SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
February 20th 2024 Whitney Library
AGENDA

Land Acknowledgement:

Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes: January 16th 2024**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Festival of Outdoor Rinks:** At Whitney branch, we will be hosting a used book sale, a tech display, and a hockey themed story time at 11am with guest reader Carol Peterson. A student volunteer will also be assisting. (strategic alignment: volunteer engagement, community outreach, programming)
5. **New Business:**
   - **5.1. Compliments received in Madawaska:** Our Library has more to offer than their Library in Hamilton.
   - 5.2. **Community Resource Centre:** On March 2nd, we will be hosting a one-hour children's program in conjunction with a CRC Toy Bus program(Madawaska Hall) at the Madawaska branch. Brendia will plan and present the program and Elaine Hare has volunteered to assist. (strategic alignment: volunteer engagement, community outreach, programming)
   - 5.3. **Community Seed Library:** Seeds and seed envelopes have been ordered. Planning to have the 2024 seed library available by late February. (strategic alignment: programming)
   - 5.4. **Canada Reads 2024:** All shortlisted titles are available at both branches. (strategic alignment: programming)
   - 5.5. **Community Survey:** 2024 draft survey

6. **Reports**
   - **6.1. Finance:**
   - **6.2. Librarian's Reports:**
   - **6.3. Council Report:**
7. **Governance**
   - 7.1. **Policy:** Policy review
   - 7.2. **Strategic Planning/Strategic Doing:**
8. **Programming:**
   - **8.1. School visits:** Bi-weekly, 3 classes
   - **8.2. Daycare Visits:** bi-weekly
   - **8.3. Code Club Canada:** Continues bi-weekly
   - 8.4. **Brenda Missen:** Tuesday April 2nd, 7 pm.
   - 8.5. **Adam Shoalts:** early May
9. **Correspondence:**
10. **Any Other Business**
11. **In Camera / Out of Camera**
12. **Next meeting: March 19th 2024 7pm**
13. **Adjournment**

Meeting Notes - Policy Review: Reviewing Library Policies Once the board has invested the time to develop policy, the regular review of all policies is an important aspect of policy development. There are some legislative policies, such as workplace violence, which require an annual review by the Board. As a best practice, the Ontario Public Library Guidelines suggests that all library policies should be reviewed at least once within the four-year term of the library board. When conducting a review of policies, the key is to determine whether the policy has been useful for the purpose it was intended to serve and whether the policy has been effective in the situations for which it was developed. Reports from staff and reactions from the public will indicate the level of effectiveness. Specific challenges against the policy will suggest whether the policy is perceived as being too severe or too lenient. It will also be important to consider how the environment in which the policy was originally created has changed and what alterations should be made to the policy considering such change. In certain cases, few, if any, changes are needed, while in others, a major policy revision might be required.

Township of South Algonquin Public Library
Minutes of the Meeting Held
January 16th 2024 @ 7:00 PM

Attendees: Vicki Forward, Elaine Hare, Sarah Ennor, Jeff Bowman, and Councillor Laurie Siydock. **Staff:** Charlene Alexander **Regrets:** Cynthia Haskin, Rose Jessup
Land Acknowledgement: Vicki Forward
Call to Order: 7:08pm

1 **Motion # 2024-01**
Moved by – Sarah Ennor Seconded by – Jeff Bowman /To approve the agenda/Carried

2 **Motion # 2024-02**
Moved by – Elaine Hare Seconded by – Jeff Bowman /To approve the minutes of **October 17th 2023** / Carried

3 **Report of the Chair:** Thanked Charlene and occasional staff for taking care of staffing in Madawaska.
Requested clarification of staff travel time to & from work

4 Business Arising From the Minutes
4.1 Little Free Libraries: In Whitney, the library has been set up at the Lester Smith Building.
4.2 Water in Whitney: The well is tested quarterly in Whitney.
4.3 Ontario Park Passes: Park passes have been received for 2024.
4.4 Access Copyright: Copyright Licensing has been renewed.
4.5 Library Speakers Consortium: Our micro website is now live.
4.6 Volunteer engagement: Ayla Overy
4.7 Overdrive: Ebook Subscription has been renewed.

5 **Finance:** Discussed the need to upgrade the televisions(outdated technology) at both branches. Charlene will look for funding sources for two new Smart TV's.

6 **Council Report:** Festival of Outdoor Hockey Rinks. The library has agreed to host a used book sale/tech display/story time.

7 **Policy:** Discussed the level of review that the board does on policies. The level of review will be a factual and not in depth. More discussion at next meeting.
Motion #2024-03
Moved by – Jeff Bowman Seconded by – Elaine Hare /To approve the Reference Service Policy update / Carried
Motion #2024-04
Moved by – Jeff Bowman Seconded by – Elaine Hare /To approve the Public Internet Service update / Carried
Motion #2024-05
Moved by – Jeff Bowman Seconded by – Elaine Hare /To approve the Resource Sharing Policy/ Carried
Discussed more intentional programming and to gather ideas.

8 Next Meeting February 20th 2024 @ 7:00 PM Whitney

9 **Motion # 2024-06**
Moved by – Jeff Bowman Seconded by – Sarah Ennor /To adjourn 8:53pm Carried

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

POLICY STATEMENT

ADOPTION AND REVIEW OF POLICIES

Policies are rules of conduct or guidelines created to implement plans which have been established to attain the objectives set by the Board. The policies of the library are statements made by the board about the way in which the library understands and interprets its mission statement. Once the Board has made a policy for any aspect of the operation of the library, staff can then develop procedures and make decisions based on the intent and content of the policy. That is, while the Board is concerned with the *What* of library operations, the *How* is the domain of the staff who are free to change procedures from time to time on condition that the intent of the policy is respected.

