MINUTES of Madawaska Valley Public Library Board Meeting
January 29, 2024 at 3:30 pm (online/in-person)

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

1. Call to order _____
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. Motion to accept the agenda and minutes:
    a. Claire Sullivan approved the agenda the agenda for the January 29, 2024 meeting, seconded by Bill Houle. Carried.
    b. Claire Sullivan approved the minutes of the November 27, 2024 meeting, seconded by Mary Conway. Carried.
5. Business arising from the minutes
    a. Bill Houle approved the GOV-01 policy; seconded by Mary Blank. Carried.
    b. Hanna Domagala approved the GOV-04 policy; seconded by Bill Houle. Carried.
    c. Bill Houle approved the OP-05 policy; seconded by Claire Sullivan. Carried.
    d. Terms of reference for the Library Enhancement Sub-Committee were discussed. Hanna Domagala will meet with the CEO to prepare the terms for Board approval.
    e. 2024 goals for the Board were discussed. Mary Conway will meet with the CEO to draft goals for Board approval.
    f. It was decided if there are any inquires regarding censorship of the collection we would refer to policy FN-03 & OP-05.

6. Correspondence:
    a. The Madawaska Valley Township received a grant from the Government of Canada's Enabling Accessibility Fund to install a new ramp at the Library, with an accessible door. The Township is dedicated to making all public facilities AODA compliant by 2025, and removing the existing barriers to accessibility and creating safe, effective ways for residents and visitors alike to access buildings. Construction on the projects is estimated to occur in early 2024.

7. Hanna Domagala approved the Librarian's Report for November and December 2023; seconded by Mary Conway. Carried.

	November	**December**
Library visits	748	711
Items checked out	1141	1172
Computer sessions	88	89
Personal devices	10	4
Memberships		
New MV*	10	9
New BLR	1	1

Renewals MV*	27	27
Renewals BLR	0	3
Interlibrary Loans		
Total	90	50
ILL borrowed	61	32
ILL lent	29	18
OverDrive/Libby		
ebooks	278	265
audiobooks	143	136
magazines	0	0
E-Resources		
DIY Centres	0	0
Mango Languages	23	23
Novelist	22	15
Kanopy	42	44
	125	84
CBC Corner	0	0

November

- The November Craft and Chat had 5 new attendees. We made Christmas cards. This is proving to be a popular adult program that attracts a different group of people each month.
- We completed the typical week survey Nov 13 – 18. The results of this survey will be included in the ministry's annual report.
- We had a PA Day craft on Nov 17 where children made winter themed magnets or finger puppets. 17 children and 4 adults attended.
- On Nov 18, Robert Fisher presented his book of poetry and photographs of New Brunswick landscape at the Legion. It was well attended by 13 people. Robert did a great job of making the talk interactive, taking questions and comments from the audience throughout his presentation. Robert will back at the library this winter/spring to show his documentary about farming and food production.
- On Nov 21, we had a writing workshop for adults with Brenda Missen. Five participants braved the snow storm to attend. They loved the workshop and there have been many requests for more! Brenda spoke about her writing process, and led participants through a writing exercise and then opened the floor to anyone who wanted to share their writing. A small group was perfect for this format. This workshop was covered by the Gazette on Dec 6.
- On Nov 22 all library staff participated in Naloxone training and we received a kit. Now there will always be someone on shift prepared to deal with such an emergency. All staff will participate in First Aid training in 2024.
- On Nov 25., Brenda ran a children's writing workshop with Brenda Missen. We had two attendees. Again Brenda spoke about her writing process and her story of adopting her dogs. The children wrote their own stories about their pets. The Valley Gazette published the children's stories on Dec 20.

- On Nov 28, we hosted a BIAK program for the Catholic Women's League. They wanted to learn more about Indigenous teachings as part of their truth and reconciliation action plan. Participants sang Indigenous songs, played drums, and made wreaths using native plants.
- In November, we also had two home school groups visit the library for a tour and to learn how to use the library. The first was a group of high school students, and the second was a group of grade 3 students.
- Lego Club met on Nov 18 with 11 builders. We offer challenges and games, but mostly the children entertain themselves with building from their own inspiration!
- We have a very active book club meeting the first Thursday of the month at the library. In November, we had 9 attendees to discuss the book *Wild* by Cheryl Strayed.
- Our Large Print and DVD pools changed in November. This always causes despair for patrons until the new pools arrive! We received a large donation of DVDs in Nov/December and we chose many to add to our collection for those times in between pools. We will also increase our Large Print collection this year as more and more patrons are asking for these books. The library is also the "only place in town to rent a DVD now."
- We accepted a high school co-op student who was looking to change placements. Joseph has been a great asset to the library, helping with whatever tasks need to be completed. He also gained customer service and computer skills, as well as a greater knowledge of library systems.

