Minutes of the Madawaska Valley Public Library Board Meeting
Nov 25, 2024 at 6:30 pm (online/in-person)

Present: Colleen Golka, Bill Houle, Teresa Ostapowicz, Claire Sullivan, Mary Blank, Mary Conway
Absent: Kevin Quade Regrets: Hanna Domagala Secretary: Natalie Barrington

1. Chair Bill Houle called the meeting to order at 6:30pm. _____
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 made a motion to accept the Nov 25, 2024 agenda with additions. Seconded by Teresa Ostapowicz. Carried.
    b. Colleen Golka made a motion to accept the Oct 28, 2024 meeting minutes. Seconded by Mary Conway. Carried.
5. Business arising from the minutes
    a. Policy: none
    b. Hanna Domagala, Mary Blank and Natalie Barrington met with Holly Hayes to discuss our needs for mediating strategic planning and library enhancement goals. Holly will provide a proposal in collaboration with Chéla Inc.
    https://www.trestleconsulting.org/contact https://www.withchela.com/
    c. The contractor working on the ramp was to send the township a quote for downspouts.
    d. It was agreed that the library would request the township to upgrade the existing security cameras as part of our 2025 budget request. The library would consider adding 2-3 new cameras to provide security for the front desk, side and front entrances. The library will also consider upgrading our current DVR and adding a panic button in the basement.
    e. Spring Trivia will be held Friday, May 9, 2025.
    a. Bill Houle made a motion to allow the Renfrew County and District Health Unit to use library space for their Let's Grow and Food Bank outreach, starting in December 2024. Seconded by Mary Conway. This motion was not carried due a split vote. Therefore, the CEO will follow up with the respective programs contacts to cancel.
    b. Mary Blank made a motion to encourage cross training of all library staff positions effective immediately. Seconded by Claire Sullivan. Carried.
6. Correspondence: none
7. Colleen Golka made a motion to accept the Librarian's Report. Seconded by Claire Sullivan. Carried.

8. Mary Conway made a motion to accept the October 2024 Financial Statement. Seconded by Teresa Ostapowicz. Carried.
    a. A draft 2025 budget was presented. A draft for approval will be prepared for the January 2025 board meeting.

9. New Business:
    a. Colleen Golka provided a report from her attendance at the OLS Board Assembly meeting on November 6, 2024. In 2025, we will add procedures for delegations to the board to our policies. Colleen also mentioned OLS has a resource to facilitate strategic planning.
    b. Claire Sullivan provided a report from the virtual conference on Oct 24, the board session: "The Art and Science of Staying on Track." She provided the board with a self-evaluation tool, and reminded everyone to make use of OLS's webinars.
    c. 2025 Board meeting dates were provided. The time will remain at 6:30pm.

d. The board approved the request for the Retired Teachers book club to meet on November 28, 2024 at 10:30am, at no cost. The group is not-for-profit and other libraries are not charging.
e. Mary Blank raised the issue of absenteeism. The BLR council rep has missed more than three consecutive meetings. According to library policy and the *Public Libraries Act 13 (c),* if a board member is absent from three consecutive meetings, the board member's seat will be declared vacant. The secretary will send a letter to the BLR council representative.
f. The CEO consulted with staff regarding staying open at lunch hour. The CEO is most impacted by this decision, using that time to run errands for the library. The CEO will consider a proposal to restructure hours to accommodate errands without excessive overtime.

10. Recommendation that the meeting enter In-Camera Session to discuss matters pertaining to "the security of the property of the municipality or local board", "personal matters about an identifiable individual, including municipal or local board employees", a proposed or pending acquisition or disposition of land by the municipality or local board", Ontario Municipal Act 2011, c.25, s.239 (2)(a)(b)(c).

    Mary Blank made a motion to enter Closed Meeting. Seconded by Claire Sullivan. Carried.

    Motion to return to Open Meeting:
    a. Moved by _____
    b. Seconded by _____
    c. All in favour?

11. Motion to adjourn by _____ at _____

12. Next meeting date January 27, 2025

No meeting in December Dec 2 Holiday Gathering 10am January 27, 2025