While there may be need to develop emergency policies from time to time, the development of policy should be part of a planned process where policies are developed intentionally rather than as a reaction to a problem. The planning process involves the following:

- Assessing the present situation
- Deciding which direction to take
- Deciding how to get there

Planning should follow a cyclical process:

- Conducting a needs assessment
- Developing a mission statement
- Development of a *Strategic Plan* that sets out goals and objectives
- Development and adoption of policies by the Board
- Development of procedures based on the policies
- Review and evaluation of the entire process

For staff, members of the Board, and members of the public to have easy access to them, the policies of the library will be filed in a *Policy Manual*, clearly marked as such.

The Board shall assist the CEO in reviewing the *Policy Manual* from time to time and make any required changes or additions. Policies will be reviewed on a regular basis, ideally every two years. This can be done by scheduling a certain number of policies for review at set intervals. The Board shall approve all new policies and all changes made to established policy

When reviews and revisions are done, the documents will indicate the original date of adoption by the Board and the date of all reviews and/or revisions, even if no changes are required.

Date of Last Review: December 2013, 2022 Approval Date: January 18th 2022
Chairperson: Jeff Bowman CEO: Charlene Alexander

Township of South Algonquin Libraries Monthly Stats

March 2024

	Whitney		Madawaska	
	January	February	January	February
Head Count	110	151	69	95
School visits	50			
combined total	160			
Circulation	483	488	68	161
Activity Kits (includes Park passes)	2	4	0	0
Device	2	5	0	0
Computer users	17	24	3	5
Inter Library Loans	13	4	5	0
New Members	0	3	1	1
Print/fax/copy	9	13	0	2
Reference/Reader's Advisory	16	19	0	0
Tech/media/software support	5	7	0	1
minutes spent on above requests	105	85	0	7
In Library Use	20	38	4	6
Program headcount	50	30	0	0
Over drive users	20		0	0
Overdrive circulation	235		0	0
non members users	5	2	0	13

Madawaska January people stats: Tuesday's 23 - Thursday's - 39 Saturday's - 33

Whitney January people stats: Wednesday's 64 - Thursday's 70 - Saturday's - 17

Township of South Algonquin Public Library
Survey 2024 - draft

The Township of South Algonquin Public Library is updating our strategic Plan. We want to hear from folks in the community. Please take a few minutes to answer these questions. Thanks for your time.

1. Your age group:

Age 4 to 12
Age 13 to 18
Age 18 to 39
Age 40 to 59
Age 60 and up

2. Which branch of the library do you use?

Madawaska Whitney Neither Both

3. How often do you use the library?

More than once a week
Once a week
Once a month
A few times a year
Rarely
Never

4. Do you come to the Township of South Algonquin Public Library to:

Borrow a physical book
Download an e-book or e-audiobook
Borrow a DVD
Borrow an audiobook
Borrow (telescope, binoculars, wood burning kit, Chromebook, C-pens
Borrow passes for the Provincial Parks
Use a public computer
Use the Wi-Fi/Internet with my own device
Use the printer, photocopier or scanner
Look up information or ask a question
Look for community information
Attend a program or presentation
Study or work at the library
Read or sit quietly in library space
Bring my child to a program
Other (please specify)

5. What kind of fiction do you like to read: (select all that apply)

Canadian authors
Indigenous authors
Mystery
Western
Romance
Science Fiction/Fantasy
Thrillers
Historical Fiction
General
Other (please specify)

6. What kind of non-fiction/information, do you like to read (select all that apply)

History
Local History
Indigenous Materials
Geography/Travel
Sports/Games
Art/Music
Technology
Environment
Science/Math
Society/Community
Self-Help
Philosophy/Psychology
Memoirs/Biographies
How-to/Crafts
Other (please specify)

7. How do you like to choose resources/materials? (select all that apply)

Browse the shelves
Staff recommendations
Library's social media (e.g., Facebook recommendations)
Media (e.g., book reviews, stories)
Friends and family recommendations
BookTok, GoodReads website
Other (please specify)

8. What programs and/or services would you like to see at the library?

9. How do you prefer to hear about library activities?

Library website
Word of mouth (family, friends)
Posters/information while at the library
Community notice boards
Newspaper
Library Facebook page
E-mail notifications
Other (please specify)

10. How do you use your Library's technology services? (select all that apply)

Use the free public access computers
Use the library's 24/7 free public Wi-Fi (with my own device)
Count on the library's one-on-one technology support
Use the library website and social media
None of the above

11. The Library is currently open to the public in Madawaska Tuesday 10-3, Thursday 12-7,and Saturday 10 – 2. A total of 16 hours per branch/week. Do these hours suit your schedule?

- Yes
- No

Additional Comments:

12. The Library is currently open to the public In Whitney Wednesday 10 – 3, Thursday 12-7, and Saturday 10 -2. A total of 16 hours per branch/week. Do these hours suit your schedule?

- Yes
- No

Additional Comments:

13. What do you like about the library? What are the strengths?
14.How can we improve our services?
15. Library facilities are clean and well organized. Yes/No, If No, please explain.
16. Staff is friendly, efficient, and knowledgeable. Yes/No, If No, please explain.
17. If you could add one more service to the library, what would it be?
18. Do you have any other comments you would like to share with us?