SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
AGENDA - REGULAR MEETING OF THE BOARD
February 25th, 7pm Whitney Branch/Zoom

Land Acknowledgement:

We acknowledge that we are gathered on the unceded traditional territory of the Omaamiwininii Anishinaabeg (the Algonquin people). We acknowledge that the Algonquin people have been stewards of this land since time immemorial and as such we treat the land, its plants, animals, stories and people with honour and respect. Today, this land is home to Indigenous people from across Turtle Island, as well as many non-Indigenous peoples, and we acknowledge the shared opportunity to live and work within this beautiful territory. All my relations. Chi-miigwetch.

Call to Order

1. **Approval of Agenda** *Motion Required:* Approve the agenda as presented/amended.
2. **Approval of Minutes:** *Motion Required:* Approve the minutes of the January 21st, 2025, meeting.
3. **Report of the Chairperson:** *Discussion:* Updates and messages from the Chair.
4. **Business Arising from the Minutes**
   - 4.1. **Board Evaluations** *Action:* Review the summary of results and next steps. Included below.
   - 4.2. **Staff Evaluations** *Action:* Set a date for the board to review and discuss evaluations with staff.
   - 4.3. **Training - Foundations of Integrating AI in Libraries** *Action:* CEO to attend the opening workshop session on March 6th. *Coverage:* Ambre Schlechter to oversee the Whitney branch.
   - 4.4. **OLA Marketing Libraries Think Tank 2024:** Report attached for review.
5. **New Business:** *Action:* Address any new agenda items.
   - 5.1. **Annual Survey of Public Libraries (ASPL):** Action: Work has begun on the annual survey. The survey is due April 30th, 2025. Information about ASPL is included below.
6. **Reports**
   - 6.1. **Finance** *Action:* Review of the January bank statements. $3396.21
   - 6.2. **Librarian's Report** *Action:* Review and discuss librarian report.
   - 6.3. **Council Report** *Action:* Receive updates from the council representative.
7. **Governance**
   - 7.1. **Governance Committee:** *Action:* CEO is drafting a Memorandum of Understanding (MOU). Due by Dec. 2025.
   - 7.2. **Policy Updates** *Action:* CEO is revamping the anti-spam, privacy, access to information, and board bylaws policies. Sarah Ennor is working with the CEO to ensure the policies are clear and concise. Further revisions will occur once the updated sample policies from OLS are available.
   - 7.3. **Strategic Planning/Strategic Doing** *Action:* Review of vision and mission statements. Included below.
8. **Programming**
   - 8.1. **School Visits** *Action:* Bi-weekly visits for two classes. One class has stopped visiting due to the teacher being on sick leave.
   - 8.2. **Daycare Visits:** *Action:* Maintain occasional visits.
   - 8.3. **Astronomy in Action** *Action:* Apply for an event permit with the school. Apply for grant funding in April through Community Futures Development Corp. Local Initiatives grant. Tentative June 5th, 2025.
   - 8.4. **Adam Shoalts Event:** *Action:* Initiate early planning for Fall 2025 event.
   - 8.5. **Seedy Saturday Events** *Action:* Plan and execute the first-ever Seedy Saturday events at both Whitney and Madawaska branches on Saturday, March 8, from 11 AM to 2 PM. Activities include light refreshments, seed swap, gardening book displays, and a used book sale. This initiative ties into the seed library, now in its third year. The CEO has contacted Seeds of Diversity for resources, free seeds and promotion of their website.
9. **Next meeting: March 25th, 2025, 7pm Madawaska Branch/Zoom**
10. **Adjournment**

4.1 Board Self Evaluation Summary 2025

The board self-evaluation reveals a consensus on various aspects of board participation, performance, and responsibilities. Members agree that:

1. They rarely miss meetings but some struggle with attendance due to mid-week scheduling and location constraints.
2. All members come prepared for meetings, though some could benefit from reviewing documents earlier, especially for meetings requiring heavy documentation.
3. Members respect board decisions and actively contribute opinions, though some occasionally hold back to save time.
4. They do not attempt to exert individual authority or represent the board without authorization.
5. There is agreement on the importance of respecting confidentiality and understanding the Public Libraries Act, though a more thorough review of legislative requirements is suggested.
6. Support for the Board Chair and focus on board issues (rather than day-to-day library operations) is emphasized, but some members feel more distance is needed from operational matters.
7. Feedback is generally constructive, but a more succinct approach could enhance discussions.
8. Members are strong advocates for the library's mission, though their ability to contribute outside meetings can be limited by time or part-time residency.
9. Understanding of the library's financial issues is ongoing, with recognition of the municipality's role.
10. Members are aware of the library's programs, services, and events, and use library services.