December

- Thank you to the township for purchasing a defibrillator for the library, which will be mounted on the wall in the new year, in a case with signage.
- The library stayed open late on Dec 1 for Moonlight Madness. We offered gift wrapping by donation and held two story times – for young and old(er)! We had 12 people drop by.
- The library participated in the Santa Clause parade on Dec 2, in collaboration with the Barry's Bay Recreation Committee. We tied for second/third place and received $100. We also provided a craft table upstairs at the arena for the meet Santa event. At the library, we offered hot chocolate and a story for people wanting to warm up before the parade.
- Service Canada was at the library on Dec 5. They served 10 registered people plus 3 walk ins. This is a full day of appointments. They will be back March 19. Response has been positive regarding this pop service as saves residents from driving to Pembroke, Bancroft or Ottawa for these services.
- We held an appreciation morning for our staff and volunteers on Dec 4. This was well attended by almost all of our volunteers, and everyone appreciated the time to socialize. It was nice to have members of council attend to meet our volunteers and staff. The treats came from Sharon Yandernoll's baking.
- Our December Craft and Chat group made book-theme ornaments. This was a very popular craft. We have a regular group of 4 attendees.

- We started our Walking Group on Dec 15 with 16 walkers! The weather was beautiful and we had a great turnout. Walkers chose two routes for different levels and met back at the library for some social time and refreshments.
- We held a Lego Club on Dec 16 and had 8 creative builders attend. This is a monthly program on the third Saturday of the month.
- We participated in the Renfrew County Community Poverty Action Network's Operation Snowsuit Drive. When the program was being promoted, community members were asking for a drop off location in Barry's Bay area, so the library stepped up to offer a location! We collected 7 large garbage bags of winter outerwear to donate to the program.
- We also participated in the CRC's Toy Drive for children/youth and seniors. We filled their bin three times plus some with donations of Christmas gifts for families in need! We also collected donations to purchase books for program – we received $80 in donations and purchased 11 children's books.
- On Dec 22 we started off the holidays with cookie decorating and stories. We had a great turnout with 13 children in attendance.
- Book Club read *From the Ashes* by Jesse Thistle in December. We had 8 attendees. We now have 13 people on our Book Club email list.
- We were closed Dec 23 and Dec 30 to give staff a break for the holidays, as many libraries chose to be closed between Christmas and New Year's. We prefer to stay open to offer programs to families.
- We had a full schedule of holiday fun over the school break: We had a made a stuff toy workshop with 10 children on Dec 29. The first week of January, we offered a movie afternoon (7 attendees) complete with popcorn, candy and juice. We watched *Elliot the Littlest Reindeer*, which is available through the library's Kanopy subscription with public performance rights. We also had a board game night and another craft workshop. Children made framed animal portraits using egg cartons. This was a popular session with 8 attendees. The children produced some amazing art work!
- Our walking group met during the holidays -- we have 5 regular attendees who walk each week and meet afterwards to socialize. The library offers refreshments as well (coffee/hot chocolate/water).

8. Financial Report
    a. Bill Houle approved the November and December 2023 Financial Statements; seconded by Mary Conway. Carried.

November 2023

Balance Forward	38,095.08
Deposits	199.94
Expenses	18,789.13
Bank Balance	**19,505.89**
Outstanding	5,683.29
Book Balance	**13,822.60**
Growth Savings	38,490.22
	52,312.82

December 2023

Balance Forward	19,505.89
Deposits	44,133.40
Expenses	20,983.74
Bank Balance	**42,655.55**
Outstanding	8,474.04
Book Balance	**34,181.51**
Growth Savings	18,546.28
	52,727.79

b. Revisions were requested to the 2024 draft budget, which will be reviewed at a special meeting on February 1, 2024 at 9:30am.

9. New Business:
    a. Mary Blank provided a report from her attendance at the Rural Ontario Municipal Association (ROMA) conference.
    b. Hanna Domagala approved payment of the FOPL membership for Algonquins of Pikwakanagan Public Library; seconded by Mary Blank. Carried.
    c. Fundraising: Cabin Fever Trivia Night – date to be confirmed at the regular February Board meeting.
    d. The CEO confirmed the Library's new high speed internet through the Connecting Public Libraries initiative will be installed within the week.
    e. 2024 Board meeting dates and times:
    Regular Board meetings will continue to be held at 3:30pm in person and by Zoom on the following dates:
        January 29, 2024
        February 26, 2024
        March 25, 2024
        April 29, 2024
        May 27, 2024
        June 24, 2024
        ** No meetings in July and August, unless otherwise scheduled **
        September 30, 2024
        October 28, 2024
        November 25, 2024
        ** No meeting in December, unless otherwise scheduled **

10. Mary Blank made a motion to adjourn at 5:22pm. Carried.

11. Next meeting date Monday, February 26, 2024 at 3:30 pm.

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William Houle, Chair Natalie Barrington, CEO/Secretary