

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

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Present: Frances Mawson, Suzanne McKay, Natalie Barrington, William Houle, Mark Willmer, Andrea Budarick

Regrets: Peter Fright

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 Mark Willmer to accept the minutes from the January 30, 2019 Board meeting. Seconded by Andrea Budarick. Carried.
5. **Business arising from the minutes.**
  - a. **Policy:** Facility Usage Policy. Reviewed the policy changes presented. The Board recommended further changes to the Fee Schedule and other minor wording changes. The revised policy will be presented at the March Library Board Meeting.
  - b. **Strategic Planning:**
    - The Board Chairman asked that Trustees read the Strategic Report 2014 – 2018 in preparation for discussion at the March Board Meeting.
    - SOLS offers an online course in Strategic Planning specific to libraries. Trustees are encouraged to sign up for it.
    - Let Frances know if you are interested in being on the Strategic Planning Committee.
  - c. **Governance Training Registration:** In person governance training is available in Eganville, April 30<sup>th</sup> from 6:30 – 9:00. Boards are encouraged to attend. Registration is available on the SOLS site. If you have trouble registering email [training@sols.org](mailto:training@sols.org).
  - d. **Front Door Replacement / Repair:** Concern over heat loss at the front door. Karen discussed options with the Twp. CAO & Operations Manager and will follow up on this.
6. **Correspondence:**
  - i. **SOLS : Anne Marie Madziak – Governance Training Hub information**
7. **Librarian's Report:**
  - The Federation of Ontario Public Libraries (FOPL) is encouraging libraries in Ontario to meet with their local MPPs. Karen will look into what we can do and update at the March Board Meeting.
  - The Financial Audit has been completed. The auditor hopes to have the report available in March.

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- March Break programs have been organized. There will be three Opeongo Readers' Theatre performances, two workshops on how to do podcasting, and two children's craft sessions.
- At the end of March we have a speaker booked to do a talk on lichens in northern Canada.

**LIBRARY STATISTICS DECEMBER 2018**

<b>Computer Sessions</b>	209
<b>Personal Devices</b>	70
<b>Library Visits</b>	729
<b># of items checked out</b>	1458
<b>Interlibrary Loans</b>	119
<b>EBooks &amp; Audio EBooks circulated</b>	262

**Motion** from Andrea Buderick to accept the Librarian's Report. Seconded by Suzanne McKay. Carried.

**8. Financial Report at January 2019:**

- a. **Grants:** Partial payment of \$18,500 from MV Twp.
- b. **Donations:** \$600

- Opening Balance: \$33,583.73
- Deposits: \$19,380.13
- Expenses: \$25,802.25
- Outstanding: \$1,503.52
- Closing (Book Balance): \$25,658.09

*Motion from Mark Willmer to accept the November 2018 Financial Report as presented. Seconded by Natalie Barrington. Carried.*

**9. New and unfinished business:**

**a. Trivia Night:**

- George Vanier School will be hosting their Trivia Night in April and have asked if the Library would like to put in a team. Staff and Board would like to put in a team. Karen will confirm the date, time and fee at the March Board Meeting.
- Karen gave an overview of preparation and jobs involved in organizing the Library Trivia Night. Bill volunteered to help with preparation of trivia questions.

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**b. Presentations to MV & BLR Townships:** Frances will make arrangements for presentations to the townships. BLR Council meetings are the first Wednesday of the month and MV Council meetings are the third Tuesday of the month.

**10.** Motion to adjourn by Suzanne McKay at 7:50 pm.

**11.** Next meeting date March 27, 2019 at 6:30 pm at MV Library.

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**Chair / Frances Mawson**

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**Secretary / Karen Filipkowski**