SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
January 17th 2023 7 pm
AGENDA

Land Acknowledgement:

Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes: November 15th 2022**
3. **Report of the Chairperson: Elect a chairperson.**
4. **Business Arising from the Minutes**
   - 4.1. **Madawaska Shelving:** shelving received and installed.
   - 4.2. **OTF Resilient Communities Fund:** Awaiting charging stations and then grant will be finalized.

5. **New Business:**
   - **5.1. Connectivity Funding**: Ontario Library Service will receive up to $460,000 in funding from the Ministry of Tourism, Culture and Sport. We will be reimbursed for all 2022 connectivity costs at the Madawaska Branch.
   - 5.2. **Overdrive (subscription), Access Copyright(licensing) and Day Use Park Passes have been renewed for 2023.**
   - **5.3. CO2 Monitors:**
   - **5.4. Staff Review Committee:**
6. **Reports**
   - **6.1. Finance: Approval of Outstanding Accounts**
   - **6.2. Librarian's Reports**
   - **6.3. Council Report**
7. **Governance**
   - **7.1. Policy:** Device and Special Item Lending Agreement
   - 7.2. **Strategic Planning/Strategic Doing:** analyze survey data
   - 7.3. **Discussion:** volunteer policy/requirements.
8. **Programming:**
   - **8.1. A Brief Ondjitigweyaa Madaoueskarini Algonquin History**
     January 16th, 2023 at 6:30pm Whitney Senior's Centre. This is a free, public workshop.
   - **8.2. A Deeper Dive: Making Land Acknowledgements Matter**
     MARCH 6TH, 2023 @ 6:30pm Whitney Senior's Centre. This is a free, public workshop.
   - **8.3. Card Making Workshop in Whitney:**
   - **8.4. Author Talk: Adam Shoalts** Tuesday May 2nd 1pm School visit, 7pm location tbd
   - **8.5. Code Club Canada:** Charlene Alexander has a zoom appointment with Miranda Anderson to set up the coding club. Wednesday January 18th 1:15pm.
   - **8.6. Other ideas/suggestions:**

9. **Correspondence:**
10. **Any Other Business**
11. **In Camera / Out of Camera**
12. **Next meeting: February 21st 2023 7pm**
13. **Adjournment**

Township of South Algonquin Public Library
Minutes of the Meeting Held
November 15th 2022 @ 7:00 PM

In Person: Sharon Florent, Vicki Forward and Cynthia Haskin
Zoom: Jeff Bowman, Sarah Ennor, Carol Peterson, Charlene Alexander **Regrets:** Councillor Dave Harper, Elaine Hare, Rose Jessup
Land Acknowledgement: Vicki Forward
This is my land acknowledgment. I want to express my thanks to the land we now call South Algonquin and that I now call home. I want to give thanks to the Indigenous Algonquin people who called this land home and have been stewards of the land long before I came here. I want to acknowledge the past and ongoing harms of colonization and recognize that I am a beneficiary of that horrific process – enabling me to settle and adopt this land as my own for a time.
I give thanks to this land for sustaining me in many ways, for allowing me to live, work, play, and raise my family here. This land has literally and figuratively been my bedrock for over 20 years. The land's awesome richness continually enriches me, which in turn enables me, in my own small way, to give back to the land and all its peoples through good stewardship of the library.

Call to Order: 7:07pm

1. **Motion # 2022-55**
   Moved by – Vicki Forward Seconded by – Sharon Florent /To approve the agenda/ Carried
2. **Motion # 2022-56**
   Moved by – Carol Peterson Seconded by – Vicki Forward /To approve the minutes of **October 18th 2022** / Carried
3. **Report of the Chair:** Jeff bowman stated his intentions to step down as chair but plans to remain on the board. Carol Peterson and Sharon Florent will be stepping down from the board, both would like to remain as volunteers.
4. **Business Arising**
   - **4.1. The International Dyslexia Association Ontario's Library Mini grant:** Has been completed.
   - **4.2. Madawaska Shelving**: Estimated ship date for shelving from Montel is November 25 2022.
   - 4.3. **OLS Virtual Conference Follow Up:** Discussed banned/challenged books, and the need to update the collections/Acquisitions Policy. Sarah Ennor attended a webinar regarding a grant's portal called Pocketed, $30 subscription fee. In the recreation committee experience, children's programs are better attended than adult programs.
   - **4.4. OTF Resilient Communities Fund:** awaiting all purchase to come in.
   - **4.5. Budget:**