Follow Up Steps

Address Meeting Attendance and Scheduling:

- Consider providing mileage support for members to attend programs, to encourage greater participation in events. (outside of board meetings)

Document Review and Preparation:

- Implement a more structured document review process, possibly allowing more time for board members to review materials before meetings. Encourage earlier distribution of packages, particularly for policy reviews and complex documents.

Public Libraries Act Education:

- Organize an annual review or refresher session on the Public Libraries Act and its regulations. This could be a short workshop or presentation to ensure that all members fully understand the legislative requirements.
- Consider providing additional resources or a summary guide for members who may have a vague understanding of the Act.

Clarify Governance vs. Operations:

- Reinforce the importance of keeping a clear distinction between board governance and library operations. This could involve further training or discussions on the board's role versus the CEO's responsibilities.

Ongoing Self-Improvement and Training:

- Maintain a commitment to board member education, whether through formal training sessions, guest speakers, or reviewing best practices in governance and library services.
- Consider conducting future self-evaluations regularly to monitor progress and ensure continued growth.

4.3 Library Marketing Think Tank Workshop – Key Points Report

The Library Marketing Think Tank workshop covered various strategies to enhance library engagement and communication. Key points included:

- Social Media Engagement: Track comments, create graphs, and use fun, engaging content like memes to build trust and interaction.
- Patron Appreciation: Host events with refreshments, book sales, entertainment, selfie stations, and advocate for libraries through board involvement.
- Staff and Volunteer Appreciation: Recognize internal teams with special events.
- Internal Communications: Use tools like Slack for better collaboration and create memorable, engaging content.

What Is Slack?
Slack is a workplace messaging tool through which you can send messages and files. This means that Slack is an instant messaging tool. These add ons are not important for using Slack as the main feature is all about communicating with colleagues. There are two types of chat in Slack: direct message or DM (person-to-person chat), and channels (group chat).

Learn more at: https://www.simplilearn.com/tutorials/slack-tutorial/what-is-slack-app-uses-to-improve-productivity

PDF Accessibility: Ensure documents are accessible with proper titles, bookmarks, searchable text, and thoughtful design, which aids usability.

- OLA The Library Marketplace: Books and Bookish merchandise.
- Podcasting: Promote library-related content on platforms like Spotify (e.g., Library Land Love podcast).
- Social Media Expansion: Add the Threads app to your social media strategy for increased visibility.

The overall theme was to make library marketing fun, engaging, and accessible, with an emphasis on trust, accessibility, and innovative communication tools.

5.1 Annual Survey of Public Libraries

Each year, public libraries and First Nation public libraries must complete the Annual Survey of Public Libraries (ASPL).
The ASPL requires libraries to report on several key metrics including:

- use of technology and digital services
- types of activities and programs they offer

The government publishes reports on the survey results through the Ontario public library statistics program. The survey is updated every year to reflect changes in the public library sector.
Completion of ASPL is a requirement to receive provincial funding.
Our Public Library Operating Grant (PLOG) funding amount is $6464. $5601 is for operating funding and $863 is a pay equity supplement for the CEO. This funding amount has been frozen since 1997.

7.3 Review of vision and mission statements.

Vision Statement:

To position the library as a visible community hub that uses innovative, flexible, and inclusive approaches to

service delivery that reflect the diverse needs of the Township of South Algonquin.

Mission Statement:

The mission of the Township of South Algonquin Public Library is to provide comprehensive services to the highest degree possible within available resources to all users.

