TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
AGENDA - REGULAR MEETING OF THE BOARD
April 22nd, 2025, 7 pm Whitney Branch/Online

Land Acknowledgement:

We acknowledge that we are gathered on the unceded, traditional territory of the Algonquin people. As the original stewards of this land since time immemorial, the Algonquin people have cared for its lands, waters, plants, animals, and stories. In this spirit, we honour and respect the land and all who call it home. Today, this territory continues to be a place of belonging for Indigenous peoples from across Turtle Island, alongside many non-Indigenous residents. We recognize our shared responsibility to live, learn, and work together in respect and reciprocity.

At the library, we uphold this commitment by fostering Indigenous Knowledge Centres, deepening our relationship with the land through our Seed Libraries, and creating spaces for learning, sharing, and connection. Chi-miigwetch. All my relations.

Call to Order

1. **Approval of Agenda** *Motion Required*
2. **Approval of Minutes:** *Motion Required:* Minutes of March 25th, 2025
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. Astronomy in Action Update: Planning for the June 5 *Astronomy in Action* event is underway. I've begun the permit process for after-hours school use. The event isn't eligible for the Community Futures LIP grant, but our rep is exploring potential sponsorship.

Motion Required
Motion to transfer $1,500 from Reserves to Programming to cover advertising, fees, and promotional materials.

5. **New Business:**
   - 5.1. **DVD Collection Refresh:** Over the past few years, both branches have received feedback regarding the lack of newer titles in our DVD collection. Due to budget limitations, we typically do not purchase DVDs and instead rely on community donations. We have also rotated our existing DVDs between branches multiple times to offer variety. I have posted on social media requesting donations. To help refresh the collection, I propose weeding the current selection and bringing the withdrawn items to Howard's Pawn Shop in Pembroke to trade for more recent titles.
   - 5.2. 5.2 Board Assembly meeting
   - 5.3. 5.3 OLS virtual meeting
6. **Reports**
   - 6.1. **Finance:** *Action:* Review of the March bank statements. $3415.28
   - 6.2. **Librarian's Report:** *Action:* Review and discuss librarian's and statistical reports.
   - 6.3. **Council Report:**

7. **Governance**
   - 7.1. **Policy:** *Action:* Review and approve Indigenous Awareness and Respect Policy
   - 7.2. **Strategic Planning/Strategic Doing***:*

8. **Next meeting:** May 27th, 2025, Madawaska Branch/Online
9. **Adjournment:** *Motion Required*

Township of South Algonquin Public Library
Minutes of the Meeting Held
March 25th, 2025, 7pm Madawaska Branch/Online

Attendees: Rose Jessup, Councillor Laurie Siydock, Jeff Bowman, Vicki Forward, Sarah Ennor**,** Elaine Hare
Staff: Cynthia Haskin, Charlene Alexander
Land Acknowledgement: Vicki Forward
Call to Order: 7:05pm

1. **Motion # 2025-07**

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

2. **Motion # 2025-08**

Moved – Elaine Hare Seconded – Sarah Ennor /To approve the minutes of February 25th, 2025 /Carried

3. **Report of the Chair:** No report
4. **Business Arising from the Minutes**
   - 4.1. **Staff Evaluations:** CEO evaluation has been completed. Librarian evaluation will be completed soon. Noted that the CEO and Librarian job descriptions need updating.
   - 4.2. **Annual Survey of Public Libraries (ASPL):** Work continues. The survey is due April 30th, 2025.
5. **New Business: None**
6. **Reports**
   - **6.1. Finance:** Bank Statements February 2025 $3406.53
   - 6.2. **Librarian Reports**: Reviewed and discussed reports. Noted that meeting packages had not been uploaded to the website in quite a while. Sarah Ennor mentioned not posting librarian reports on the website. The complete board package will be included, except for any in camera topics.
   - 6.3. **Council Report:** Enquired about more space for the library in the Township Newsletters. Since this isn't possible, other options are to add a QR code to the Township Newsletters or create our own newsletters.
7. **Governance**
   - **7.1. Governance Committee:** none
   - 7.2. **Policy:**

Motion # 2025-09

Moved – Elaine Hare Seconded – Sarah Ennor /Reviewed and approved the Mission, Vision and Values statement / Carried

Motion # 2025-10

Moved – Jeff Bowman Seconded – Sarah Ennor /Reviewed and approved the Statement of Intellectual Freedom, as amended / Carried

   - 7.3. **Strategic Planning/Strategic Doing:** Reviewed "Intellectual Freedom and Public Libraries: Protections Under Ontario's Public Libraries Act and How Library Boards Defend Intellectual Freedom". Discussed intellectual freedom and book challenges that an increasing number of Canadian Libraries are facing.
8. **Programming**
   - 8.1. **School Visits:** Three classes, bi-weekly **Daycare Visits:** Occasional
   - 8.2. **Astronomy in Action** *Next Steps:* Apply for an event permit with the school in the spring. Apply for grant funding in April through Community Futures Development Corp. Local Initiatives grant.
   - 8.3. **Adam Shoalts Event:** Fall 2025.
9. **Seedy Saturday Events***:* Attendees Whitney 3, Madawaska 12
10. **Correspondence: none**
11. **Any Other Business: none**
12. **In-Camera/Out of Camera:** none
13. **Next Meeting**: April 22nd, 2025, 7pm Whitney Branch/Online

14. Adjournment

Motion # 2025-11

Moved by – Sarah Ennor Seconded by – Elaine Hare /To adjourn 8:10pm Carried.

