



**MINUTES
GREATER MADAWASKA PUBLIC LIBRARY BOARD**

Wednesday, February 9, 2022 9:00 AM – 10:30am
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 9:06 am

2. APPROVAL OF AGENDA

- Approved by consensus.
- Additions/deletions - none

3. DECLARATION OF CONFLICT OF INTEREST

- None declared

4. APPROVAL OF MINUTES: dated January 26, 2021

- Approved by consensus.

5. CEO Report - Ruth Jones

Operations

- Open to the public at 50% capacity
- Continuing with take-home kits from BIAK and Let's Talk Science
- In the works:
 - Writer's Workshop for Students
 - Photo art installation to come in the hallway
- 458 physical materials were in circulation – thanks in part to the partnership with the school. Trustee Lucie Perrier asked for a comparison to last year.
- 11 new memberships
- Staffing is stable – two volunteers are currently in place
- Still seeking volunteers for shelf-reading and item count. As well as craft prep. We're tracking volunteer hours, so we need a formalized system to ensure hours are recorded. Meeting time counts as volunteer hours.
- CEO to send Trustee Perrier (and others as requested) forms and promotional materials to encourage volunteer sign up. All that is needed is a proof of residency.
- Particularly important to record participation from all Wards.
- Small group programs are still planned – better in the summer when driving in the evening is easier.

Annual Reporting/Surveys

- Legislative and required reporting obligations -- CRA, Financial and Funding reports -- are in the works for completion by end of first quarter.
- Annual report will be submitted in March.

Programs

- Family programs are ongoing
- Book Club continues successfully
- February activities:

- Blind Date with a book – February 26 deadline for ballot submission
- Overdrive tutorial – upcoming. Registration required.
- Family Day pass – pick up on Feb 19
- March activities:
 - Similar Blind date program based on bingo for children. Upon completion, cards can be submitted for a small prize
 - March 16: Live Science workshop for March Break
 - Ukrainian egg decorating: looking for local artists to run a workshop at the end of the month.

6. Finance

January Financial Statement

- The audit is underway, and our financials are with the Township.
- We get a statement at the beginning of each month – but there have been some delays. We are green on the budget based on what we received. Wages are under-budget based on reduced hours; this may change when hours are extended in the summer.
- Operating expenses were low in January and rent was not included (possibly because we are still in compulsory lock down as required by the schoolboard.)
- Revenues: Communications Grant received for \$1,368 and Donations total \$146.75; Fundraising won't start until March.
- Insurance costs rose by more than 6% -- this was anticipated and planned for. Coverage has not been fully disclosed. CEO and Board Chair McArthur will follow-up with Township once their Audit is completed.
 - Lois Thomson commented to the Board that in the case of the Matachewan Hall, liability insurance was not part of the Township insurance coverage.– Matachewan was forced to obtain separate coverage for their community hall.

- The Library is located in the school which has liability coverage, and the Library may have some coverage through the landlord.
- Year End Closing, Audit Update and the Revenue Canada Submission are in progress

7. Other Business

Next Meeting - March 9 at 9am

- This meeting will include a review of the completed legislative and financial reports for Board Approval (2021 Financial Audited Statement).
- Proposed fund-raising events – taken to sub-committee led by Trustee Lucie Perrier. Lois Thompson expressed interest in promoting additional activities and engagement in Wards outside Calabogie.

8. Adjournment

The meeting was adjourned at 10:22 am

Minutes prepared by Sue Michalicka