TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
AGENDA - REGULAR MEETING OF THE BOARD
February 24th, 2026, 6 pm Madawaska Branch/Online

Land Acknowledgement:

Call to Order

1. **Approval of Agenda** *Motion Required*
2. **Approval of Minutes:** *Motion Required:* **January 27th, 2026**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Astronomy in Action program 2026 –**
   - 4.2. **Jackie Findlay Library Board Nomination:** The nomination has been submitted to council and will be reviewed at their meeting in March.
5. **New Business:**
   - 5.1. Potential wildlife program in partnership with Drayke Evans, Manager of the Algonquin Wildlife Research Station, who has expressed interest in delivering complimentary wildlife talks for the library.

6. Reports
- 6.1. **Finance:** *Action:* Review of the bank statements. January $ 3,501.96
- 6.2. **Librarian's Report:** *Action:* Review and discuss librarian's and statistical reports.
- 6.3. **Council Report:**

7. **Governance**
   - 7.1. **Policy:**
   - 7.2. **Strategic Planning/Strategic Doing***: Draft* MOU update.
   - 7.3. **Canada Post Community Grant:** Work continues, deadline February 27th, 2026.

8. **Correspondence:**
9. **Any Other Business:**
10. **In-Camera/Out of Camera:**

11. Next meeting: March 24th, 2026, 6 pm Whitney Branch/Online

12. Adjournment: *Action: Motion Required*

Township of South Algonquin Public Library
Minutes of the Meeting Held
January 27th,2026 6pm Whitney Branch/Online

Attendees: Rose Jessup, Councillor Laurie Siydock, Vicki Forward, Elaine Hare
Staff: Charlene Alexander **Regrets:** Sarah Ennor and Cynthia Haskin **Guest:** Jackie Findlay
Land Acknowledgement: Charlene Alexander
Call to Order: 6:00 pm

1. **Motion # 2026-01**

Moved – Elaine Hare Seconded – Rose Jessup /To approve the agenda/Carried

2. **Motion # 2026-02**

Moved – Rose Jessup Seconded – Laurie Siydock /To approve the minutes of October 28th, 2025
Carried

3. **Report of the Chair:** No report
4. **Business Arising from the Minutes**
   - 4.1. **Astronomy in Action program 2026 –** they reached out saying there may be dates available in May & June and they are trying to coordinate with Madawaska Valley Public Library and Maynooth Public school. No word if evening performances will be available.
   - 4.2. **Night Sky Photography with Robert Fisher** – The program was canceled due to lack of interest. May try again early spring.
5. **New Business:**
   - **5.1. Overdrive Review:** In 2025, the OverDrive consortium expanded to two-hundred-member libraries for 2026, providing shared access to a collection of more than 109,000 digital titles. Usage reached a record high, with 5,060,345 total checkouts—an increase of over 7% from the previous year and the highest annual circulation to date. Locally, usage included thirty-four active users and 1,707 total checkouts. To further enhance digital offerings, an All-Access Mystery subscription (450 titles) has been added for 2026.
   - **5.2. Board Membership Inquiry:** Jackie Findlay joined the meeting and introduced herself and her qualifications.

   Motion #2026-03

   Moved - Rose Jessup Seconded - Elaine Hare/That Jackie Findlay be nominated to the Library Board pending receipt of a clear Vulnerable Sector Check/ Carried.
6. **Reports**
   - **6.1. Finance:** Action: Review of the bank statements. November $3486.43 December $3494.25
   - 6.2. **Librarian Reports**: Reviewed and discussed reports.
   - 6.3. **Council Report:** Will follow up with the grocery store regarding a bottle fundraiser. No news regarding the new recycling program.
7. **Governance**
   - 7.1. **Policy: none**
   - 7.2. **Strategic Planning/Strategic Doing**: Draft MOU moved to February meeting.
8. **Correspondence: none**
9. **Any Other Business: none**
10. **In-Camera/Out of Camera:**

    Motion #2026-04

    Moved – Vicki Forward Seconded - Elaine Hare/Motion to move in camera at 6:55pm/ Carried

    Motion #2026-05

    Moved – Rose Jessup Seconded - Elaine Hare/Motion to move out of camera at 7:03pm/ Carried

    Motion #2026-06

    Moved – Rose Jessup Seconded - Laurie Siydock / That the Library Board approve the implementation of a fragrance-free policy at both library locations to support the health and well-being of staff and patrons. / Carried
11. **Next Meeting**: February 24th, 2026, 6pm Madawaska Branch/Online
12. **Adjournment**

    Motion #2026-06

Moved by – Vicki Forward Seconded by – Elaine Hare /To adjourn/Carried.

