

# MERRICKVILLE PUBLIC LIBRARY

## Board Meeting Minutes

Merrickville Public Library Board's meeting was held on November 26, 2024 at 6:30 pm at Merrickville Public Library.

Present: M-W: Kait Brady, Jane Coghlan, Cindi Delcorde, Amelia Wilding, Margaret Gural (Council Rep),  
Montague: Olivia Enns  
and Mary Kate Laphen (CEO)

Regrets:

Other:

1. Meeting called to order at 6:37 pm.

2. **Declaration of Pecuniary Interest:** None.

3. **Adoption of Agenda:** Moved by Jane; seconded by Cindi. **ADOPTED.**

4. **Approval of Minutes:**

- October 22/24 board meeting. Moved by Olivia; seconded by Cindi. **APPROVED.**
- November 17/24 special meeting. Moved by Cindi; seconded by Amelia. **APPROVED**

5. **Delegations from Public:** None.

6. **Correspondence:**

7. **Friends of the Library Report:** Cheryl Geeson submitted an update on the Friends recent activities. As they were busy in the early part of the year, they did not do any fundraising this fall. They have sponsored their usual library services (OverDrive, Kanopy, DVDs), and have also donated money for the adult non-fiction and a new vacuum, as well as some programs. They have had their AGM, and have meetings coming up to review their financials and to plan for 2025 fundraising.

8. **Report from Council:**

- Budget 2025 update included under **#10a.**

9. **Librarian's Report:** see Notes below.

10. **Strategic Planning:** Reviewed compiled working notes from Nov 17 special meeting. Reviewed draft interview questions for staff, volunteers, community partners and key informants. Reviewed preliminary questions for the survey. Discussed priorities.

### Action Items:

- Mary Kate will refine the interview questions based on discussion and move forward with interviews in Dec and Jan. Mary Kate will continue working on the survey and will look at other libraries' surveys and contact the OLS consultant for feedback – revised draft survey to be reviewed at the Jan 2025 meeting.

11. **Other Business:**

a) **Financial:**

i. **Budget 2025 - Update:**

- **Merrickville-Wolford:** Budget and request for municipal funding was sent to the Treasurer and the funding request was included in the draft municipal budget reviewed by Council on Nov 18. Mary Kate was present. There were few questions, but Mary Kate had an opportunity to explain the increase to the Library's funding request.
- **Montague:** No further word on this as yet.
- Note: Councils are facing some large budget increases (eg OPP) which may impact other funding (eg for the Library).

ii. **Resolution re: transfer of donations (24-NOV-01).**

- Resolution to transfer reserved 2023 funds for 2024 projects from the Reserve back to Operating.
- Moved by: Olivia; seconded by: Cindi. **APPROVED.** Mary Kate will forward to Treasurer.

b) **Facilities:**

i. **Lease Update:** still pending. Mary Kate will follow up with the CAO.

c) **Partnership Projects 2025:**

i. **Project w/ Historical Society (Houses):** Mary Kate is in discussion with members of the Historical Society about a joint project to make the information and pictures of local houses in Wolford and Merrickville that are contained in the Library's Alice Hughes' collection and the Historical Society's Archives more publicly accessible – possibly by entering it in the Historical Society's database. This may involve applying for a grant to hire a summer student and it may involve using some funds donated to the Library to support digitalizing the Alice

Hughes' collection.

**Motion:** That Mary Kate work with the Historical Society to develop this project. Moved by: Jane, seconded by: Margaret. **APPROVED.**

ii. **Project with Lions Club (Remedial Reading):** update deferred until next meeting.

iii. **Project with Rideau Roundtable (Eco-Literacy Centres):** update deferred until next meeting.

12. **Questions from the Public:** None.

13. **Next meeting:** December meeting cancelled.

Next regular meeting: Tues, January 28 at 6:30 pm at the Library.

14. **In camera session:**

**Motion to go into a closed session for the following reason:**

i. Personal matter involving an identifiable individual, including employees (Annual CEO Performance Review).

Moved by: Margaret, seconded by Amelia. **APPROVED** at 8:27.

Mary Kate left the meeting.

**Motion:** to return to Open Session. Moved by: Olivia, seconded by Margaret. **APPROVED** at 8:48.

**Motion:** for Kait and Amelia to proceed as directed. Moved by: Margaret, seconded by: Jane.

**APPROVED.**

15. **Adjournment:** Moved by: Cindi, seconded by: Amelia. Meeting **ADJOURNED** at 8:49 pm.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

