

MERRICKVILLE PUBLIC LIBRARY

Board Meeting Minutes

Merrickville Public Library Board's meeting was held on April 22, 2025 at 7:00 pm at the Library.

Present: M-W: Jane Coghlan, Cindi Delcorde (acting chair), Amelia Wilding, Margaret Gural (Council Rep),

Montague: Olivia Enns

and Mary Kate Laphen (CEO)

Regrets: Kait Brady,

Other:

Meeting called to order at 7:04 pm.

1. **Acting Chair:** Cindi Delcorde to take on the role of Acting Chair for the meeting. Moved by: Margaret, seconded by: Jane. **APPROVED.**
2. **Declaration of Pecuniary Interest:** None.
3. **Adoption of Agenda:** Moved by Jane; seconded by Amelia. **ADOPTED.**
4. **Approval of Minutes:**
 - Mar 25/25 meeting. Moved by Amelia; seconded by Olivia. **APPROVED**
5. **Delegations from Public:** None.
6. **Correspondence:** None.
7. **Friends of the Library Report:** Continuing to prepare for their fundraisers in May.
8. **Librarian's Report:** see Notes below.
9. **Report from Council:** Discussed the new Community Development Coalition. Mary Kate will put in her name for the Library Services spot on this coalition.
10. **Other Business:**
 - a) **Updates**
 - i. **Facilities:** Reviewed the larger expenses in the first quarter: repair to the chair lift, upgrade to the alarm system (from a 3G network), additional mouse proofing. We have spent a lot of our General Maintenance budget on these, so we may end up going over budget for the year, if there are more problems.
 - ii. **Projects / Partnerships Update:** Reviewed the current status of the Eco-Champions Contest, the Lions Reading Den (Literacy initiative), and the Local Houses Project. Kait needs to sign off on the terms of reference for the Houses Project.
 - b) **Financial:**
 - i. **Q1 Financial Statement:** Reviewed the Library's Q1 financial update.
Motion to accept the financial statement: moved by Margaret; seconded by Jane.
APPROVED.
 - ii. **Interim OCF 2024 report:** reviewed an interim 2024 year-end statement for the Library's Fund with the Ottawa Community Foundation. The final 2024 statement won't be available until later this spring, but this interim statement was provided at the request of the auditors.
 - iii. **Update re: Tariffs, etc:** Mary Kate provided a status report on the effects of the tariffs and other economic uncertainty on public libraries.
 - c) **Policy Update:**
 - i. **Membership Policy:** discussed non-resident fees. Mary Kate will contact other area libraries to see whether our fees are in line with theirs.
11. **Strategic Planning:**
 - i. Focus Groups/Key Informant interviews: Reminder to complete these and forward results to Mary Kate.
 - ii. Survey: reviewed Cindi's report on the results of the community survey.
 - iii. Next Steps: Scheduling the special board meeting focusing on strategic planning. Mary Kate will check with Kait and confirm the date.
12. **Questions from the Public:** None.
13. **Next meeting:** Regular meeting: Tues, May 27, 2025 at 6:30 pm at the Library. Special Strategic Planning Meeting: TBA.
14. **Adjournment:** Moved by: Margaret, seconded by: Amelia. Meeting **ADJOURNED** at 9:10 pm.

Librarian _____

Chairperson _____

Librarian's Report:

March	Mar 2025	Feb 2025	Mar 2024	Mar 2023	Mar 2022
Patrons	1473 (incl. mtgs) & 146 OverDrive users:	1042 (incl. mtgs) & 135 OverDrive users:	1384 (incl. mtgs) + 1 Zoom 122 OverDrive users (unique)	1280 (incl. mtgs) + 6 Zoom 108 OverDrive users (unique)	845 +17 Zoom + 93 OverDrive users (unique)
(Kids/Youth)	477 (128k / 349y)	279 (85k / 194y)	337 (111k / 226y)	408 (87k / 321y)	169 (56 k, 113 y)
(Progs)	312- at lib (13 A prgs, 15 J prgs, 3 T prgs) 42 – out of lib (3 prgs) Seed Library: 43 users (327 pks) Class Visits: 15 (1 CVs @ lib) 195 (10 CVs to schools)	218- at lib (11 A prgs, 14 J prgs + 25 SnowFlake Festival) 50 – out of lib (6 prgs) Seed Library: 13 users (135 pks) Class Visits: 15 (1 CVs @ lib) 225 (12 CVs to schools)	237- at lib (27 prgs) 66 – out of lib (6 prgs) 46 Seed Lib users (323 pks of seeds) Class Visits: 29 (2 CVs @ lib) 20 (1 CVs to School)	190- at lib (23 prgs) 2 – out of lib (1 prgs) 40 Seed Lib users Class Visits: 125 (8 CVs @ lib) 0 (0 CVs to School)	In Liby 79 (6 progs + Mar Brk) Zoom 7 (1 prog) Seed Library - 21 (119 pks)
Mtg Rm users	82 – in lib (11 mtg) 11 – Zoom (2 mtg)	63 – in lib (11 mtg) 6 – Zoom (1 mtg)	101 – in lib (16 mtg) 1 – Zoom ()	75 – in lib (13 mtg) 6 – Zoom (1 mtg)	In Lib – 40 (4 mtgs) Zoom – 10 (2 mtg)
Circulation	TOTAL: 2796 Lib: 1667 (A-1037, J/T – 630) OverDrive: 890 (circ) Kanopy 239 (plays)	TOTAL: 2450 Lib: 1387 (A-733, J/T – 538) OverDrive: 855 (circ) Kanopy 208 (plays)	TOTAL: 3062 Lib: 1974 (A-1051, J/T – 959) OverDrive: 929 (circ) Kanopy 159 (plays) Seed Lib- 323 pks	TOTAL: 3194 Lib: 2104 (A-1141, J/T – 963) OverDrive: 973 (circ) Kanopy 117 (plays) Seed Lib- 259 pks	Total: 2355 Lib: 1562 (A -943, J/T – 619) OverDrive: 674 (circ) Kanopy: 119 plays
Computer / Internet use (+wireless):	293 (131 / 145 wifi/ 17 tablet)	225 (116 / 100 wifi/ 9 tablet)	261 (91 / 151 wifi / 19 tab)	252 (84 / 157 wifi / 11 ipad)	121 (51 / 67 wifi / 3 tablet)
ILL borrowed/lent:	77 in / 74 out	63 in / 58 out	56 in / 41 out	77 in / 62 out	95 in / 46 out

