

**MERRICKVILLE PUBLIC LIBRARY**  
**Board Meeting Minutes**

Merrickville Public Library Board's meeting was held on January 28, 2025 at 6:30 pm at Merrickville Public Library.

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

Regrets: Amelia Wilding,

Other:

1. Meeting called to order at 6:35 pm.

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

3. **Adoption of Agenda:** Amendments: Items added to #12a) Facilities and to #12b) Financial and #4) Election of Board Chair was moved to the end of the agenda.

**Motion** to adopt the agenda as amended: Moved by Cindi; seconded by Olivia. **ADOPTED.**

4. **Approval of Minutes:**

- Nov 26/24 board meeting. Moved by Jane; seconded by Cindi. **APPROVED.**
- Dec 17/24 special meeting. Moved by Cindi; seconded by Margaret. **APPROVED**
- Jan 20/24 special meeting. Moved by Cindi; seconded by Jane. **APPROVED**

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

6. **Correspondence:** None.

7. **Friends of the Library Report:** Cheryl Geeson submitted an update on the Friends recent activities. The Friends recently met for their annual thank you luncheon for library staff. The group is currently planning their spring fundraisers (garage sale and plant sale) and are discussing a new fundraiser for the fall.

8. **Report from Council:**

- The Municipal Budget for 2025 has been passed by Council. The Library will receive the funding that was requested as per our budget.
- The Planning bylaw is being updated. This may affect zoning re: more multi-dwelling residential units. This may affect population numbers going forward.
- The Municipality is creating an Economic Development committee, as well as a new Recreation committee – might there be possibilities for the Library to contribute to these committees? Mary Kate will make inquiries.

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

10. **Strategic Planning:** Update re: Survey. Reviewed avenues for distributing the print survey (tax bills, Phoenix) and associated costs. Montague will be unable to include print surveys in their tax bills, but will include the link to the online survey in the newsletter they distribute. Online survey is ready and will "go live" in Feb. Will promote on website, social media and request the municipalities to share it. The Board has agreed to take the lead on creating the final report on the Community Needs Assessment, etc. We have had a volunteer from the public to assist with our strategic planning process.

11. **Other Business:**

a) **Facilities:**

- i. **Lease Update:** The lease has been approved and signed by Council at their Jan 27 meeting. The Board Chair and CEO have now signed the lease as well. It's official.
- ii. **Insurance:** As requested, Mary Kate contacted the insurance provider to clarify our coverage as per the lease. The policy is currently being updated, but the provider will forward a copy when it is available.
- iii. **Chair Lift repair:** During the recent inspection of the chair lift, the technician determined that the rope guide shoe needs replacement (\$958 for installation).

b) **Financial:**

- i. **Budget 2025 - Update:** As mentioned in the Report from Council, the Budget has been approved.
- ii. **Resolution re: Salary Grid / 2025 Salaries (25-JAN-01):** Reviewed the draft 2025 Salary Grid and the staff salaries for 2025 that were included in the Library's budget, pending municipal budget approval.

**MOTION:** to approve Resolution. Moved by: Cindi, seconded by: Margaret. **APPROVED.**

iii. **Financial Statement (2024, 4<sup>th</sup> Q):** Reviewed financial statement.

- **MOTION** to accept as information. Moved by: Olivia; seconded by: Jane. **APPROVED.**

c) **Performance Review:** The CEO performance review is completed and signed. Kait will write a letter to inform the municipality that this has been completed Mary Kate has also completed the staff performance review.

12. **Election of Board Chair:** Kait, being willing to continue as Chair, was acclaimed for 2025.

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

14. **Next meeting:** Tues, February 24, 2025 at 6:30 pm at the Library.

15. **Adjournment:** Moved by: Margaret, seconded by: Cindi. Meeting **ADJOURNED** at 7:35 pm.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

