

## ***Edwardsburgh Cardinal Public Library Board***

### ***Meeting Minutes***

April 25<sup>th</sup>, 2023 Spencerville Branch

**Present:** T. East, A. Barratt, H. Cameron, T. Wilson, J. Martelle, K. Martin

**Via Facetime:** J. Cameron

**Regrets:** None

**Staff:** M-A. Gaylord, D. Gladstone

**Special Guests:** Dave Robertson.

#### **1. Call to order**

The meeting was called to order at 6:00pm

#### **2. Disclosure of interest – None**

#### **3. Additions to agenda**

Motion by Tammy Wilson to approve the agenda, seconded Hugh Cameron.

CARRIED

#### **4. Approval of minutes from previous meeting**

Motion by Kim Martin to accept the March 28<sup>th</sup>, 2023 minutes as circulated, seconded by Anne Barratt. CARRIED

Chair Tim East took this opportunity to extend thanks and appreciation to Dave Robertson for his many years of service on the Library Board. Dave's dedication and work over the past two decades as Treasurer and Board member has provided the ground work to the success and continuation of the Board. The Board presented Dave with a small token of appreciation and many thanks and all the best to Dave.

#### **5. Business arising from minutes**

Motion by Tammy Wilson to appoint Anne Barrett as Vice-Chair, seconded by Joe Martelle. CARRIED

Motion by Anne Barratt to appoint Judy Cameron as the Board's representative to the Ontario Library Board Assemblies. CARRIED.

#### **6. Correspondence –None**

- 7. Policy Review** FN-05 Respect and Acknowledgement Declaration  
FN-06 Equity, Diversity and Inclusion  
GOV-08 Board-CEO Partnership

Motion by Anne Barratt that the policies be reviewed at the May Board meeting, seconded by Tammy Wilson. CARRIED

**7. Treasurer's report**

The Board received a Budget to Actual breakdown as of March 31<sup>st</sup>. The Board The Treasurer explained that the audit is being completed at the Township. Within the next month or two the Board will receive a draft copy of the Audited Financial Statement for the Library.

**8. CEO/Supervisor report attached**

The CEO advised the Board of adjustments to Library Hours that have been discussed. Currently the hours are 30 hours between the 2 Branches. We have started back our visits with Centennial PS in Spencerville. To allow us to accommodate all classes we are opening earlier in Spencerville on Tuesday and Thursday. Our evening hours in Spencerville are quiet but would like to continue to allow an evening opening to accommodate our patrons. We do not see a need to open any additional evening hours in Spencerville.

This will be a trial beginning June 1<sup>st</sup>. We will post the adjusted hours on social media, in the branches and give handouts to our patrons when they check out their material. Spencerville hours will decrease by .5 hours, Cardinal will increase by 1 hour.

Motion by Hugh Cameron that the following hours be implemented effective June June 1<sup>st</sup>, 2023, seconded by Kim Martin. CARRIED

Monday 5-8pm Cardinal – Spencerville Closed (no change)

Tuesday 1-5pm Both Branches

Wednesday 5-8pm Both Branches

Thursday 1-5pm Both Branches

Friday Closed Both Branches (no change)

Saturday 9am-12 noon Cardinal (no change)

Saturday 10am-1:30pm Spencerville (no change)

**9. Report from Municipal Council –**

Councillor Martelle reported that the Township is working on a Tourism initiative, which the library may benefit from. More details will follow.

Signage is being worked on to promote the waterfront and the pools are installing heaters which should be up and running for the start of the summer swimming program.

**11. New business/Community Activities**

The Library received a \$500 donation from the Friendly Brothers Lodge #143. The CEO will send a Thank You letter to the Lodge for their generous donation and support of the Library.

