



MINUTES
GREATER MADAWASKA PUBLIC LIBRARY & LEARNING CENTRE
PUBLIC BOARD MEETING

April 09, 2025 9:05am - 9:55am

Via: ZOOM/Public

Present:

Patti McArthur – Board Chair
Ruth Jones – CEO/Treasurer
Barry Brydges
Nicole McKinnon
Emily (Meyers) Thompson
Lois Thomson - Councillor
Kate Zeyl

Absent:

Sue Michalicka

1. Call to Order

2. Approval of Agenda

- Additions: Draft audit
- Approved by consensus

3. Declaration of any Conflict of Interest

- None

4. Approval of Minutes Dated March 19, 2025

- Approved by consensus

5. Finance Report

- **Copy of Insurance Certificate** – This has been shared with the library board. The School Board is the holder of the insurance certificate the library currently has on file. The Township has been asked for more specific information about the library insurance coverage. We recognize that it might take time to extract from the township insurance policy the policies and description of coverage as it pertains to library.
- Barry: What we need to know is: Who is covered? What is covered?

- Lois: Our liability insurance policy seems really expensive. Lois suggested that Matawatchan Hall has purchased their own liability insurance through Darling Insurance, which specializes in non-profits. She will look for alternative quotes on the library's behalf.
- Ruth is to email 'Skippy' (Mary Joan Hale, former CEO) to see if the library there has been a previous insurance claim.
- The total expense for library insurance shows on our February Statement at a cost of \$3011 for the year. Lois has commented that the library show know what it is paying for, exactly.
- **Grant** – Monica at Watersheds has re-submitted the library's 2023 [TD Friends of the Environment](#) (FEF) grant application (developed by Patti and Ruth) on behalf of GMPLLC to secure 2025 funds for the continued development of Watersheds learning resources. The total amount of the TD FEF grant is \$5400. Watersheds is the applicant for the Grant. Watersheds will deliver a workshop and educational materials for the Library to loan to patrons. The materials are books and education kits. Once the list is determined, it can be provided to the Board.

Watersheds also submitted for the [Ottawa Valley Community Foundation Grant](#) – \$4000 - which is intended to purchase the consumable items for our existing Nature Discovery kit program. If awarded, the Library will work with Watersheds to identify what items we would like.

Watersheds has applied through Waters Rangers for a discount on one of the Education kits we would like them to purchase, which will reduce TD FEF expenditures.

Audit – The library received the draft audit from the GM Treasurer on Tuesday morning. In review, the Library and Board will request an amendment in the allocation of revenue. One of the Ontario grants is listed under donations instead of Grants. The recommendations for amendment will be sent to GMT Finance to review and work with the Auditors to deliver an amended Draft for Board approval prior to release to GMT Council. In addition the amount owing to GMT in the Audit is a snapshot of December 31, 2024 in keeping with accounting

standards. The \$11,817 Ontario Grant cheque was cashed in January 2025 and satisfies the bulk of the amount owing in the Audit.

Patti and Ruth are to meet in-person with Jennifer Eve, GM Treasurer, in the near future to review and discuss continuous improvement in our reciprocal finance practices.

6. CEO Report

- **Canada Day Breakfast** - The hunt for volunteers has begun. We have received answers from some of our volunteers returning and the Fire Department has confirmed that they will assist. Kate Zeyl indicated she intends to volunteer and will show up with the syrup. There has been some discussion about whether to reduce table activities to increase turnover space. Planning continues. We will review how we can best accommodate the busy time when lineups are out in the parking lot. Looking to make it all-Canadian where possible.
 - **Library Inventory** – completed in March. Maddy and Ruth will discuss how to use the information gained from this process.
 - **Policies** – We would like to complete a review of library policies by September. Links to policies appear below. Barry suggests that a policy review be part of an annual work plan and feels that the board needs more structure. A strategic plan. Every [new] director should have a copy of our policies in hand that the board sets, follows, and monitors. Lois suggests that policies be made available on the library website.
1. [GMPLLC Policies](#) (on Dropbox) – Note: There is a policies book in the library filing cabinet to review alongside this digital set.
 2. [SAMPLE policies collected from other libraries](#): Policies we might want to consider for our future library.
 3. Trillium Public Library (this is a ‘faux’ library) – [sample policies](#) – these are ‘ground level’ policies – to build on

7. Madawaska Highlander – Submission deadline is April 18, goes to print on April 30. Include a callout for Watersheds seminar interest.

8. Adjournment

Meeting was adjourned at 9:55 am

Minutes prepared by Ruth Jones