Underlying Values

1. Responsiveness to users (Responsive)
2. Accessible to all users (Accessible)
3. Intellectual freedom for users (Freedom)
4. Responsible governance (Governance)

Township of South Algonquin Public Library
Minutes of the Meeting Held
January 21st, 2025, 7pm Madawaska Branch

Attendees: Rose Jessup, Jeff Bowman, Vicki Forward, Sarah Ennor**,** Elaine Hare **Staff:** Cynthia Haskin, Charlene Alexander **Regrets:** Councillor Laurie Siydock

Land Acknowledgement: Vicki Forward

Call to Order: 7:04pm

1. **Motion # 2025-01**

Moved – Jeff Bowman Seconded – Rose Jessup /To approve the agenda/Carried

2. **Motion # 2025-02**

Moved – Jeff Bowman Seconded – Sarah Ennor /To approve the minutes of November 26th, 2024/ Carried

3. **Report of the Chair:** Discussed including the land acknowledgement at the top of the agenda. Consider rotating our acknowledgements to keep it meaningful and genuine.
4. **Business Arising from the Minutes**
   - 4.1. **ILL - Resource Sharing for Groups (RS4G):** Interlibrary loan services have fully resumed. The service has fully moved to the new RS4G web platform.
   - 4.2. **Staff & Board Evaluations:** Self evaluations are being completed by staff and board members, to be submitted to the CEO by the end of January.
5. **New Business:**
   - **5.1. Library Speaker's Consortium has been renewed for 2025.**
   - 5.2. **OLS Updates:** The CEO attended a policies update webinar. The OLS team have revamped all the sample policies, hoping to have them available in March. The library board governance resources will be updated next.
   - 5.3. **Training**: CEO is registered for Foundations of Integrating AI in Libraries starting in March.
6. **Reports**
   - **6.1. Finance:** Bank Statements November $3373.98 December $ 3,385.35
   - **6.2. Librarian Reports:**
   - 6.3. **Council Report:** none
7. **Governance**
   - **7.1. Governance Committee:** CEO is drafting an MOU. To be completed by December 2025.
   - **7.2. Policy:** CEO is revamping anti-spam & privacy, access to information draft policies and board bylaws documents.
8. **Strategic Planning/Strategic Doing:**

   Agendas: The CEO was asked to explore a different approach to agenda-setting, focusing on actionable items and strategic alignment.

   Community Engagement: The discussion included various in-library activities ideas such as game nights, a chess club, and the Bunko dice game. The idea of a quarterly open house was proposed to showcase board advocacy, collections, and services, potentially featuring technology displays and children's story times. Sarah Ennor expressed interest in assisting with the planning and execution of these events. Additionally, the board will consider organizing a library-supported activity for the community's Canada Day event.
9. **Programming**
   - 9.1. **School Visits:** Three classes, bi-weekly **Daycare Visits:** Occasional
   - 9.2. **Astronomy in Action:** Tentative date June 5th, 2025, update notes below
   - 9.3. **Adam Shoalts:** Fall 2025
10. **Correspondence: none**
11. **Any Other Business: none**
12. **In-Camera/Out of Camera:** none
13. **Next Meeting**: February 25th, 7pm Whitney Branch/Zoom
14. **Adjournment**

    Motion # 2025-03

Moved by – Sarah Ennor Seconded by – Jeff Bowman /To adjourn 8:52pm Carried

Township of South Algonquin Libraries Monthly Stats

February 25, 2025

	Whitney		Madawaska	
	December	January	December	January
Head Count	107	145	78	73
School/daycare visit headcount	26	11	0	0
Program headcount	0	0	4	0
combined total	133	156	82	73
Circulation	414	441	38	69
Activity Kits (includes Park passes)	2	3	0	0
Device	11	6	0	0
Computer users	18	25	10	18
Inter Library Loans	0	14	0	1
New Members	0	2	0	1
Print/fax/copy	6	19	5	4
Reference/Reader's Advisory	34	87	1	2
Tech/media/software support	9	18	6	5
minutes spent on above requests	470	658	73	36
In Library Use	6	6	22	19
Over drive users/both branches	18	19	0	0
Overdrive circulation/both branches	123	214	0	0
non members users	58	4	11	16
seed library	0	0	0	0

Head Count by Day

Tuesday	0	0	33	25
Wednesday	46	39	0	0
Thursday	39	145	31	29
Saturday	22	29	14	19

♥Happy Valentines Day ♥

♥Happy Family day♥

Transaction and balance statement report

Company name: CORP OF THE TWN OF SOUTH ALGONQUIN

Library Board

001869679618 CAD

Transaction and balance details

Date	Description	Debit amount	Credit amount	Balance
Jan 01, 2025	**Opening balance**			**3,385.35**
Jan 07, 2025	CREDIT MEMO INT @ 3.7800% CIBC-AUTOMATED INTEREST SYSTI		10.86	3,396.21
Jan 31, 2025	**Closing balance**			**3,396.21**
	Total value		10.86	
	Total count	0	1	