**Librarian's Report:**

**Statistics**

<b>November</b>	<b>Nov 2024</b>	<b>Oct 2024</b>	<b>Nov 2023</b>	<b>Nov 2022</b>	<b>Nov 2021</b>
<b>Patrons</b>	1171 ( <i>incl. mtgs</i> ) & 136 OverDrive unique users:	1227 ( <i>w/mtgs</i> ) & 137 OverDrive users:	1106 ( <i>incl. mtgs</i> ) & 108 OverDrive users:	1101 ( <i>incl. mtgs</i> ) & 104 OverDrive users:	783 & 113 OverDrive users
<b>(Kids/Youth)</b>	268 (97k / 171y)	305 (66k / 239y)	291 (70k / 221y)	271 (73k / 198y)	153 (45 k / 108 y)
<b>(Progs)</b>	219 - at lib (23 A prgs, 12 J prgs) 34 – out of lib (2 prgs) Class Visits: 11 in (2 CV @ lib) 37 out (2 CV to school)	164 – in (18 Adult prgs 9 kids prgs) 74 –out (2 visits + Halloween party photos) CVs: 0 – in (0) 272-out (14)	178- at lib (23 prgs) 37 – out of lib (5 prgs) Class Visits: 19 (1 CV @ lib)	112- at lib (16 prgs) 33 – out of lib (3 prgs) Class Visits: 60 (4 CVs @ lib)	35 – in liby (8 prgs)  0 - Zoom prg (0 prgs)
<b>Mtg Rm users</b>	57 – in lib (9 mtg)	60 (11 mtgs)	46 – in lib (7 mtg)	90 – in lib (13 mtg) 6 – Zoom (1 mtg)	16 – in liby (4 mtg) 7 – Zoom (1 mtg)
<b>Circulation</b>	<b>TOTAL: 2866</b> Lib: 1540 (A-936, J/T – 596)  OverDrive: 1052 (circ) Kanopy 274 (plays)	<b>TOTAL: 2481</b> Lib: 1357 (A-946, J/ T- 411) OverDrive: 822 circ Kanopy: 302 plays Seed Library – 0 pks (0 user)	<b>TOTAL: 2761</b> Lib: 1618 (A-977, J/T – 641)  OverDrive: 858 (circ) Kanopy 285 (plays)	<b>TOTAL: 2829</b> Lib: 1841 (A-1061, J/T – 780)  OverDrive: 849 (circ) Kanopy 139 (plays)	<b>Total: 2235</b> Lib: 1573 (A-954, J/T-628) OverDrive: 556 (circ) Kanopy 106 (plays)
<b>Computer / Internet use (+wireless):</b>	<b>262</b> (92/ 155 wifi/ 15 tablet)	279 (109 / 164w / 6-tab)	247 (98/ 137 wifi/ 12 tablet)	174 (66 / 107 wifi / 1 tablet)	169 52 / 117 wifi)
<b>ILL borrowed/lent:</b>	29 in / 35 out	100 in / 73 out	44 in / 54 out	58 in / 55 out	60 in / 47 out

December	Dec 2024	Nov 2024	Dec 2023	December 2022	December 2021
<b>Patrons</b>	<b>722</b> (incl. mtgs) &131 OverDrive users:	1171 (incl. mtgs) & 136 OverDrive unique users:	810 (incl. mtgs) &108 OverDrive users:	730 (incl. mtgs) &106 OverDrive users:	632 & 103 OverDrive users (unique)
<b>(Kids/Youth)</b>	183 (56k / 127y)	268 (97k / 171y)	189 (52k / 137y)	195 (47k / 148y)	111 (42 k / 69 y)
<b>(Progs)</b>	108- at lib (5 A prgs, 6 J prgs)  61 – out of lib (3 prgs) Class Visits: 218 (0 CVs @ lib 11 CVs to schools)	219 - at lib (23 A prgs, 12 J prgs) 34 – out of lib (2 prgs) Class Visits: 11 in (2 CV @ lib 37 out (2 CV to school)	140- at lib (20 prgs) 90 – out of lib (5 prgs) Class Visits: 172 (0 CVs @ lib 9 CVs to schools)	68- at lib (10 prgs) 69 – out of lib (4 prgs) Class Visits: 236 (4 CVs @ lib 10 CVs to schools)	39 – in liby (9 progs) 20 – T&M crafts (3 crafts)  39 – Vax QR codes  0 - Zoom programs
<b>Mtg Rm users</b>	20 – in lib (4 mtg) 0 – Zoom (0 mtg)	57 – in lib (9 mtg)	20 – in lib (4 mtg) 0 – Zoom (0 mtg)	33 – in lib (6 mtg) 0 – Zoom (0 mtg)	6 – in liby (2 mtg) 8 – Zoom (1 mtg)
<b>Circulation</b>	<b>TOTAL: 2047</b> Lib: 1049 (A-635, J/T – 398)  OverDrive: 841 (circ) Kanopy 157 (plays)	TOTAL: 2866 Lib: 1540 (A-936, J/T – 596)  OverDrive: 1052 (circ) Kanopy 274 (plays)	TOTAL: 2261 Lib: 1216 (A-806, J/T – 410)  OverDrive: 833 (circ) Kanopy 212 (plays)	TOTAL: 2255 Lib: 1188 (A-703, J/T – 485)  OverDrive: 827 (circ) Kanopy 133 (plays)	Total: 1865 Lib: 1268 (A-841, J/T- 427) OverDrive: 553 (circ) Kanopy 44 (plays)
<b>Computer / Internet use (+wireless):</b>	<b>165</b> (75 / 88 wifi/ 2 tablet)	262 (92/ 155 wifi/ 15 tablet)	146 (61 / 81 wifi/ 4 tablet)	107 (34 / 73 wifi)	131 39 / 92 wifi)
<b>ILL borrowed/lent:</b>	9 in / 19 out	29 in / 35 out	28 in / 39 out	44 in / 32 out	50 in / 45 out

**Overview:** During November & December, there was the usual slowdown, although November stats were up from last year, mostly due to a higher number of adult programs and increased use of our OverDrive collection. ILLs were down in both Nov and Dec because of 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. Meditation, Book Club, and **Off the Shelf** ran in Dec. In January, Meditation started up again and a new session of **Fitness for Your Aging Brain** (2 groups) will run through Feb & Mar. **Off the Shelf** had to be cancelled in Jan.

