TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
AGENDA - REGULAR MEETING OF THE BOARD
June 24th, 2025, Whitney Branch/Online

Land Acknowledgement:

Call to Order

1. **Approval of Agenda** *Motion Required*
2. **Approval of Minutes:** *Motion Required:* **May 27th, 2025**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Dental Hygiene Clinic:** Free dental screening for children, provided by Renfrew County Health Unit. Whitney branch July 16th from 10 – 2.

5. **New Business:**

6. Reports
   - 6.1. **Finance:** *Action:* Review of the May bank statements. $3433.28
   - 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 updated Ontario Parks Day-Use Vehicle Permit Lending Program
   - 7.2. **Strategic Planning/Strategic Doing***:*

8. Next meeting: September 23rd, 2025, Madawaska Branch/Online
9. Adjournment: *Motion Required*

Township of South Algonquin Public Library
Minutes of the Meeting Held
May 27th, 2025, 7pm Madawaska Branch/Online

Attendees: Rose Jessup, Councillor Laurie Siydock, Vicki Forward, Elaine Hare, Sarah Ennor
Staff: Cynthia Haskin, Charlene Alexander **Regrets:** Jeff Bowman
Land Acknowledgement: Charlene Alexander – Roots and Responsibility Reflection Activity
Call to Order: 7:07 pm

1. **Motion # 2025-16**

Moved – Elaine Hare Seconded – Sarah Ennor /To approve the agenda with amendments/Carried

2. **Motion # 2025-17**

Moved – Elaine Hare Seconded – Rose Jessup /To approve the minutes of **April 22nd, 2025**/Carried

3. **Report of the Chair:** No report
4. **Business Arising from the Minutes**
   - 4.1. **DVD Collection Refresh:** Both branches have begun removing old, uncirculated DVDs from the collections. The CEO spoke with the owner of Howard's Pawn Shop in Pembroke; he is keen to trade with us.
   - 4.2. **Board Assemblies Spring meeting –** Jeff Bowman will not be able to attend due to a scheduling conflict.
   - 4.3. **Budget Approved as requested.**
   - 4.4. **OLS Virtual Conference:** Staff – November 19th Library Board – November 20th
     Rural Roots Conference: The CEO followed up with four local libraries regarding the possibility of shared transportation to the Rural Roots Conference. None of these libraries are attending, so ride sharing is not an option for this conference this year.
5. **New Business:**
   - **5.1. Dental Hygiene Clinic:** The Whitney branch will host a free community dental screening clinic for kids and families, provided by a Registered Dental Hygienists from the Renfrew County and District Health Unit. July 16th from 10 – 2.
6. **Reports**
   - **6.1. Finance:** Review of the April bank statements. $3424.56
   - 6.2. **Librarian Reports**: Reviewed and discussed reports.
   - 6.3. **Council Report:** no report
7. **Governance**
   - 7.1. **Policy:**

     Motion # 2025-18

     Moved – Elaine Hare Seconded – Rose Jessup/To approve the updated Indigenous Awareness and Respect Policy/Carried

   - 7.2. **Strategic Planning/Strategic Doing:**

     Motion # 2025-19

     Moved – Elaine Hare Seconded – Sarah Ennor /To approve the board recruitment brochure/Carried

The Board reviewed and discussed the OLS article Can "Strong Mayors" Strengthen Libraries? It was indicated that our mayor does not want to use these Strong Mayor powers.