### Librarian's Report:

#### **Statistics**

<b>Oct</b>	<b>2024</b>	<i>September 2024</i>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
<b>Patrons</b>	1227 (w/mtgs) + 137 OverDrive users:	1094 (w/mtgs) + 132 OverDrive users:	1089 (w/mtgs) + 114 unique OverDrive users: 8 new (member households)	1123 (incl. mtgs) + 94 unique OverDrive users:	720 + 109 OverDrive users	774 + 93 OverDrive users:
<b>(Kids/ Youth)</b>	305 (66k / 239y)	303 (78k / 225y)	265 (97k / 168y)	305 (92k / 213y)	132 (44 k / 82 y)	157 (50k / 107y)
<b>(Progs)</b>	164 – in (18 Adult prgs 9 kids prgs) 74 –out (2 visits + Halloween party photos) CVs: 0 – in (0) 272-out (14)	149 – in (11 prgs) 38 –out (5 visits) CVs: 6 – in (1) 38-out (2)	210 – in lib (21 prgs) 117 –out (5 visits) CVs: 19 – in (1 class) 146 – out (8 visits)	152- at lib (14 prgs) 103 – out of lib (6 prgs) Class Visits: 227 (5 CVs @ lib, 10 CVs @ school)	33 – in liby (5 prgs + Halloween stations) 23 - Take & Make (2 crafts) 30 - Zoom programs (4 prgs)	31- at lib (4 prgs) Online Storytime (YouTube) 23 views
<b>Mtg Rm users</b>	60 (11 mtgs)	50 (7 mtgs) Zoom: 18 (2 mtgs)	48 (7 mtgs)	66 – in lib (10 mtg) 7 – Zoom [1 mtg]	13 – in liby (4 mtg) 7 – Zoom (1 mtg)	15 virtual (2 Zoom mtg)
<b>Circulation</b>	<b>TOTAL: 2481</b> Lib: 1357 (A-946, J/ T- 411) OverDrive: 822 circ Kanopy: 302 plays Seed Library – 0 pks (0 user)	TOTAL: 2698 Lib: 1545 (A-912, J/ T- 633) OverDrive: 938 circ Kanopy: 215 plays Seed Library – 3 pks (1 user)	TOTAL: 2605 Lib: 1538 (A-919, J/ T- 619) OverDrive: 881 (circ) Kanopy: 186 plays Seed Library – 0	TOTAL: 2816 Lib: 1919 (A-1039, J/T – 819) OverDrive: 785 (circ) Kanopy 112 plays	Total: 2083 Lib: 1398 (A-836, J/T-562) OverDrive: 633 (circ) Kanopy 52 plays	TOTAL: 2436 Lib: 1789 (A-947, J/T-837) OverDrive: 598 (circ) Kanopy 49 plays

<b>Internet use (+wireless):</b>	<b>279</b> (109 / 164w / 6-tab)	<b>212</b> (76 / 123w / 13-tab)	<b>240</b> (84 / 151w / 5-tab)	<b>177</b> (62 / 115 wifi)	<b>181</b> (52 / 129 wifi)	<b>188</b> (75 / 113 wifi)
<b>ILL borrowed/lent:</b>	100 in / 73 out	53 in / 64 out	70 in / 42 out	51 in / 39 out	71 in / 29 out	57 in / 50 out

**Overview:** In October, visits were up, but circulation was generally down (except for Kanopy). There were extra adult programs and ILLs were unusually high (book club demand). Programs and ILLs will be lower in November (ILLs are affected by the mail strike and the switch to a new platform).

### Programs & Services:

#### Adult Programs:

**Fitness for Your Aging Brain** (4 groups), **Guided Meditation** (run by Health Centre), and Book Club continued in November. **Off the Shelf** postponed to early Dec. The Library Book Club organized an author visit (Peggy Blair) to the Legion in November; they took donations and gave \$160 to the Library for books.

#### Children's Programs:

**StoryTime & Saturday Play Days:** StoryTime attendance continues to be a bit low.

**Jingle Bell Jive:** A local musician/music teacher has offered to do a Christmas music program for preschoolers this month.

**Playgroup:** is still on hiatus because they haven't been able to find a new coordinator for the group.

**Daycare:** I continue to do story visits once a month to 2 of the groups, and lend books on request.

**Class Visits:** Merrickville School: I continue to visit the SK & Gr 1 classes every other week and did Halloween visits to 3 classes. I did Halloween visits to 7 primary classes at Montague School, and have Christmas visits scheduled. It has also been suggested that I do monthly visits in the new year.

We haven't had any class visits from the schools, except occasionally from one of the Merrick Prep classes. I will reach out again in the new year.

**Museum Passes:** These continue to get steady use, but there is usually at least one available.

**Internet/Computers:** The computers aren't busy, but are definitely being used. Currently all the equipment seems to be in good shape.

**InterLibrary Loans:** These were very busy in October. I've completed the training for the new ILL system (although there may be more coming) and the new system is live, but everything is on hold because of the mail strike.

**Meeting Room:** Continues to be well-used by library programs and community group meetings.

**Collection:** I've started weeding the Adult Fiction and Large Print. I've put in an order for the core winter bestsellers. The big Scholastic sale (kids' books) is coming up in December.

**Volunteers:** All is good on this front. I have given the annual gift certificates to the volunteers. The volunteers do shelving, processing new books, packaging ILLs, genealogy scanning, etc.

**Facilities:** The water continues to give trouble occasionally but things are mostly good at the moment.

**Publicity/Outreach:** Continue to put a column in the Phoenix (the next issue is the Winter one or Dec -Feb) and publicize programs, etc on the website and social media. I've reached out to the Daycare to promote the Jingle Bell Jive.

**Partnerships/Outreach:** This continues to be busy.

- **Firefighters:** I did the green screen photos at the Firefighters Halloween party. They were well-received.
- **Girl Guides:** The Girl Guides weren't able to get enough kids, and so they've cancelled their use of the meeting room.
- **Early ON visits:** This has been delayed on their end, but we are talking about a program in the new year.
- **Trails Society:** We work with the Trails Society to change the Story Trail story regularly. The group has put up some new displays in the Library and in their outdoor display case (on the Library wall).
- **Eco-Champions:** We are still waiting for a new project leader from the Lions.
- **Lions Club Literacy Project:** *see Other Business 10c)ii.*
- **Eco-Literacy Centres:** *see Other Business 10c)iii.*

**Professional Development, Meetings, etc:** I attended the OLS Virtual Conference and an OLS webinar on

Pay Equity, completed the ILL training, and will be attending an OMERS information session.

**Donations:** We have received several small donations and donations from 2 book clubs.

**Grants, etc:** The 2024 PLOG will be coming out in December (same as last year).

**Plans for the month:** Do Christmas class visits, work on the Strategic Plan items, write up the Seed Library report, follow-up on some of our joint projects, continue weeding the adult fiction, and generally try to wrap things up a bit, plus the usual library business. The Library will be closed Dec 24 – Jan 1 while staff take some time off.