   Motion # 2022-57
   Moved by – Sarah Ennor Seconded by – Jeff Bowman /To approve the draft budget for 2023./ Carried
   4.5 Signage for Madawaska Branch: Jennifer Barager will investigate the cost and add to the budget.
5. **New Business:**
   - 5.1. Council Orientation: On November 4th I gave the incoming Council an orientation using legacy document.
   - 5.2. Council Contacts and Meeting Schedule: shared in google drive
   - 5.3. Board Recruitment: Township has put out the advertisement.

6. **Outstanding Accounts:**
   Motion # 2022-58
   Moved by – Sarah Ennor Seconded by – Vicki Forward / To approve outstanding accounts ($401.92)/Carried
7. **Programming:**
   - **7.1. Adam Shoalts –** Spring 2023 – newest book.
   - **7.2. Indigenous Programs:** Land Acknowledgements (A Deep Dive) and Local History/Colonialism
   - 12. **Code Club Canada:**
   - 13. Other programming ideas: children's authors, craft/story evenings. Get some student volunteers.
   - 14. Next Meeting: January 17th 2023 @ 7:00 PM
   - 15. **Motion # 2022-59**
     Moved by – Sarah Ennor Seconded by – Carol Peterson
     To adjourn 8:40pm Carried

     Vicki Forward - Chairperson Charlene Alexander Secretary/CEO January 17th 2023

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

BILLS FOR PAYMENT

Jan-23

INVOICE #	LIBRARY:	DETAILS	AMOUNT	TAX
In000001286	590 Both	Ontario Library Service - Overdrive Subscription Renewal	$1,103.45	$126.95
REF# 59289/55614	540 Both	Access Copyright -Photocopying Licensing Renewal	$113.00	$13.00
	TOTAL		**$1,216.45**	**$139.95**

Date: January 17th 2023

Librarian Approval: Charlene Alexander

Motion # 2023- 5 **Moved by – Sarah Ennor** **Seconded by – Jeff Bowman**

To approve the outstanding accounts.

access©

Access Copyright
69 Yonge Street, Suite 1100
Toronto, Ontario M5E 1K3
P: 416 868 1620
F: 416 868 1621
TF: 1 800 893 5777
www.accesscopyright.ca

Invoice

Licensee: Twp of South Algonquin Public Library
Box 208
Whitney, Ontario K0J 2M0
Canada

Attn: Alexander, Charlene

Invoice / Ref #: 59289 / 55614
Licence #: CM00121612
Date Issued: 01-JAN-23

Licensee #: 51554
Licence Term: 01-JAN-23..31-DEC-23
Billing Period: 01-JAN-23..31-DEC-23
Due Date: 01 MAR 2023

Description - Licence Fees		**Amount**
2.00 Photocopier(s) for population 0-4,999 at $50.00	$	100.00
Subtotal	$	100.00
HST #R122997059	$	13.00
Total Due:	$	113.00

Thank you for your business. Please remit payment to: Access Copyright by the **Due Date** indicated above.

Overdue payments will bear **interest charges** from the due date until payment is received in accordance with the Terms and Conditions of Licensing Agreement with Access Copyright.

Please reference Invoice Number 59289 / 55614 on your cheque

If you wish to pay by e-transfer (Canadian payments only up to a maximum of $10,000), please submit your payment to arlink@accesscopyright.ca Please reference your invoice number in the comments section

Twp South Algonquin	DATE	INITIALS
Goods rec'd in good order	Jan 15/23	CC
Approved by Dep't Head		
G/L ACCOUNT# 16-6100-0540		
Clerically accurate		
Paid by Cheque#		
Approved by Council on		

Ontario Library Service
334 rue Regent Street
Sudbury, ON P3C 4E2
Canada

Invoice

Number:	IN000001286
Page:	1
Date:	1/4/2023

Sold to: Township of South Algonquin Public Library
P.O. Box 217
Third Avenue And Hay Creek Road
Whitney, ON K0J 2M0