8. **Programming**
   - 8.1. **School Visits:** Two classes, bi-weekly **Daycare Visits:** Occasional
   - 8.2. **Astronomy in Action** June 5th, 2025.
   - 8.3. **Adam Shoalts Event:** Fall 2025.
9. **Correspondence: none**
10. **Any Other Business: none**
11. **In-Camera/Out of Camera:** none
12. **Next Meeting**: June 25th, 2025 Whitney Branch/Online

13. **Adjournment**

Motion # 2025-20

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

Meeting Notes

Program Title: Night Sky Photography with Robert Fisher Perseid Meteor Shower

Date: Friday, August 8, 2025, **Rain/Cloud Backup Date:** Saturday, August 9, 2025
Time: 9:00 PM (Sunset & moonrise approx. 8:30 PM)
Location: Tom & Mick Murray Park, Hwy 527
Program Overview:
A hands-on night sky photography session timed with the Perseid meteor shower. In this beginner-friendly program, you'll learn how to capture the night sky using just your smartphone. This program builds on the excitement of our recent astronomy event. This program also supports our ongoing promotion of the Library's Night Skies Kits, which are available for loan at both branches.

Key Details:

- **Presenter:** Robert Fisher (volunteering his time and expertise free of charge)
- **Equipment:** Both library telescopes will be used
- **Site Features:** Open space for viewing, dock over the water, parking available
- **Target Audience:** All ages, families and individual's welcome
- **Access:** Public Park, reasonably accessible from local roads

Goals:

- Encourage community engagement with astronomy and natural science
- Promote use of library STEM resources (e.g., telescopes, Night Skies Kit)
- Provide a free and memorable summer evening activity for residents

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:

- Print, Fax, Copy
- Resizing and printing wood working patterns
- Finding and printing knitting patterns
- Gave an overview of how to use Chromebooks to two teens and gave access to coding club resources
- Helped a patron set up a new smart phone and transfer data from old phone
- Assisted with the setting up of a Gmail account
- Helped a patron a patron download, print, scan and email medical documents
- Proctored a two-hour exam on May 29th
- Readers Advisory

Other Tasks:

- Removed astronomy display and created a June Pride month display
- New Books: Purchased, processed, added to database, displayed and shared on social media.
- Collection maintenance and review (ongoing).

- Discovered a gap in the collections regarding men's general and mental health. The CEO will purchase books for both branches on these topics.
- Continue weeding the DVD collection.
- Performed updates and maintenance on all computers and Chromebooks
- Social Media Posts: 52 posts created/shared. Responded to comments and messages
- Updated Website

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

- **School Visits:** Two classes visit bi-weekly.
- **Daycare Visits –** W**e**ekly visits **s**tarting July 2nd. **Wednesdays at 10:30 AM** – Younger Room, **Thursdays at 1:00 PM** – Older Room
- **Astronomy in Action:** June 5th: Astronomy in Action: Hosted two shows. The program was very well received from the students, teachers and the public. Attendance School: 57 Public: 53. We received 15 program feedback forms and $125 in donations.
- **Adam Shoalts:** Book talk has been rescheduled from Fall 2025 to Sunday April 19th 2026.
- **Night Sky Photography with Robert Fisher Program:** Perseid Meteor Shower.
- **TD Summer Reading Club:** All materials have been received.
- **TackleShare Program:** We have renewed our membership in this program and have received a replenishment of tackle and equipment.
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Governance ● **Responsive ● Governance**

- 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

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

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

- prepared new books for shelves
- assisting patrons with scanning, emailing, faxing, printing documents
- had a few book sales
- helped patrons with their computers
- scanned books in and out and shelved them
- tiding books on shelves
- check washrooms for cleanliness
- performed updates and maintenance on Chromebook computers
- organized some Meeting minutes on google drive Check washrooms for cleanliness

Programming ● **Responsive ● Governance ● Freedom ● Accessibility**
Community-Led Fundraising Opportunity

A new community-led fundraising idea has emerged thanks to a conversation between Cathy Foote and Rajat Yadav of the Madawaska Country Store. During a discussion about bottle return refunds, they noted that some customers decline to keep the money from returned empties. This sparked the idea to install a sign at the store inviting people to donate their bottle return proceeds to the Library instead.
The librarians discussed the proposal and enthusiastically support the initiative. Funds raised through this effort will be directed toward upgrading to Smart TVs at both library branches, enhancing our ability to deliver programs and share digital content with the community.