Township of South Algonquin Public Library CEO Monthly Report March 2025 Prepared By: Charlene Alexander

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

Assisted patrons with a variety of tasks including:

- Download, print, scan to email
- Print, Fax, Copy
- Proctored a three-hour exam
- Assisted a patron with updating a resume in Word
- Helped a couple complete their taxes online using Turbo Tax
- Installed and ran an antivirus program on a patron laptop
- Finding and printing knitting patterns
- Resizing and printing wood working patterns
- Assisted with software updates on a patron iPhone
- Readers Advisory

Other Tasks:

- Seasonal display in children's section
- Reviewed books on the new bookshelf, and moved circulated items into the main collection
- Collection maintenance and review (ongoing).
- Weeded the History and Geography non-fiction. Began weeding the DVD collection.
- Performed updates and maintenance on all computers and Chromebooks
- Social Media Posts: Twenty-Eight posts created/shared. Responded to comments and messages
- Updated Website

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

- School Visits: Two classes visit bi-weekly.
- Astronomy in Action June 5th: I have started the process to obtain a permit for after-hours school use.

I enquired about the suitability of the Community Futures LIP grant for this project, and I was told it was not. However, our Rep is working the possibility of a contribution like a sponsorship. Motion to move funds out of Reserve.

- Adam Shoats Fall 2025

- Governance ● **Responsive ● Governance**
- Annual Survey/work continues – Completed and Submitted April 5th
- Completed the three-week course – Integrating AI in Libraries
- Completed Surveys: Overdrive Shared Collection, OLS Service Review and OLA Inclusive Librarianship
- Prepared Agenda, minutes, and report. Attended regular monthly Library Board Meeting
- Attended monthly Township Committee meeting and compiled a report for Council.
- Attended Monthly CEO Informal Zoom Meeting
- Reviewed and submitted staff payroll to township, bi-weekly.
- Regular check-ins with Branch Librarian via phone/email
- Updating the operational manual
- Continue to work on a new format for policies
- MOU

Township of South Algonquin Public Library Librarian Monthly Report March 2025 Prepared By: Cynthia Haskin

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

- assisting patrons with scanning, emailing, faxing, printing documents
- had a few book sales
- helped patrons with their computers
- replenished little library
- scanned book in and out and shelved them
- ordered interlibrary loan books
- continue with clipping Newspaper Articles
- tiding books on shelves
- check washrooms for cleanliness

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

Governance ● **Responsive ● Governance**

- Work continues on updating daily operations manual
- creating daily, weekly, monthly task charts
- creating book list to buy books
- attended Board Meeting and took minutes of meeting
- weekly check ins with Charlene by phone and email

Township of South Algonquin Libraries Monthly Stats

April 2025

	Whitney		Madawaska	
	Feb	March	Feb	March
Head Count	136	139	92	107
School/daycare visit headcount	32	19	0	0
Program headcount	0	5	0	0
Combined Total	168		92	
Circulation	398	450	56	91
Activity Kits (includes Park passes)	4	5	0	0
Device	5	3	0	0
Computer users	13	12	14	19
Inter Library Loans	15	16	0	7
New Members	0	0	0	1
Print/fax/copy	10	13	6	9
Reference/Reader's Advisory	58	30	3	7
Tech/media/software support	16	10	7	3
minutes spent on above requests	730	250	42	63
In Library Use	35	25	28	23
Over drive users/both branches	13	16	0	0
Overdrive circulation/both branches	167	168	0	0
non members users	10	6	20	15
seed library	0	10	0	0

Head Count by Day

Tuesday	0	0	23	28
Wednesday	62	49	0	0
Thursday	48	62	39	39
Saturday	26	28	30	40

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

Indigenous Awareness and Respect Policy

The Township of South Algonquin Public Library understands the need to recognize and embrace the principles of Truth and Reconciliation with Ontario's Indigenous population, as outlined in the Truth and Reconciliation Commission Report.

Section 1: Declaration

With this understanding, the Township of South Algonquin Public Library acknowledges the First Peoples on whose traditional territories we live and work. We believe that acknowledging territory shows recognition of and respect for Indigenous Peoples, both in the past and the present. We believe that recognition and respect are essential elements of establishing healthy, reciprocal relations and are key to reconciliation.

The Township of South Algonquin Public Library will use this Acknowledgement Declaration at the beginning of all meetings held at the library.

> *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.*

Section 2: Collection

Township of South Algonquin Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio, and video materials. Our collection will include titles by and about First Nation communities.

Section 3: Services

The Township of South Algonquin Public Library will provide welcoming spaces and library services to Indigenous peoples and share elements of First Nations culture with non-Indigenous persons.

Date of Last Review: 2021 Approval Date: April 6th 2021
Chairperson: Jeff Bowman CEO: Charlene Alexander

Foundation 2: Respect and Acknowledgement Declaration

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
Mar 01, 2025	**Opening balance**			**3,406.53**
Mar 05, 2025	CREDIT MEMO INT @ 3.3500% CIBC-AUTOMATED INTEREST SYSTI		8.75	3,415.28
Mar 31, 2025	**Closing balance**			**3,415.28**
	Total value		8.75	
	Total count	0	1	