

MERRICKVILLE PUBLIC LIBRARY

Board Meeting Minutes

Merrickville Public Library Board's meeting was held on May 27, 2025 at 6:30 pm at the 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 6:35 pm.
2. **Declaration of Pecuniary Interest:** None.
3. **Adoption of Agenda:** Addition of item 10f-Cybersecurity. Moved by Jane; seconded by Cindi. **ADOPTED.**
4. **Approval of Minutes:**
 - April 22/25 meeting. Moved by Olivia; seconded by Cindi. **APPROVED**
5. **Delegations from Public:** None.
6. **Correspondence:** None.
7. **Friends of the Library Report:** The Friends had very successful Garage and Plant Sales (raised \$1,800 and \$1,500 respectively).
8. **Librarian's Report:** see Notes below.
9. **Report from Council:** Council is looking at introducing development charges. A portion of these would be set aside for the Library for growth-related costs. Over the next 10 years, the municipality anticipates close to 500 new residences (~200 in Merrickville, ~300 in Wolford).
10. **Other Business:**
 - a) **Updates**
 - i. **Facilities:** Public Works will be staining the ramp and putting down new non-slip tape. We are adding an awning to shelter the window box, but it has been designed so it doesn't attach to the building
 - ii. **Projects / Partnerships Update:** Reviewed the status of :
 - the Eco-Champions Contest (judging & awards in June),
 - the Lions Reading Den (Literacy initiative) –happening in July.
 - Working on Pride Event with the Chamber.
 - Continuing to work on the Story Trail and house displays with the Trails Society.
 - Our summer intern (Liby Tech program) will be starting in July.
 - The Repair Café program (with Sustainable Merrickville-Wolford) will continue in the fall (see Librarian's Report (below)
 - Display table at Health Centre's 50th anniversary celebration
 - Will also send a Seed Library display to the Lions' Herb Gardening program.
 - Continuing to work with the schools, daycare and PlayGroup (see Librarian's Report)
 - b) **Financial:**
 - i. **Final OCF 2024 report:** reviewed final 2024 year-end statement for the Library's Fund with the Ottawa Community Foundation. Mary Kate will follow up on one transfer that did not go through in 2024.
 - c) **Accessibility Plan Review:** Our current plan runs 2022-2026, most of the goals have been accomplished or are up for review. Further discussion deferred to next meeting.
 - d) **Policy Update:**
 - i. **Collection Development Policy – Request for Reconsideration:** discussed suggested amendments based on the policies of other libraries.
Motion: to approve the policy as amended. Moved by: Olivia, seconded by: Cindi. **APPROVED**
 - e) **Conference Report:** Mary Kate reported on the Little Branches, Rural Roots Conference attended in May.
 - f) **Cybersecurity:** Mary Kate reported on a consultation with the agency that provides the municipality's cybersecurity re: appropriate steps for the library. Mary Kate is directed to ask about what local and similar sized libraries are doing/planning to do, and to investigate costs for suggested software.
11. **Strategic Planning:**
 - i. Meeting on June 1 to discuss the data and set strategic priorities. Cindi has done a summary of the

Community Needs Assessment data. She and Mary Kate have put together some questions for discussion. These will be sent out after this meeting for review.

12. Questions from the Public: None.

13. Next meeting:

Special Strategic Planning Meeting: Sunday, June 1 at 10:00 am at the Library.

Regular meeting: Tues, June 24, 2025 at 6:30 pm at the Library.

14. Adjournment: Moved by: Margaret, seconded by: Jane. Meeting **ADJOURNED** at 7:55 pm.

Librarian _____

Chairperson _____

Librarian's Report:

April	Apr 2025	Mar 2025	Apr 2024	Apr 2023	Apr 2022
Patrons	1165 (incl. mtgs) & 141 OverDrive users:	1473 (incl. mtgs) & 146 OverDrive users:	1184 (incl. mtgs) + 1 Zoom 128 OverDrive users (unique)	1160 +100 (Seedy Sat) 112 OverDrive users (unique)	914 +100 (Seedy Sat) +14 Zoom 103 OverDrive users (unique)
(Kids/Youth)	301 (85k / 216y)	477 (128k / 349y)	247 (62k / 185y)	285 (66 k, 219 y)	178 (53 k, 125 y)
(Progs)	268- at lib 118 + 150 Seedy Sat (5+1 A prgs, 8 J prgs, 1 T prgs) 14 – out of lib (3 prgs) Seed Library: 38 users (229 pks) Class Visits: 16 (1 CVs @ lib) 316 (16 CVs to schools)	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)	259- at lib (21 prgs) 42 – out of lib (5 prgs) 38 Seed Lib users (252 pks of seeds +206 pks – Seedy Sat) Class Visits: 15 (1 CVs @ lib) 18 (1 CVs to School)	In Liby 117 + 100 (19 prgs + Seedy Sat) 54 – out of lib (5 prgs) 30 Seed Lib users Class Visits: 61 (4 CVs @ lib) Seed Liby - 132 pks Seedy Sat - 88 pks + Seed Exchange	In Liby 114 + 100 (11 prgs + Seedy Sat) Zoom 0 Seed Liby - 32 users /131 pks Seedy Sat - 88 pks + Seed Exchange
Mtg Rm users	79 – in lib (13 mtg) 7 – Zoom (2 mtg)	82 – in lib (11 mtg) 11 – Zoom (2 mtg)	62 – in lib (7 mtg) 1 – Zoom ()	In Lib – 127 (17 mtgs)	In Lib – 38 (8 mtgs) Zoom – 14 (2 mtg)
Circulation	TOTAL: 2584 Lib: 1557 (A-920, J/T – 637) OverDrive: 839 (circ) Kanopy 188 (plays)	TOTAL: 2796 Lib: 1667 (A-1037, J/T – 630) OverDrive: 890 (circ) Kanopy 239 (plays)	TOTAL: 2525 Lib: 1577 (A-894, J/T – 683) OverDrive: 767 (circ) Kanopy 181 (plays)	Total: 2996 Lib: 1823 (A -886, J/T – 937) OverDrive: 966 (circ) Kanopy: 207 plays	Total: 2341 Lib: 1611 (A -945, J/T – 666) OverDrive: 662 (circ) Kanopy: 68 plays
Computer / Internet use (+wireless):	240 (120 / 113 wifi/ 7 tablet)	293 (131 / 145 wifi/ 17 tablet)	213 (45 / 165 wifi / 3 tab)	200 (64 / 131 wifi / 5 tablet)	124 (60 / 56 wifi / 8 tablet)
ILL borrowed/lent:	54 in / 94 out	77 in / 74 out	44 in / 39 out	58 in / 57 out	58 in / 53 out