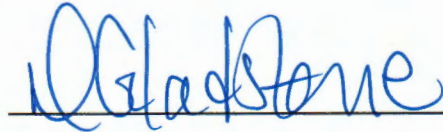
**12. Date of Next Meeting:** Tuesday May 23rd, 2023 at 5pm Cardinal Branch

**13. Adjournment**

Moved by Tammy Wilson, seconded Kim Martin that the meeting of the Library Board does now adjourn at 7:04pm. CARRIED



Chair



Recording Secretary



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To: ECPL Board Members  
From: Donna Gladstone, Library CEO  
Meeting Date: April 25, 2023  
Subject: Library CEO Report April 2023,

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#### **Programs**

- Our Bookworm challenges will continue to run until May 1<sup>st</sup>
- Design a Bookmark Contest closes April 20<sup>th</sup>.
- Earth Day April 22, we will make available a plant a seed kit

#### **Upcoming Programs**

- Butterfly Program – Supported by the Friends of the Cardinal Library - 2<sup>nd</sup> Annual
- Geocaching information session – Supported by the Friends of the Cardinal Library
- TD Summer Reading Program

#### **Friends of the Library**

##### Cardinal Friends

The Friends are having a raffle on a quilt that they handmade during COVID – they have a license and tickets are being sold – the draw will take place in October during Library week.

The group have budgeted for some additional Literacy Bags for new and struggling readers. The kits are being put together and will be added to our Decodable collection

The Friends will be supporting the Bookmark Contest – they have agreed to pay for the creation of the winning bookmarks which will be available at both branches

##### Spencerville Friends

The Friends held a meeting and invited the Cardinal FOL to attend to hear Kevin Chlebovec, who is Head of Business Development Audience Engagement with the National Film Board of Canada. Kevin lives in Spencerville and spoke to the group about the National Film Board club and ideas for Libraries.

The Friends will be supporting the Bookmark Contest – they have agreed to pay for the creation of the winning bookmarks which will be available at both branches.

Both FOL groups continue to support events at the Library and are always willing to support staff and events.



## Staff

We are pleased to welcome Darcie Dow to our team as of April 1<sup>st</sup>. Darcie has been training with Mary Kay will be available to work at both Branches in the coming weeks.

We will be welcoming Cathy Semkiw to the team on May 1<sup>st</sup> and she too will be training with Mary Kay at which time Darcie will be trained and available to work were we need her.

Our next staff meeting is scheduled for Friday April 28<sup>th</sup>, 2023 we will be planning for Spring and Summer programs and building some team collaboration.

## Board Members

Friendly reminder that Accessibility Training through <http://www.accessforward.ca> is required. You will receive a printable certificate once completed. You only have to complete once – Completion date by April 25<sup>th</sup>, 2023.

I have completed my EXCEL Course! I sent my final assignments Monday April 10<sup>th</sup> should receive my final course completion and will EXCEL certified! EXCEL program provides core skills in all areas of public library service from the history of the Ontario Public Library – Collection Development to Library Marketing.

March 2023 Stats				YTD	March 2022 Stats			
	Cardinal	Spencerville	Total			Cardinal	Spencerville	Total
Persons Entering	454	581	1035	2354	Persons Entering	310	156	466
WorkflowHolds	29	15	44	115	WorkflowHolds	14	12	26
Email Inquires	0	1	1	9	Email Inquires	3	3	6
Phone Inquires	34	7	41	104	Phone Inquires	40	34	74
In-person Inquires	19	24	43	107	In-person Inquires	0	3	3
ILL	8	4	12	40	ILL	0	10	10
PC Use	20	22	42	86	PC Use	2	9	11
Wireless Use	1	0	1	9	Wireless Use	1	5	6
Curbside Pick-up	2	0	2	23	Curbside Pick-up	17	3	20
Photocopying/Faxes	23	8	31	73	Photocopying/Faxe	7	3	10
Programs	23	12	35	66	Programs	20	16	36
Program Attendance	94	81	175	337	Program Attendanc	36	12	48
Homebound Service	1	1	2	5				
Volunteer Hours	23		23	61				
School Visits		241	241	626				
Circulation	648	714	1362	3408	Circulation	581	393	974
Overdrive	303	210	513	1086	Overdrive	238	194	432
Overdrive Users	7	8	15	40	Overdrive Users	11	14	25
New Users	2	4	6	13	New Users		2	2
New Library Cards	27	8	35	64	New Library Cards	6	3	9