Township of South Algonquin Public Library CEO Monthly Report
Prepared By: Charlene Alexander

Daily Operations ● **Responsive ● Freedom ● Accessibility**

Assisted patrons with a variety of tasks, including:

- Printing, faxing, copying, scanning, and emailing documents
- Downloading, completing, and submitting online forms
- Providing readers' advisory services
- Proctored one three-hour exams
- Assisted with passport renewal
- Assisted with an ETA travel document
- Assisted with e-transfers
- Assisted with recovery of an email account.

Other Tasks:

- Set up and takedown of seasonal and monthly library displays
- Prepared new books for shelving.
- Ongoing collection maintenance and review
- Updates and maintenance completed on all public computers and Chromebooks
- Created and shared social media (Facebook & Instagram posts and responded to public comments and messages. January 22 posts
- Updated and maintained the library website
- Prepared donated items for addition to the collection
- Purchased books for the Canada Reads Program for both branches.
- Concluded a seed inventory and placed an order. Processing the seeds into packets and preparing display.

Programming ● **Responsive ● Governance ● Freedom ● Accessibility**

- School Visits: Three bi-weekly class visits continued
- Author Visit – Adam Shoalts: Scheduled for Sunday, April 19, 2026
- Astronomy in Action: Possible dates of June 8th,9th or 10th.
- Promoted Virtual author talks in library and on social media.

Governance ● **Responsive ● Governance**

- Prepared agendas, minutes, and reports; attended the regular monthly Library Board meeting
- Attended the monthly Township Committee meeting and compiled a report for Council
- Attended the monthly CEO Informal Zoom Meeting
- Reviewed and submitted staff payroll to the Township on a bi-weekly basis
- Conducted regular check-ins with the Branch Librarian via phone and email
- Drafted a Memorandum of Understanding (MOU); currently under review by Sarah Ennor
- Canada Post Community Grants: Work continues, application due February 27th.
- Annual Survey: Work has begun for the survey, due April 30th, 2026.
- Created new posters, including updated hours of operation and fragrance-free signage

Monthly Township of South Algonquin Public Library Librarian Report
Prepared By: Cynthia Haskin

Daily Operations and tasks ● **Responsive ● Freedom ● Accessibility**

- Assisted patrons with scanning, emailing, faxing, and printing documents.
- Assisted patrons with computer use and technology questions.

Other tasks

- Prepared new books for shelving.
- Checked books in and out and completed shelving duties.
- Working on a list for new books to buy
- Tidied shelves and completed light collection weeding.
- Checked washrooms to ensure cleanliness.
- Created and posted social media posts.
- Putting new spine labels some of the older books
- Ongoing book sales.
- Created a Valentine's display.

Programming ● **Responsive ● Governance ● Freedom ● Accessibility**

Governance ● **Responsive ● Governance**

- Completed Micro Learning Library Basic Refresher modules, including Cataloguing, Collection Policy, Donations, and ILS/OPAC.
- Continued weekly check-ins with Charlene via phone and email.
- Ongoing project to apply new spine labels to older materials.
- Created new posters, including updated hours of operation and welcome signage.

Township of South Algonquin Libraries Monthly Stats					
February 2026	Whitney			Madawaska	
	Jan	Feb		Jan	Feb
Head Count	224	166		86	83
School/daycare visit headcount	68	52		0	0
Program headcount	0	0		0	0
Circulation	531	432		130	101
Activity Kits (includes Park passes)	12	9		1	0
Device	5	7		0	1
Computer users	32	16		16	16
Inter Library Loans	11	24		0	0
New Members	0	0		1	2
Print/fax/copy	43	32		3	5
Reference/Reader's Advisory	112	159		12	4
Tech/media/software support	18	14		3	3
minutes spent on above requests	720	815		98	41
In Library Use	56	58		13	28
Over drive users/both branches		23			
Overdrive circulation/both branches		135			
non members users	18	12		3	6
seed library	0	0		2	2
Head Count by Day					
Tuesday	0	0		30	30
Wednesday	90	65		0	0
Thursday	103	70		35	26
Saturday	31	31		21	27

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, 2026	**Opening balance**			**3,494.25**
Jan 07, 2026	CREDIT MEMO INT @ 2.6000% CIBC-AUTOMATED INTEREST SYSTI		7.71	3,501.96
Jan 31, 2026	**Closing balance**			**3,501.96**
	Total value		7.71	
	Total count	0	1	