Overview: Overall, our April stats were very similar to April 2024. Some differences: better participation in Seedy Saturday (better weather and Diana Beresford-Kroeger speaking); a lot more visits to school classes in 2025; filled a higher than usual number of ILL requests from other libraries. We have had some Montague residents joining because of the class visits and Smiths Falls' library being temporarily closed

Programs & Services:

Adult Programs:

Repair Café: a somewhat small number of people came out for bike maintenance, but they were all very pleased with the experience. It went well for the repair volunteers and was a good shake-down. Sustainable Merrickville-Wolford did most of the organization. A more general repair café is planned for the fall.

NEW – Pride Event: This is being organized in partnership with the Chamber and will be hosted at the Library on June 7. It will be a family-friendly event with activities – may be held outside (weather permitting)

Seed Library: this is starting to slow down, but still getting considerable positive attention.

Adult programs: **Guided Meditation** (run by Health Centre), **Book Club**, and **Off the Shelf** continue (Off the Shelf has been pushed to June)

Children & Youth Programs:

Teen Chill & Chat: This continues, but the scheduling continues to be rather irregular.

Eco-Literacy Workshops: This continues monthly in May & June, and will be weekly in July & August.

Bedtime StoryTime: We've had to cancel BedTime StoryTime as the presenter is not available until fall. We'll see about a Bedtime or Saturday Storytime then.

Summer Reading Club: starting to plan activities for this, etc. With the Eco-Literacy Workshops we will have activities for school-aged kids on 2 days/ week.

StoryTime & Saturday Play Days: StoryTime attendance has recovered, but is still up and down. The Saturday PlayDays continue popular overall, but less popular in the nice weather.

Visits:

Playgroup: my visits have mostly been cancelled this spring. It will be going on hiatus for the summer.

Daycare: I continue to do story visits once a month to the toddlers and preschoolers. The April visit was pushed to early May (scheduling problem).

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. I sent flyers for the Montague K registration package. I will be participating in Merrickville School's Fun Fair in June.

Museum Passes: We will be getting a summer Upper Canada Village Pass again this year, and a pass to Fort Henry (Kingston).

Internet/Computers: Things are generally fine. There have been some problems with the Library's email.

InterLibrary Loans: Our outgoing ILLs (lending to other libraries) were unusually high in April. Currently the potential mail strike has slowed down ILLs. Libraries will now have to use credit cards to pay for ILL shipping labels – I'm looking into the best way to streamline that process.

Meeting Room: There has been a lot of meeting room use, by the Chamber, Fair Board, Lions Club, Historical Society, Friends of the Turbine, Eco-Champions, Caregivers group, United Church Cemetery group, Small Business Advisory, and the Knitting Club & Photo Group.

Collection: Prepping the new kids' books (from the Spring Scholastic sale) to add for the summer.

Volunteers: All is good on this front. Will be switching things around for the summer (some of the volunteers are away then) 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. Also flyers to Montague K Reg. Continuing to address points from the survey in the Phoenix column.

Partnerships/Outreach: See Item 10.a.ii Had a display table at the Health Centre's 50th Anniversary celebration. Have attended meetings related ECO-Champions and the Lions' Reading Den. Continue to update the Story Trail regularly.

Professional Development, Meetings, etc: Attended the small libraries conference (Little Branches, Rural Roots) on May 8-9 in Perth. Attended the "Craft Your Ask" webinar by FOPL. Met with the CAO re: strategic plan, etc

Donations: We've had some donations, mostly sponsoring books. Have been approached by the Legion re: a possible donation for youth programs

Grants, etc: Nothing new.

Plans for the month: Summer Reading Club – planning, promoting, setting up prizes, year-end class visits; Charitable Tax Return, June programs/events, follow-up from upcoming strategic planning meeting; follow-up re: cybersecurity, review annual policies for June meeting, Literacy kits -- plus the usual library business.