an ad placed in the paper advertising the position.
- d. **Change Signing Authorities:**
 - 1. *Motion from William Houle to remove Suzanne McKay as a signing authority to the Madawaska Valley Library bank account. Seconded by Natalie Barrington. Carried.*
 - 2. *Motion from Andrea Budarick to appoint William Houle as a signing authority to the Madawaska Valley Public Library. Seconded by Peter Fright. Carried.*

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

11. Next meeting date April 24, 2019 at 6:30 pm at MV Library.

Chair / Frances Mawson

Secretary / Karen Filipkowski