#### Children's Programs:

**StoryTime & Saturday Play Days:** StoryTime attendance has been up in January. The Saturday PlayDays continue popular overall.

#### Upcoming:

**Teen Chill & Chat:** We are hoping to start up a teen/tween group with crafts, etc. starting in Feb. Three local teens are going to run it (with my help).

**"Juice Jam":** Anya Perry (local musician/music teacher) will be doing another music program for preschoolers & primary students in March.

**EarlyON baby program:** Staff from the Early Years Centre will do a baby program in March. If response is good, it may turn into regular visits.

**Playgroup:** started up again in January. I will be making regular story visits.

**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 am now visiting 3 primary classes every other week (including Christmas visits). I did Christmas visits to 8 classes at Montague School, and started monthly visits in January.

One class from Ste Marguerite will be starting visits to the Library soon.

**Museum Passes:** These have been in demand in December and January.

**Internet/Computers:** Computer use is fairly steady; everything is working properly. Currently all the equipment seems to be in good shape.

**InterLibrary Loans:** ILLs are back! We have been filling a lot of requests in January.

**Meeting Room:** Continues to be well-used by library programs and community group meetings, although meetings are always down in December.

**Collection:** I went to the big Scholastic sale (kids' books) in December and purchased new books that will be added in Jan & Feb. I finished weeding the Adult Fiction & Large Print and we have done a refresh on some of our DVDs. The winter bestsellers are starting to come in, and I will be putting in an order for Spr-Sum bestsellers soon.

**Volunteers:** All is good on this front. We have a new volunteer who is helping with the genealogy digitization project. The volunteers do shelving, processing new books, packaging ILLs, genealogy scanning, etc.

**Facilities:** The traps killed 5 mice during our holiday closing (and one more in early Jan). They were all in the same area, so we have taken additional measures(!). Since then, all has been quiet – so far.

**Publicity/Outreach:** Working on ways of promoting our programs, while the Phoenix is on its winter break. Have also been reaching out to our community partners, volunteers and staff for feedback as part of our community needs assessment. I need to follow up on these!

**Partnerships/Outreach:** There's lots on the go – in addition to the ones mentioned above:

- **Seed Library:** This will open for the Snowflake Festival on Family Day. Volunteers from the committee have purchased some seeds and organized the donated seeds. We had a table at the Virtual Garden Party organized by the Lions. We will be having a planning meeting for Seedy Saturday (April 12) in Feb. Diana Beresford-Kroeger has agreed to speak at it. The 2024 Seed Library Report is finished and posted on our website.
- **Eco-Champions:** We are starting this for 2025, although still need a new project leader from the Lions.
- **Lions Club Remedial Reading Project:** *The planning for this continues to move forward;* it is in the hands of the Lions at the moment.
- **Eco-Literacy Centres/ Rideau Roundtable:** Someone has been hired to develop programs to be delivered in the libraries (there are now 6 local libraries participating in this). There should be something during March Break, and several during the summer.
- **House Info Project w/ Historical Society:** this is currently in the hands of the Historical Society. I will reach out and check on its status.
- **Seniors' Phone Course:** I contacted the Adult Learning Centre about running this course here again in 2025. The instructor is working on scheduling (it is an in demand course), but is also interested in running it again here. Nothing definite as yet, however.
- **Chair Yoga:** Someone asked me about this, so I reached out the Health Centre about hosting it here, and they are also interested in making this happen. We are also talking to the Lions Club about becoming involved, as they are interested in seniors programs and accessibility issues. It's early days, but the outlook is promising.
- **Repair Café:** I contacted Sustainable MW about reviving this program. There is interest and they will look into it and get back to me.

**Professional Development, Meetings, etc:** I don't have any training scheduled at the moment, but there is likely to be some opportunities coming up in the winter/spring.

**Donations:** We have received some generous donations and have developed a wall plaque design that we can use for larger donations.

**Grants, etc:** We received the 2024 PLOG in December. We should be getting our reimbursement for our 2024 internet and ILL postage costs soon.

**Plans for the month:** Continuing on with programs (planning, promoting, running), projects with our partners, and class visits; compiling year end stats, completing the Annual Survey, and writing the Annual Report; following up with community partners re: strat plan questions and making sure the public survey deploys smoothly (online & distributing print copies) – other than that, strategic planning will be on the back burner for Feb, while I focus on the year end/ Annual Report -- plus the usual library business.