Governance ● **Responsive ● Governance**

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

Township of South Algonquin Libraries Monthly Stats

	Whitney		Madawaska	
	April	May	April	May
Head Count	194	166	140	109
School/daycare visit headcount	56	41	0	0
Program headcount	0	0	0	0
Circulation	522	469	159	203
Activity Kits (includes Park passes)	6	8	2	0
Device	4	4	0	0
Computer users	24	20	23	21
Inter Library Loans	15	0	3	1
New Members	1	0	2	3
Print/fax/copy	20	20	7	4
Reference/Reader's Advisory	96	94	8	4
Tech/media/software support	21	17	6	8
minutes spent on above requests	730	705	76	86
In Library Use	43	42	24	27
Over drive users/both branches	18		0	0
Overdrive circulation/both branches	183		0	0
non members users	14	16	45	18
seed library	16	20	12	10

Head Count by Day

Tuesday	0	0	36	28
Wednesday	78	58	0	0
Thursday	78	87	66	50
Saturday	38	21	38	31

Astronomy in Action Program June 5 2025

16-6100-820

Date	Description	Source	Sub	Tax	Total	
23-Apr	Book marks - promotional item	amazon	18.99	2.47	21.46	Visa
25-Apr	Permit for After School Use & Custodial Fees	ALCDCB	108.5		108.50	EFT
21-May	Facebook Advertsing	Meta	30	3.90	33.90	Charlene Alexander
31-May	Facebook Advertsing	Meta	14.92	1.94	16.86	Charlene Alexander
5-Jun	Program Fees	Astronomy in Action	950	123.50	1073.50	Astronomy in Action
	Total		1122.41	131.81	1254.22	

First show - students & staff attendees 57

Second Show - public attendees 53

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
May 01, 2025	**Opening balance**			**3,424.56**
May 05, 2025	CREDIT MEMO INT @ 3.1000% CIBC-AUTOMATED INTEREST SYSTI		8.72	3,433.28
May 31, 2025	**Closing balance**			**3,433.28**
	Total value		8.72	
	Total count	0	1	

Policy Number: CIRC 5
Policy Type: Circulation
Adoption Date: 2021
Review/Revision Date: June 24th 2025
Next Review: 2029
Ontario Public Library Guidelines: Not Mandatory

Ontario Parks Day-Use Vehicle Permit Lending Program
Policy & Procedures

The Township of South Algonquin Public Library has partnered with Ontario Parks to loan annual day-use permits to their patrons. Ontario Parks is committed to making our provincial parks more accessible. This program is one way we are helping more Ontarians to get outside and enjoy their local provincial park.

1. Each participating library branch will be provided with three annual day-use vehicle permits to loan free of charge.
2. Loan Period: One week, no renewals. Each patron may borrow once per month.
3. Patrons must be at least 18 years of age and have their library accounts in good standing.
4. Lost Passes: If a permit goes missing, Ontario Parks will not provide replacements. Patrons will be responsible for replacement costs ($225 plus a $5 processing fee) Costs determined annually.
5. All libraries taking part in the program will be required to complete a simple online form at the end of the loaning period. This report will include aggregate statistics for all participating branches within the library and include:

    - total number of annual day-use permits in circulation,
    - total number of loans completed, and
    - the number of people on a waiting list for next year.

6. Patrons will be informed that they must register for a Daily Vehicle permit online reservations.ontarioparks.ca, By phone at 1-888-668-7275.

This section will be removed as it was replaced by the Device and Special Item Lending Agreement

The Township of South Algonquin Public Library
Ontario Park Pass Borrowing Agreement

I, _____have read The Township of South Algonquin Public Library Ontario Park Pass Policy and Procedures and agree to the terms and conditions.

I agree to take full responsibility for the Ontario Parks Pass that I am checking out. I agree to pay the entire replacement cost ($225 plus a $5 processing fee if I fail to return the item, or return it in an unusable condition (determined by the Library C.E.O.).

User Name: _____
User Signature: _____
Check out date: _____
Return date: _____