



**PUBLIC BOARD MEETING MINUTES
GREATER MADAWASKA PUBLIC LIBRARY AND LEARNING CENTRE**

**Wednesday, January 26 2022 9:00am – 10:22am
Location: via ZOOM**

Present: Ruth Jones
Sue Michalicka
Patti McArthur
Lucie Perrier
Kate Zeyl

Absent: Nicole McKinnon

1. CALL TO ORDER

- The meeting was called to order at 9:00 am

2. APPROVAL OF AGENDA

- Approved by consensus.
- Additions/deletions - none

3. DECLARATION OF CONFLICT OF INTEREST

- None declared

4. APPROVAL OF MINUTES: dated December 20, 2021

- Approved by consensus.

5. CEO Report - Ruth Jones

- School is back in session – we will soon be able to operate at 50% capacity (5) outside of school hours
- Attendance is up to a dozen people a day on Saturdays
- Evenings has a few regular patrons who come in prior to 6:30pm
- Programming is primarily take-home activity kits for kids – all well subscribed
- BIAK our First Nations Partners have recently offered a new program/kit

- **STAFFING**
 - Tracy is supporting inter-library loans other staff are working on children’s collections
 - Author and Volunteer Sharon Nicolls has been providing in-person story time on Fridays
 - Mary Joan Hale has volunteered to organize our archival collection; she is also working with students to develop a history of the area
 - Seeking volunteers to develop March break programming
 - Small group programming in the evenings (including Conversational French) is being explored
 - Volunteers required to assist with Library materials inventory
 - Trustees Michalicka, Perrier and McArthur volunteered to assist based on time availability
 - Inventory is used to report value of assets
 - Lifespan for library materials is predetermined for Development Costs (DC) and an accurate inventory assists in submissions for DC costs toward end of life for materials
 - Final push to locate books never returned at start of pandemic is being done. Those not recovered will be considered a loss.

- **PROGRAMS:**
 - New computers have arrived and will be set up in the next 2 weeks for use. Older equipment must be processed to remove all data. Disposition of older equipment to be determined.

- Books have a natural lifespan based on use. We need to be able to anticipate the need for replacements to anticipate future costs.
- Continuing to develop programming that can be delivered virtually. Library and Partnered initiatives include:
 - **Let's Talk Science from University of Ottawa**
 - **Science themed kits and virtual sessions on the topics of the kits**
 - **Club for the Future with Postcards for kids to send to Space**
 - **Weekend Readers**
 - **Early-On (BIAK) – activity kits and online sessions**
 - **Book Club – Monthly reads and feeds back to online recommendations for community readers**
 - **Blind Date with a Book – for February readers**
- **Book Bingo Cards:** program engages patrons in exploring new titles
- **March Break Good Morning Program:** In anticipation of continued indoor capacity limits for our Library, we will prepare take away activity kits for families and provide some live and virtual story time for the kids. Pre-registration is required
- We are booked into the **Calabogie Summer Market** for opening and closing days, as well as a few Saturdays in between
- **TD Summer Reading Program** launches in June and runs through the summer – incentives will be provided.
- The Library has been offered and is taking booth space (4 PM to 7PM) at the planned **Canada Day celebrations** for outreach to families.
- Question was asked about the staffing of the Algonquin student. The Algonquin student is part of a volunteer work placement program.
- **Recording of volunteer hours:** Recording of volunteer hours needs to be kept for inclusion. Reflects the significant contribution of volunteers and community engagement.

- When growing our collection with speciality topics that add to community growth (e.g., First Nations liaison, Focus on Science) we can submit the costs in next year's Development Cost reporting for consideration of additional shelving and other items required that meet the criteria for funding assistance

5. Finance

o Budget 2022 Overview

- Board Chair walked through the funding request presented and approved by Council for any questions from Board Members or Public in attendance at the meeting. – No questions
- We received our financial statement as of December and updates are expected as it was year-end. VISA bills reflecting December purchases to arrive on January statement mid-February.
- The Auditors are coming in once the books are closed. CEO and Board Chair compiling all items relevant for the year end closing and Audit.
- Wages and benefits line item covers everything related to staff compensation (and covers equity adjustments)
- Operations line item covers the cost of delivering programs – Chair and CEO would like to see donations increase this year. The Library is running a very lean year in 2022 based on moving so much of the programming virtual and having limited hours open to the Public.
- Memorandum of Understanding with the Township indicates the Township is responsible for Wages and Facilities costs, the Library is responsible for operations costs not covered by the Township.
- Use of RBC funds (donations) are ear-marked for programs and require review and approval by the Board (as a registered charity) on recommendation of the CEO.

- Ontario Library Operation Grant: we do receive some relief for pay equity, as well as some support for communications cost. In the past this has been \$11,817 for wage relief and \$1,368 for communications costs.
 - The cheque for \$1,368 has just been received from the Province to assist with 2022 communication costs.
- The Library has committed to raise \$1,200 in donations and fundraising with a target of \$6,000.
- The funding requested from the Township is within 2% of the total Township operations and in line with all recreational spend in the Township.

o Year-end Financial Preparation

- Highlights: Our finances (books) are in good order. We will be getting our GIC statements by the end of the month.
- End of year estimates of cash and investments (statements are mailed end of January from RBC):
 - Cash \$ 9,000
 - GIC \$ 2,000
 - GIC \$20,820
- When the Township moves to its new Financial System, the question of the ability for the Library CEO to have view and report access to the Library online budget was asked to the Township Treasurer. The answer was ‘yes the capability will exist’. The Library will request this access to reduce the time for Township staff and will assist with real time decision making and forward planning for the CEO.

6. Other Business

o Learning Center Initiatives – Discussion

- Trustee Perrier wanted to ensure the Library is still focused on building community engagement through programs and speaker’s bureau. Trustee Michalicka reviewed the work to date and considerable efforts to build opportunities once in-person event limits are raised.

o Board Succession Plan

- The term of this Board ends in October of 2022. A succession plan will be completed. It will review the past term and recommend objectives for the new Board.
- The advertisements for Library Board members will be published next month. It is a formal process with involvement from the Township.
- Trustee Perrier asked if the Library would prepare a Strategic Plan. The transition plan touches on strategic items and the new Board can address/adjust. Required will be (1) aligning with the Township's preliminary plan in progress and (2) results of 2021 census results that will more accurately reflect the changing demographics of Greater Madawaska and environs. A particular focus will be to understand if there are more new immigrants to the area.
- The CEO has operational objectives every year based on the budget and patron needs.
- Note to staff and Board: There is an upcoming Municipal election. If any candidates wish to speak to/at the Library, all parties/candidates must be represented in fairness.

o Next Meeting

- Board agreed that meetings are preferred in the mornings and Wednesdays on a regular rotation in advance of the Township Council meetings so information for Council is more recent.

7. Adjournment

The meeting was adjourned at 10:22 am

Minutes prepared by Sue Michalicka