Minutes of Madawaska Valley Public Library Board Meeting Agenda
February 26, 2024 at 3:30 pm (online/in-person)

Present: Bill Houle, Betty Kirby, Mary Conway, Hanna Domagala (online),
Council representatives: Mary Blank
Staff: Natalie Barrington, CEO/Secretary/Treasurer
Regrets: Claire Sullivan, Kevin Quade

1. Chair William Houle called the meeting to order at 3:30pm.
2. Acknowledgement Statement: ***"I would like to begin by acknowledging that the land on which we gather is the traditional territory of the Algonquin people. We recognize and respect the history, languages, and cultures of the First Nations, Metis, Inuit and all Indigenous peoples whose presence continues to enrich our communities."***
3. Declaration of conflict of interest: None
4. Approval of agenda and minutes:
    a. Mary Conway approved the agenda for the February 26, 2024 meeting. Seconded by Mary Blank. Carried.
    b. Mary Conway approved the minutes for the January 29, 2024 Board meeting and minutes for the February 1, 2024 Special Meeting of the Board. Seconded by Mary Blank. Carried.
5. Business arising from the minutes
    a. Bill Houle approved the policies FN-01, OP-09-1, and OP-18. Seconded by Betty Kirby. Carried.
    b. Hanna Domagala updated regarding the Library Enhancement Sub-Committee. Hanna is drafting a request for proposals regarding hiring a consultant to prepare the business plan. She is looking for Board and/or sub-committee members to aid with this task.
    c. Connecting Public Libraries: The CEO reported that the new satellite high speed internet has been installed, and after a few adjustments, is now working well. Our speeds are double what they were with Bell; we now have 50mbsp download, and 15 mbps upload. The vendor is Northern Rural Net.

6. Correspondence:
    a. The interlibrary loan postage grant for 2023 has been received for $662. This subsidizes books we lend.
    b. The Connectivity grant for 2023 has been received for $1,128. This subsidizes internet costs.

7. Betty Kirby approved the Librarian's Report for January 2024. Seconded by Hanna Domagala. Carried.

Circulation Statistics 2024

	January
Library visits	624
Items checked out	1252
Computer sessions	106
Personal devices	8
Memberships	
New MV*	18
New BLR	1
Renewals MV*	35
Renewals BLR	8
Interlibrary Loans	
Total	81
ILL borrowed	42
ILL lent	39
OverDrive/Libby	
ebooks	309
audiobooks	157

magazines	174
E-Resources	
Word Travel	1
Consumer Health Complete	0
Mango Languages	21
Novelist	7
Kanopy	19 users
	322 plays
Fiero Code	11
CBC Corner	3
*includes non-resident & summer	

- Library visits are up compared to this month last year: 486 in 2023, 624 in 2024. This is partly due to the amazing weather we had in January.
- Book Club read *The Spoon Stealer* in January. We have a core group of 8 members who regularly attend.
- To wrap up the school break, we held a movie afternoon with 6 children attending. We also had a craft afternoon with 12 children attending that. Our Christmas Break programs were well received and well attended. There were some new faces at programs, too.
- On Saturday, Jan 13, we held a library tour for a group of students from Our Lady Seat of Wisdom College. Four students attended and they registered for library cards.
- On January 15, I attended a meeting at Renfrew Public Library along with four other local librarians (Killaloe, Renfrew, Pembroke, Carleton Place). We discussed programming, what works, what didn't and brainstormed ideas for future programs. It was an inspirational meeting and helpful to see other libraries, regardless of size or staffing, face similar challenges with program attendance and budget.
- We made Valentine's Day cards at our January Craft and Chat morning. We had four attendees. It is a nice group of regular patrons who enjoy each other's company while crafting.
- We also held a Family Literacy Day party on January 27. 10 people attended. We played Pictionary, made a craft, read stories, and had snacks.
- Our walking group continues to meet every Friday at 1pm at the library. An average of 5 people attend each week. They choose the route each week, and then meet at the library afterwards for refreshments and social time.
- Our new high speed internet was installed at the end of the month. This a government of Ontario initiative to bring fiber internet to underserved and rural communities through libraries. Karen Filipkowski signed up for this program in 2021. Our internet provider is Northern Rural Internet. Since we do not yet have the infrastructure for fiber internet in town, we have a wireless solution. The first year is covered by a grant through OLS.
- I also met with Up North Webs at the end of January, to discuss refreshing our website. This was a strategic goal recommended by the Library Enhancement Sub-Committee. Some small changes will have a big impact, including adding a "new books just in" banner to the homepage, updating some photos, revising some of the menu items and icons, and changing the colour to match our logo branding. We are also migrating our web hosting and emails, similar to the township, away from Lightbox.
- Due to the employment centre no longer having an office in town, we have seen an increase in residents looking for employment assistance – using the computers, printer and wanting a public phone. We connected with Algonquin College's Community Employment Services to offer a pop up once a month at the library. The first pop up will be in February.
- Finn finished their high school community hours at the library in January. Finn helped with shelving and other tasks each week. They completed all 30 community hours at the library.
- We were lucky to receive a co-op student from the high school as well. Joseph helped with front desk duties, shelving, tidying shelves, making signs for our sandwich board, preparing the school Christmas book packages, and anything else we needed help with. This was a positive co-op experience and we hope more students choose to complete co-op at the library.

- We are also lucky to have another high school student, Elena, volunteering since the fall. She also helps with shelving, front desk duties, and preparing monthly craft kits.

8. Bill Houle approved the January 2024 Financial Report. Seconded by Mary Conway. Carried.

Balance Forward	42,655.55
Deposits	5,275.06
Expenses	25,643.75
Bank Balance	**22,286.86**
Outstanding	+3799.46
Book Balance	**26,086.32**
Growth Savings	18,548.02
	44,634.34

9. New Business:
    a. The 2024 COLA (wage increase) has not yet been approved by the township.
    b. The next Cabin Fever Trivia Night will be Friday, May 3 at arena. We will collect fewer door prizes.
        a. George Vanier Catholic School is hosting a trivia night April 12, and the library usually attends with a team. We are looking for players to attend.
    c. The CEO reported that the 2024 Budget presentation on Feb 21, 2024 went well; news of approval will come at the end of March.
    d. The CEO will release a press release to media regarding 2023 Library Stats and the new internet service.

10. Motion to adjourn by Betty Kirby at 4:16pm.

11. Next meeting date Monday, March 25, 2024 at 3:30 pm.