Attn: Charlene

Ship To: P.O. Box 217
Third Avenue And Hay Creek Road
Whitney, ON K0J 2M0

Attn: Charlene

Reference - P.O. No.	Customer No.	Salesperson	Ship Via	Terms Code
	SOUALG			CASH

Item No.	Description / Comments	Quantity	UOM	Unit Price	Amount
OVERDR	OverDrive, Jan.01.23 to Dec.31.23	1.00000	1	930.000000	930.00
OVERADM	OverDrive admin fee	1.00000	1	46.500000	46.50

Due Date	Amount Due
2/28/2023	1,103.45

Twp South Algonquin	DATE	INITIALS
Goods rec'd in good order	Jan 15/23	CG
Approved by Dep't Head		
G/L ACCOUNT# 16-6100-0590		
Clerically accurate		
Paid by Cheque#		
Approved by Council on		

HST # 10779 8167 RT0001

HST 126.95

Subtotal	976.50
Total taxes	126.95
Total amount	1,103.45
Payment received	0.00
Amount due	1,103.45

Remit To:

Ontario Library Service
334 Regent Street
Sudbury, Ontario P3C 4E2

Payment instructions for EFT

Bank name: TD Canada Trust
Account number: 04385227375
Transit number: 37122
Bank number: 004

Kindly send a remittance advice to: **finance@olservice.ca**

Township of South Algonquin - Monthly Stats
January 2023

	Whitney			Madawaska		
	Nov	Dec		Nov	Dec	2022
Head Count	140	205		106	78	
Circulation	313	418		46	33	
Activity Kits (includes Park passes)	3	5		0	0	
Curbside	1	2		0	0	
Computer users	22	20		6	5	
WI-FI in Library	45	38		29	31	
Inter Library Loans	10	12		1	10	
New Members	5	1		1	0	
Print/fax/copy	8	2		5	3	
Reference	6	15		0	0	
Tech/media/software support	11	14		0	0	
time spent on above requests	205	310		10	40	
other requests	0	0		0	0	
Programs	0	23	class	0	2	
Outstanding Accounts	$0.00		$1,216.45			
Accounts paid with Visa	$0.00					
Over drive users	13	13				
Overdrive circulation	86	79				
Vaccine receipts	2	0		0	0	
non members users	6	7		39	6	

Madawaska November people stats: Tuesday's - 18 Thursday's - 31 Saturday's - 57
Madawaska December people stats: Tuesday's - 18 Thursday's - 44 Saturday's - 16

Whitney November people stats: Wednesday's - 49 Thursday's -66 Saturday's - 25
Whitney December people stats: Wednesday's - 83 Thursday's - 94 Saturday's - 28

December 7, 2022
Resolution # 149
MOVED BY: Councillor Siydock
SECONDED BY: Councillor Rodnick

THAT: Council for the Corporation of the Township of South Algonquin accepts the recommendation of the Library Board and appoints the following members on the new board: Elaine Hare, Jeff Bowman, Vicki Forward, Sarah Ennor, Rose Jessup and Sara Moyle (subject to a favourable police record check).
Carried

December 7, 2022
Resolution # 150
MOVED BY: Councillor Pigeon
SECONDED BY: Councillor Kuiack

THAT: Council for the Corporation of the Township of South Algonquin appoints the following members on the Committees of Council:

a) Asset Management (Transportation and Facilities) – Councillor Joe Florent
b) Waste Management – Councillor Bill Rodnick
c) Human Resources/Administration/Public Relations - Councillor Sandra Collins
d) Emergency Services - Councillor Laurie Siydock
e) Social/Health Services (DNSSAB) - Mayor Ethel LaValley
f) Economic Development – Councillor Shawn Pigeon
   Madawaska Recreation – Councillor Joe Florent
   Whitney Recreation – Councillor Joan Kuiack
   Library Board - Councillor Laurie Siydock
   Community Policing Advisory Committee – Councillor Laurie Siydock
   Renfrew and County District Health Unit - Mayor Ethel LaValley
   Committee of Adjustment – Committee of the Whole, Councillor Joan Kuiack
   Ad Hoc Housing Committee - Mayor Ethel LaValley

