

Minutes of Twp. of Madawaska Valley Public Library Board

September 26, 2019

6:30 pm at Madawaska Valley Public Library

Present: Frances Mawson, William Houle, Mark Willmer, Shawn Eagles, Andrea Budarick ,
Natalie Barrington

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 agenda with additions & meeting minutes from the June 25th, 2019 Board meeting. Seconded by Andrea Budarick.
4. **Business arising from the minutes.**
 - a. **Policy:** Motion from Bill Houle to approve HR-07 and FN-04 as amended. Seconded by Mark Willmer. Carried. OP-05, OP-08, and OP-16 will be tabled to the October board meeting.
 - b. **Strategic Planning:** 107 surveys have been completed. There was a lot of good feedback from the Community Forum held July 17. The committee will meet Monday, September 30th to collate the information that was gathered over the summer and report back to the board at the October meeting.
 - c. **Code of Conduct:** The Code of Conduct for the Twp. will be adapted for the Library Board.
 - d. **Trivia Night:** Registrations were low but \$1580 was raised and the event went well. Discussion regarding the date of future Trivia Nights and the possibility of hosting one in the fall and one in February (Cabin Fever theme). Thanks very much to the Barry's Bay Legion for providing the space for the event.
5. **Correspondence:**
 - a. **FOPL – Bill 108 & Development Charges**
 - b. **Station Keepers – updates and upcoming events**
6. **Librarian's Report:**
 - Summer Reading Programs: Julia & Emily ran programs for six weeks. Eleven programs were organized with a total of 23 sessions. Total attendance was 316. I heard from a number of parents who were very pleased with the programs and happy children coming and going all summer. Great job Julia & Emily.
 - We had 22 registrations for each of the two programs offered through Knights in the Classroom. Thanks very much to Madawaska Valley Township for the use of the arena lounge which offered lots of space for the hands on activities.
 - George Vanier School New Student Day: I was invited to attend New Student Day in June. It was a great opportunity for families to meet with community organizations and a very good opportunity for me to pass on library information and our summer programs pamphlet.

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- Author Visit: Cathy Wilson & Ruth MacLean, author and illustrator for their book Eulalie’s Journey to Algonquin with Tom Thomson. This was a very unique program for families to hear about the book collaboration, and listen to excerpts from the book. Following the presentation was an art workshop with the illustrator.
- Statistics Canada: Annual Capital and Repair Expenditures Survey: Actual 2018 completed. The Annual Capital Expenditures – Preliminary Estimate for 2019 and Intentions for 2020 needs to be completed by the end of September.
- Library Conference: The Little Branches Rural Roots Conference is set to go October 4 & 5. James will be attending the Friday sessions and Penny the Saturday sessions. I will be there for the two days, presenting, attending sessions and as part of the organizing committee.
- Exam Invigilation – 5 exams invigilated in July and August.
- Fire Lanes & driveway blocked: Persistent problem with people parking in the fire lane during library hours and some nasty encounters when we asked them to move to the parking lot or the front of the building. Hilary had the parking lot “no parking” signs repainted. I also contacted the Fire Chief who was very helpful. We haven’t had any issues since.

June 2019

Computer Sessions	175
Personal Devices	80
Library Visits	715
# of items checked out	1216
Interlibrary Loans	Service suspended in June
EBooks & Audio EBooks circulated	252

July 2019

Computer Sessions	238
Personal Devices	169
Library Visits	1809

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# of items checked out	2396
Interlibrary Loans	28
EBooks & Audio EBooks circulated	345

August 2019

Computer Sessions	352
Personal Devices	203
Library Visits	1659
# of items checked out	1878
Interlibrary Loans	30
EBooks & Audio EBooks circulated	317

Motion from Shawn Eagles to accept the Librarian's Report. Seconded by Bill Houle. Carried.

7. Financial Reports June, July , August:

Grants: June - \$76,571 (Balance of operating grant from MV Twp.)

Fundraising: Book Sale Room June, July & August \$3904 (thanks very much to our volunteers who manage the Book Sale Room - Betty Kirby, Marie Landon, & Linda Shulist)

Triva Night Fundraiser - \$1580

June 2019

- Opening Balance: \$32,617.10
 - Deposits: \$77,129.70
 - Expenses: \$11,754.40
 - Bank Balance: \$97,992.40
 - Outstanding: \$4,399.03
 - Closing (Book Balance): \$93,593.37
 - Savings Acc't: 10,681.66
- \$104,275.03

July 2019

- Opening Balance: \$97,992.40
- Deposits; \$3,559.19

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- Expenses: \$16,430.94
- Bank Balance: \$85,120.65
- Outstanding:\$10,571.02
- Closing (Book Balance): \$74,549.63
- Savings Acc't: \$10,666.16
\$85,215.79

August 2019

- Opening Balance: \$85,120.65
- Deposits:\$7,423.33
- Expenses:\$29,361.00
- Bank Balance:\$63,182.98
- Outstanding:\$1,694.63
- Closing (Book Balance):\$61,488.35
- Savings Acc't: \$10,675.67
\$72,164.02

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

8. New and unfinished business:

- a. Library Week – October 20 – 26: Book Talk by David Shulist, book launch with Katie Baklinski (new children's book) Food for Fines, Declaration by Council.

- 9. Closed Meeting:** Recommendation that the meeting enter In-Camera Session to discuss matters pertaining to "personal matters about an identifiable individual, including municipal or local board employees", Ontario Municipal Act 2011, c.25, s.239 (2) (b) Motion from Mark Willmer to enter into Closed Session. Seconded by Andrea Budarick. Carried.

- 10. Motion to return to return to Open Meeting** by Bill Houle. Seconded by Natalie Barrington. Carried.

11. Motion to adjourn at 8:30 pm by Mark Willmer.

12. Next Meeting date Wednesday, October 30th, 2019 at 6:30 pm.

Chair / Frances Mawson

Secretary / Karen Filipkowski