

Edwardsburgh Cardinal Public Library Board Meeting Minutes

January 23, 2024 Cardinal Branch

Present: A. Barratt, H. Cameron, T. Wilson

Via Phone: J. Cameron

Regrets: K. Martin, J. Martelle

Staff: D. Gladstone, MA. Gaylord

1. Call to order

The meeting was called to order at 5:06pm

Vice Chair Anne Barrett welcomed everyone to the meeting. The Board was notified of the resignation of Chair T. East effective December 31, 2023.

2. Disclosure of interest – None

3. Additions to agenda

- Resignation of Board member/Chair Tim East

Motion by Hugh Cameron to approve the agenda with the addition added, seconded Judy Cameron. CARRIED

4. Approval of minutes from previous meeting

Motion by Hugh Cameron to accept the December 19th, 2023 minutes seconded by Judy Cameron. CARRIED

5. Business arising from minutes

Message in a bottle – Program is up and running we have bottles at the Cardinal Branch and we will be making contact with the Pharmacy in Spencerville, to determine if they would like to get involved.

6. Correspondence

Resignation email – Tim East.

Motion by Judy Cameron to accept, with regret the resignation of Tim East from the Library Board, seconded by Tammy Wilson. CARRIED

7. Policy Review NIL

8. Treasurer's report

All financials have been submitted to the Township. The Budget to Actual for December is not reconciled with the Township budget numbers.

With the resignation of Tim, we will need to add an additional signee to the Library Board Bank Account. Tim's, name will need to be removed.

Motion by Judy Cameron that Tammy Wilson be added on as signing authority to the Library Bank account and that Tim East name be removed. The four signatures will be Donna Gladstone, Margaret Ann Gaylord, Anne Barratt and Tammy Wilson, seconded by Hugh Cameron. CARRIED

9. CEO/Supervisor report attached

The CEO highlighted the READ program that is being overseen by one of our dedicated volunteers. Lori is making a significant impact on the young patrons in the program. The participants like her very much and their reading abilities are improving weekly.

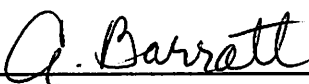
9. Report from Municipal Council report –Nil

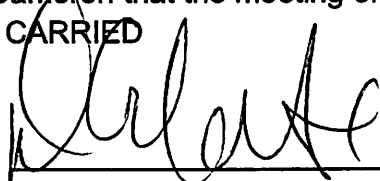
11. New business/Community Activities

12. **Date of Next Meeting:** Tuesday February 27th, 2024 at 5pm Cardinal Branch

13. Adjournment

Moved by Judy Cameron, seconded by Hugh Cameron that the meeting of the Library Board does now adjourn at pm 6:00pm CARRIED


Vice Chair


Recording Secretary

To: ECPL Board Members
From: Donna Gladstone, Library CEO
Meeting Date: January 23, 2024
Subject: Library CEO Report 2024,

Happy New Year!

Programs

Baby & Tot Storytime has resumed at both Branches

Lego Saturday continues each week.

Valentine take home craft kits are in the process of being prepared and will be available at both Branches the end of January.

Elephant & Piggie Theme Day is being planned for February

READ – our Volunteer continues to work with kids grade 1-8-she is currently working with 4 children and their families.

Reading incentive program for the kids is underway we are building a Road of Readers creating a Magical Community!

Upcoming Programs

March Break programming is being planned, we will have another Design a Bookmark Contest

Take Home Craft kits

Lego

Scavenger Hunt

Branches

Both branches will have defibrillators installed this month

Cardinal branch will be moving some shelving around to make better flow in the children area. We started the process last year and will get things finalized in the coming months.

Staff

As of January 2nd, 2024 all positions have been filled. Elizabeth (Liz) Matthews is training at the Cardinal Branch and on Saturday at the Spencerville Branch. Once she is training she will move to the Spencerville Branch as her home location.

December 2023 Stats					December 2022 Stats				
	Cardinal	Spencerville	Total	YTD		Cardinal	Spencerville	Total	
Persons Entering	309	276	585	8886	Persons Entering	250	388	638	
WorkflowHolds	5	18	23	405	WorkflowHolds	6	17	23	
Email Inquires	1	0	1	62	Email Inquires	2	0	2	
Phone Inquires	10	7	17	315	Phone Inquires	2	9	11	
In-person Inquires	9	18	27	428	In-person Inquires	8	15	23	
ILL	2	0	2	213	ILL	6	2	8	
PC Use	22	18	40	379	PC Use	4	7	11	
Wireless Use	7	5	12	79	Wireless Use	7	0	7	
Curbside Pick-up	15	1	16	125	Curbside Pick-up	3	10	13	
Photocopying/Faxes	12	12	24	254	Photocopying/Fax	16	3	19	
Programs	14	6	20	208	Programs	10	10	20	
Program Attendance	33	6	39	571	Program Attendan	57	42	99	
Home Bound Service	1	1	2	12	Home Bound Service				
Volunteer Hours	16	3	19	154.5	Volunteer Hours				
School Visits		153		2000	School Visits				
Circulation	589	338	927	13078	Circulation	505	494	999	
Overdrive	331	185	516	5373	Overdrive	168	126	294	
Overdrive Users	45	34	79	712	Overdrive Users	6	7	13	
New Users	2	1	3	45	New Users		1	1	
New Library Cards	6	1	7	233	New Library Cards	4	6	10	
Website Users 190									