

Minutes of Twp. of Madawaska Valley Public Library Board February 2020 Board Meeting

Present: Frances Mawson, William Houle, Mark Willmer, Natalie Barrington, Andrea Buderick
Regrets: Shawn Eagles, 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 Natalie Barrington to accept by consent the February 2020 agenda & meeting minutes from the January 29th, 2020 Board meeting. Seconded by Mark Willmer. Carried.
4. **Business arising from the minutes.**
 - a. **Policy:** Motion from William Houle to accept as amended Policies HR-10, Employee Conduct which replaces Technology & Social Media, 0P-02, Safety, Security & Emergency, and 0P-04, Code of Conduct. Seconded by Andrea Buderick. Carried.
 - b. **Strategic Planning:**
 - Next steps are to present the Strategic Plan to MV & BLR Councils. Karen will contact Gwen at MV Twp. to see if it can be presented on April 7 at Council in Committee and Michelle at BLR Twp. to see if presentation can be there on April 8.
 - Business Plan Committee: Frances will send an email to former committee members, staff and volunteers to see if any would like to be involved.
 - c. **Budget:**
 - i. Motion from Mark Willmer to approve the 2020 Budget. Seconded by Andrea Buderick. Carried.
 - ii. The budget will be presented to Council on March 10, 2020.
 - iii. Of note, a number of budget lines were carried forward from 2019 and some one time only grants were announced late in 2019 which helped to offset other budget lines resulting in a very modest increase request. What is not clear at the time of budget presentation is the status of the Pay Equity Grant which might result in a review of the request later in the year.
 - d. **Library T-Shirts & Book Bags:** The T-shirts and Book Bags have arrived. T-Shirts will sell for \$20 each and the Book Bags \$15 each.
 - e. **Cabin Fever Trivia Update:**
 - Registration is going well.
 - Donations for door prizes from Shulist Family Farm, Spring to Life Farm, Pantry Savings, Algonquin East Animal Clinic, Back Country Studios, So Unique Creative Home Rugs (Nicole Aube), Linda Neuman's Original Cards, Metro Supermarket, Barry's Bay Home Building Centre, & Shell Canada.
 - The Madawaska Valley Current will supply the table snacks.

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- The music round has been organized and our judges for that round are Ken Ramsden, Bryan Walsh and Michael Ovegroen.

f. Report to Council Regarding Hydro Costs: A report was sent to Council outlining the measures taken to try and reduce the cost of hydro as consumption is very high in the library building. The cost of hydro was reduced by close to \$2000 in 2019 with the measures taken, such as new windows at the front of the building and the replacement of some outdated baseboard heaters. In an effort to further reduce heating costs Council suggested we revisit the possibility of having some type of porch / enclosure at the front door to minimize heat loss.

5. Correspondence:

- a. Barbara Franchetto, CEO SOLS: Possible merging of Southern Ontario Library Service and Ontario Library Service North. For information.
- b. Madawaska Valley Food Bank: Thank you for the food donations collected at the library.

6. Librarian's Report:

- Planning for the Little Branches Rural Roots Conference is underway. Some preliminary work has been done and our first in person meeting is scheduled for March 6th. The conference will again be hosted in Arnprior.
- February programs went well. The photography course filled very quickly. The last session is March 5th. The last session of Toddler Time is Friday, March 28th. We've had anywhere from 2 – 18 attending. Lego Club has been very popular. Despite a special weather statement for the first one in January 9 children attended.
- March Break Programs: Lego Club, Forts & Fairies, Harry Potter Trivia, & Pop-Up Library. Lego Club and Forts & Fairies are at the library and Harry Potter Trivia & Pop-Up Library are at the arena. Pop-up Library is in conjunction with another program for children the township is hosting.
- I attended two webinars hosted by SOLS; Annual Survey (a review of the ministry platform and changes to it) & Key to CEO Success - Developing a Political Mindset.
- The financial audit should be completed within the next few weeks.
- The Canada Summer Jobs grant application has been submitted. I requested 8 weeks of funding.

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January 2020

Computer Sessions	192
Personal Devices	32
Library Visits	730
# of items checked out	1332
Interlibrary Loans	72
EBooks & Audio EBooks circulated	394

Motion from Natalie Barrington to accept the Librarian's Report. Seconded by William Houle. Carried.

7. Financial Reports January 2020:

- Opening Balance: \$29,196.59
 - Deposits: \$15,605.90
 - Expenses: \$25,105.87
 - Bank Balance: \$19,696.62
 - Outstanding: \$2,102.51
 - Closing (Book Balance): \$17,594.11
 - Growth Savings: \$5,734.25
- \$23,328.36

Motion from Mark Willmer to approve the Financial Report for January 2020. Seconded by Natalie Barrington. Carried.

8. New and unfinished business: No new business

9. Motion to adjourn at 8:00pm by Andrea Budarick.

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

Chair / Frances Mawson

Secretary / Karen Filipkowski