Carried

RE: CO2 monitor lending

From: Charlene Alexander whitneylibrary@southalgonquin.ca
To: Ian Collins firechief@southalgonquin.ca
Date: Wed, Dec 14, 2022, 11:12 AM

Hi Ian,

I am planning to add 2-4 CO2 monitors to the libraries collections for lending to patrons. From seeing what other libraries are using, it looks like the Aranet4 Home is the monitor of choice. Price range $318 - $350 a unit. I'm currently looking around for any funding/ programs to purchase these items before I buy using 2023 budget. Are you aware of any programs?

Currently we are adding 4 Radon detectors to the collections. Can you recommend any other equipment that we can/should consider lending to our residents.

Also, I have a literature rack if you have any materials that you would like distributed.

Charlene Alexander CEO/Head Librarian

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

Po Box 208, 33 Medical Centre Rd.
Whitney, Ontario K0J 2M0
613-637-5471

Notice of Collection/Use/Disclosure: All information about municipal services is collected in accordance with the *Municipal Act, 2001*, under s.8 and for Council's purposes under s.239(1) and may be used in Council deliberations, and disclosed in full, including email, names, opinions and addresses to other persons requesting access to records, or as part of a public agenda. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk 613-637-2650 extention 202.

From: Ian Collins firechief@southalgonquin.ca
To: Charlene Alexander whitneylibrary@southalgonquin.ca
Date: Tue, Jan 3, 2023, 11:05 AM

Good morning Charlene.

Sorry for the delay in replying I hope my reply is still relevant.

Firstly I must confess that I hadn't realised that CO2 monitoring was important to our health, but having now conducted some basic research I can see why your interested in having the capability to loan out these types of monitors.
Like your own research I found that it seems the Aranet4 is the leader in the field for home use. Furthermore I am not aware of any funding programmes that would assist you in purchasing these items.

I like the idea of also loaning out radon detectors, another potentially harmful gas regularly found inside our homes. I cannot, at this time, think of any other useful monitoring device to add to your inventory.

I will look to getting some current literature on the use of smoke & CO monitors inside the home for adding to your literature rack in the very near future.

Regards.

Ian Collins

Fire Chief
Township of South Algonquin
Fire Department
firechief@southalgonquin.ca
613-334-9697

"Train Hard makes Work Easy"

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2 Emails

Notes continued after Charlene had to run due to flooding.

7.1 Device loan policy - edits made to the policy to include consequences of damage or non-return, estimated replacement costs, and in and out signatures.
7.1 strategic planning - need to set up a date to analyze the data and make recommendations. Vicki, Jeff, and Sarah to meet with Charlene as soon as possible.
7.3 Volunteer policy/requirements - discussion about getting young people involved in volunteer opportunities. VSS is a barrier. Laurie mentioned that young people will not have their records released in many circumstances. Laurie to check whether the VSS is a requirement for young people and report back to Charlene. Aim to remove as many barriers as possible for volunteers, especially children.
8.1 excellent attendance at event; very encouraging. Discussed lessons to learned on attendance: more difficult to program for adults, local native presenter (family, friends, neighbors giving support to the speaker); issue of great local interest/concern; ACTION: charlene to keep a running log of topics that are of particular interest locally; Charlene to lead a review of the feedback forms to gain extra insight. All to discuss with participants as we see them around town.
8.2 deeper dive on land acknowledgement coming soon.
8.3 card making night - charlene and Cynthia to share with us next month they successes and lessons.
8.4 Adam Shoalts -
8.5 looking forward to setting up the coding club
8.6 other ideas - challenge that location and services of library aren't well known. Looking for ideas how to promote the library as a community hub and how to find it. Particularly over winter. Examples raised: "Amazing race scavenger hunt" to find the library. Offering time for clubs to use the library (Thursday evenings) and promoting heavily on social media. Trivia night (alternative to alcohol fuelled events) ←challenge of overlapping the seniors' events but still worth exploring.
12 meeting on Feb 21 to be held at the Whitney library
13 Adjournment - moved Jeff, 2nd Elaine.