



**MINUTES  
GREATER MADAWASKA PUBLIC LIBRARY BOARD**

**Wednesday, November 24, 2021, 10:00am – 11:03am**

**Location: via ZOOM**

Present: Nicole McKinnon  
Sue Michalicka  
Patti McArthur  
Lucie Perrier  
Ruth Jones

Absent Kate Zeyl

**CALL TO ORDER**

- The meeting was called to order at 10:00 am
- Welcome to Jeanine Grant as attendee from the public, with consideration of her interest in future membership on the Board.

**APPROVAL OF AGENDA**

- Approved by consensus.

**DECLARATION OF CONFLICT OF INTEREST**

- None declared

**APPROVAL OF MINUTES: dated October 27, 2021**

- Approved by consensus.

## **CEO REPORT – Ruth Jones**

### **GENERAL DISCUSSION**

- Operations:
  - Current hours of operations are in place until school restrictions are lifted. Anticipated changes will give the Library access to conduct programming in the school gym.
  - In-person use of the Library has increased – especially on Saturdays. Interest in curbside pick-up as well as outreach to Wards 2&3 remain popular.
  - The Library successfully participated on the Calabogie Winter Market that resulted in additional memberships and \$318 in donations.
  - The Library currently has 62 members and staff is slowly verifying that all memberships remain valid following COVID.
- Staffing
  - The Board thanks departing staffer Emma Carey for her service -- she is leaving to take a full-time job and we extend our best wishes for her career success.
  - A new intern is starting to revamp effectiveness of the online catalogue.
  - The Library continues to see more volunteers to assist in program delivery – all must show proof of double vaccination.
- Upcoming programs
  - Matawatchan Craft Sale
  - Advent book bundle
  - Christmas Book Exchange
  - Craft/Holiday activities for children
  - Virtual Book Club (moved to early January – theme: The books I received for Christmas)
  - The Library will be closed concurrent with Township offices – December 24-26 and December 31 to January 4
- Budget:
  - Budget 2022 in process and has been delayed. All indications are that our budget will be frozen and/or reduced
    - Adjusting costs and revenues to reflect the change to the business model (increase in virtual programming and pay equity increase)

- Library looking for additional funding opportunities and volunteers for 2022 to add to services and relieve budget costs
- Although fundraising is slowing recovering and increasing, costs continue to rise for infrastructure improvements, computer replacement and the increased costs of software and virtual communications services
  - The Board has agreed to set a target of \$6,000 for fundraising
  - We continue seek free venues and creative sources for raising funds.
  - Late fees and program charges remain on hiatus.
- It was recently discovered that Wards 2/3 residents incur long distance telephone fees to contact the Library. The Board moved to ask the Township to provide hotspots as part of the commitment to universal accessibility to residents.
  - Moved: Lucie Seconded: Nicole
- The Library is seeking mitigation for rising costs through third party charitable organizations which have various programs to provide software and other infrastructure support.
- Budget Planning
  - Representatives of the Library are meeting with the Township to discuss Lot Development Fees withing the next two weeks. A decision will be made in January. Lucie encouraged all Board members to tune into the December 7 Budget meeting for a full understanding of the issues facing us.

## **FINANCE**

- TPON – Public Library Operating Grant
  - Has been received and will be forwarded to the Township
- The Ontario government has established an omnibus fund for recovery projects. The Library is seeking a volunteer to develop business proposals to identify grants. We will investigate a consultant doing this for the Township.

## **OTHER BUSINESS**

- Volunteers
  - We need to build a larger support group of volunteers to deliver the desired level of planned programming

- All volunteers need to be double vaxxed
- Among the first programs we hope to launch is a seminar for seniors on how to use social media and smart phone technology.
- Memberships
  - We continue to drive additional members to reflect our current and projected population growth.
  - New residents and taxpayers should be sent a welcome package that includes automatic membership and a summary of available Library services.
- Commemorative Tree
  - The current policy for our Commemorative Tree allows for an individual to have their name added to the lobby display based on:
    - 10 years of volunteer service to the Library
    - Two terms served on the Library Board
    - Donations of \$100 or more
  - The current criteria are not being observed consistently and do not adequately recognize various levels of contributions to the Library.
  - Additional categories should be added based on both service and financial contributions.
  - RESOLVED: A policy will be developed for consideration by the Board which will provide options for both commemoration and acknowledgement of various levels of contributions for review and approval at the January meeting.
    - Moved: Sue    Seconded: Lucie

**NEXT MEETING**

- TBD in December to discuss and review budget proposals. Lucie volunteered to host and in-person meeting.
  - Noted that we may change to evenings to accommodate Trustee and Public schedules

**ADJOURNMENT**

The meeting was adjourned at 11:03 am

Minutes prepared by Sue Michalicka