Overview: Visits, programs, computer use, ILLs & seed library use were all up from last March, but Circulation of kids' materials was down.

Programs & Services:

Adult Programs:

Seedy Saturday: was a success. The weather was OK and the speakers were good and had a good audience. There were about 150 people over the course of the morning.

Seed Library: this continues to do well. Lots of seeds are going out. We have ordered some more seeds (herbs, etc) because they've been so popular.

NEW: Repair Café: We are starting up a Repair Café program with Sustainable Merrickville-Wolford. The first one will be May 10 and focus on bike maintenance and minor repairs. We are using guidelines and waivers from other Repair Café groups (North Grenville & Toronto Library, specifically).

Adult programs are continuing: **Guided Meditation** (run by Health Centre), **Book Club**, and **Off the Shelf**

Children & Youth Programs:

Teen Chill & Chat: This is moving around a bit because of scheduling issues, but it is still continuing about 2X per month.

Eco-Literacy Workshops: the April workshop went well, there's another one on nature journaling planned for May.

EarlyON baby program: This went well, so EarlyON is considering running more in the fall. We're talking

about hosting a Teddy Bears Picnic in the summer.

NEW! Bedtime StoryTime: We have an experienced storyteller who has offered to do a Bedtime StoryTime in May.

StoryTime & Saturday Play Days: StoryTime attendance was down in April. The Saturday PlayDays continue popular overall, but it's a bit up and down.

Other: Still trying to move ahead with the Chair Yoga idea.

Visits:

Playgroup: is back. I am doing regular story visits.

Daycare: I continue to do story visits once a month to the toddlers and preschoolers. These are big groups.

Class Visits: I am continuing visits to 3 primary classes every other week to Merrickville School and monthly visits to 7 classes at Montague School. One class from Ste Marguerite is coming to the Library, but it's a bit irregular.

Museum Passes: Passes continue to be in demand, but not as much this time of year.

Internet/Computers: Computer use has picked up. Currently everything seems to be working well.

InterLibrary Loans: Were up a bit in March (esp outgoing), and have been fairly brisk in April,

Meeting Room: There has been a number of meetings booked. A new Photography Group is trying to start up monthly meetings, and there is a card game group that is starting up (they are meeting upstairs). In addition to the Chamber, Fair Board, Lions Club, the Soccer Club, the Friends of the Library and the Knitting Club & Photo Group.

Collection: Bought a lot of summer kids' books and some Summer Reading Club prizes at the Spring Scholastic sale this month. Am watching for changes in book prices.

Volunteers: All is good on this front The volunteers do shelving, processing new books, packaging ILLs, genealogy scanning, etc.

Facilities: see Item 10.a.i

Publicity/Outreach: The usual publicity through the Phoenix, website & social media, and the school newsletter for kids' programs. Have addressed some points from the survey in the Phoenix column.

Partnerships/Outreach: See Item 10.a.ii Have attended meetings related ECO-Champions and the Lions' Reading Den.

Professional Development, Meetings, etc: I will be going to the small libraries conference (Little Branches, Rural Roots) on May 8-9 in Perth. I have switched days with Linda in May to accommodate this. I attended a webinar on cybersecurity, so will be considering that. There is a virtual Library CEO meetings (population-based) this week. There are a couple of other webinars coming u.p

Donations: We've had some small donations.

Grants, etc: Nothing new. All the data for the provincial Annual Survey has been submitted.

Plans for the month: Conference and related staffing shifts and other training (see above); next strategic planning steps/compiling data for special meeting, plus some follow-ups from survey; Literacy kits, programs; continuing with visits to classes, etc; -- plus the usual library business.