

Edwardsburgh Cardinal Public Library Board Meeting Minutes

October 24, 2023 Spencerville Branch

Present: A. Barratt, J. Cameron, H. Cameron, K. Martin

Via Phone: T. Wilson

Regrets: T. East, J. Martelle

Staff: D. Gladstone, MA. Gaylord

1. Call to order

The meeting was called to order at 5:00pm by Vice-Chair Anne Barratt

2. Disclosure of interest – None

3. Additions to agenda

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

4. Approval of minutes from previous meeting

Correction to wording in Treasurer's Report and New Business
Motion by Kim Martin to accept the September 26, 2023 minutes as amended
seconded by Hugh Cameron. CARRIED

5. Business arising from minutes

Kim Martin shared more information about the Pollinator Garden at the Cardinal
Branch. They have a plan and will use the funds from the Cardinal FOL .The
garden will happen in the Spring.

6. Correspondence –FOL Cardinal – 2022 Year-end Summary

7. Policy Review NIL

8. Treasurer's report

The Board reviewed and received the Budget to Actual Reports – Treasurer is
working on updates with the Township.
Discussion took place regarding the 2024 Budget working papers for the Library.
Discussion regarding wages will be discussed further at the next meeting – some
of the Board would like to look at the grid and how it is set up in the steps that it
is currently and determine if it can be adjusted or compressed.

8. CEO/Supervisor report attached


9. Report from Municipal Council report -Nil

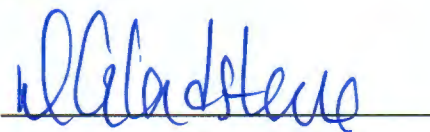
11. New business/Community Activities

12. **Date of Next Meeting:** Tuesday November 28, 2023 at 5pm Cardinal Branch

13. **Adjournment**

Moved by Hugh Cameron, seconded by Judy Cameron that the meeting of the Library Board does now adjourn at pm 5:50pm CARRIED


Vice Chair


Recording Secretary

The Friends of Cardinal Library

2022 Annual Report

Considering Covid is over we are working to get back to our regular routine.

We supplied 109 volunteer hours during 2022.

We held our regular monthly meetings, distributed Butterfly Kits to our local schools and interested families, supported children's programs, offered and helped with the children and adults boarding the train engine (blowing whistle). We attended a Craft Fair, sent Christmas Cards to the Military, purchased Lego Kits and added to our Cricut machine.

During Library Week, local author Maggie Wheeler spoke to an appreciative audience and members supplied treats for patrons.

Our group donated two large bags of hand knitted mitts, scarves and sweaters to our local Angle Tree.

Our Book Club met regularly and continues to grow thanks to Jean Drozda's leadership.

We are looking forward to adding to our membership.

Our Friends Group are always open to assisting our Library and look forward to continuing in 2023.

Sincerely,

Anna Linnen, Chair

Margaret Ann Gaylord, Secretary

Jean Drozda, Treasurer

Corrinne Miller, Vice Chair

Donna Gladstone, Staff Advisor

Members: Catherine Dwyer, Anne Bowie, Grace Stobo, Roxanne Riddell

To: ECPL Board Members
From: Donna Gladstone, Library CEO
Meeting Date: October 24, 2023
Subject: Library CEO Report 2023,

The Public Library Operating Grant (PLOG) application was submitted on September 29th -

Programs

- Baby and Tot Storytime -Tuesday at the Cardinal Branch and Thursday at the Spencerville Branch
It has been a slow start in Cardinal we will give it a month and evaluate it at the end of October, to determine if the Cardinal Branch will continue to run it. Spencerville has had more interest and has had participation each week.
- Lego Saturday is well attended and we will continue to run it until June.
- Read Program – support for new and struggling readers – one on one with a volunteer we have started and it is going well – it is a 6- week program and we will evaluate at the end and get feedback from Lori our volunteer as well as the participants.

Library Week is October 16 – 20 – we will have a draw for a couple of prizes at both Branches – the FOL Cardinal will be holding the draw for the Quilt Raffle on Thursday October 19th at the Library.

We begin our visits to South Ed P.S. and will visit once a month.

The students from Centennial will begin their visits every other week to the Spencerville Branch beginning Library Week.

Friends of the Library

Cardinal Friends

The Friends have purchased bookmarks for the ECPL and they will be purchasing pens for the ECPL and share the cost with the FOL Spencerville.

Cardinal FOL will supply goodies during Library week and will be selling tickets on their quilt as well.

Spencerville Friends

The Friends have a book sale scheduled for December 2.

The Mural that Mary Moore designed for Art Explosion has been installed. The Friends supplied all the supplies for the Mural and had it installed at the Spencerville Branch.

The Friends are sharing the cost of purchasing pens with the Cardinal FOL

Staff

- First Aid training is scheduled on Oct 24 and 25 – 4 of 6 staff will be do recertification.
- Staff meeting is scheduled for Friday October 27th
- Monthly visits have resumed at South Edwardsburgh Public School.
- Bi-weekly visits will begin this month in person with Centennial Public School students
- Staff have been working on new themes for our Bear Bags (literacy kits)
- Weeding is underway at the Cardinal Branch
- Space updating is being done at the Cardinal Branch – shelving is being relocated to make the children's space more open and to give us more floor space for programs.

I attended a network meeting in Prescott on October 4th – this was also a retirement lunch for Peggy Malcolm.

I recently finished a budgeting course through Ontario Library Service

I will be attending through Zoom a four-week series JASI is offering on Cataloguing, Holds, Reports and using ephemerals and ephemeral wizard

September 2023 Stats				September 2022 Stats				
	Cardinal	Spencerville	Total YTD		Cardinal	Spencerville	Total	
Persons Entering	361	218	579	6336	Persons Entering	286	151	437
WorkflowHolds	8	8	16	326	WorkflowHolds	27	1	28
Email Inquires	5	1	6	37	Email Inquires	2	1	3
Phone Inquires	13	8	21	228	Phone Inquires	8	18	26
In-person Inquires	15	21	36	352	In-person Inquires	16	8	24
ILL	9	4	13	155	ILL	6	7	13
PC Use	16	5	21	303	PC Use	8	5	13
Wireless Use	7	1	8	50	Wireless Use	0	1	1
Curbside Pick-up	18	0	18	89	Curbside Pick-up	5	5	10
Photocopying/Faxes	16	5	21	197	Photocopying/Faxes	11	5	16
Programs	6	5	11	140	Programs	2	0	2
Program Attendance	18	21	39	413	Program Attendance	15	0	15
Home Bound Service	1			7				
Volunteer Hours				79.5				
School Visits				1245				
Circulation	517	442	959	9878	Circulation	452	458	910
Overdrive	247	160	407	3751	Overdrive	125	137	262
Overdrive Users	39	32	71	428	Overdrive Users	0	0	0
New Users	2	1	3	33	New Users	0	0	0
New Library Cards	11	10	21	165	New Library Cards	7	3	10
Website Users	339							

