

## ***Edwardsburgh Cardinal Public Library Board Meeting Minutes***

February 27, 2024 Cardinal Branch

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

**Regrets:** K. Martin, J. Cameron

**Staff:** D. Gladstone, MA. Gaylord

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

The meeting was called to order at 5:15pm

Acting Chair Anne Barratt welcomed everyone to the meeting.

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

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

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

Motion by Tammy Wilson to accept the February 27<sup>th</sup>, 2024 minutes seconded by Hugh Cameron. CARRIED

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

Anne and Tammy have been added as signing authority to the Library Bank Account.

### **6. Correspondence NIL**

### **7. Policy Review NIL**

### **8. Treasurer's report**

The CEO appeared at the Township Council meeting February 26<sup>th</sup> to give a presentation on the Library Budget and recap the year in review. Council was very impressed with the statistical numbers and the work we are doing. Council is very supportive of the Library and sent thanks to the Board and staff for a great 2023.

### **9. CEO/Supervisor report attached**

The Friends of the Library Spencerville Branch are hosting Author Maggie Wheeler at the Branch on Wednesday April 17<sup>th</sup> 6:30pm-8pm

#### 10. Report from Municipal Council report

Councillor Martelle reported the following to the Board


- 2024 Budget was passed at the February 26<sup>th</sup> Council meeting.
- The Cenotaph in Cardinal will be getting some upgrades
- Canal upgrades will be starting in the summer – some benches and lighting will be installed at the west end in the area by the big sign
- Some discussion about concerts in the park in the future
- Tennis courts will be getting a facelift
- Summer Camp and Swimming Lessons will be going ahead and information will be forthcoming
- Perhaps the Library could display some history during the upgrades this summer at the Canal and Cenotaph

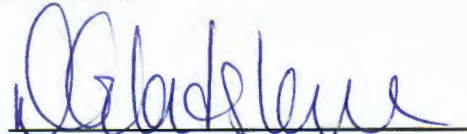
#### 11. New business/Community Activities

12. **Date of Next Meeting:** Tuesday March 26, 2024 5pm Cardinal Branch

#### 13. Adjournment

Moved by Joe Martelle, seconded by Tammy Wilson that the meeting of the Library Board does now adjourn at pm 6:00pm CARRIED

  
Vice Chair

  
Recording Secretary

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To: ECPL Board Members  
From: Donna Gladstone, Library CEO  
Meeting Date: February 27, 2024  
Subject: Library CEO Report 2024,

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I am scheduled to give a 10- minute presentation to Council at their Regular meeting on Monday February 26, 2024 at 6:30pm at the Johnstown Community Hall. I will be able to update the Board at our scheduled Board meeting.

#### Programs

Baby & Tot Storytime has resumed at both Branches

Lego Saturday continues each week.

Elephant & Piggie Theme Day Saturday February 24<sup>th</sup>

READ – our Volunteer continues to work with kids grade 1-8-she is currently working with 4 children and their families. – Update from last month – Lori is now working with 6 children.

#### Upcoming Programs

March Break programming has been planned. This will be a week of passive programs, kids and families can drop in during regular hours and do things at their own pace.

Design a Bookmark Contest (with the support from our FOL groups)

Take Home Craft kits

Lego

Scavenger Hunt

#### Branches

Spencerville Branch have had visits from the Spencerville Sparks and the Spencerville Embers

#### Friends of the Library

Friends of the Spencerville Branch have invited author Maggie Wheeler to speak at the Branch on Wednesday April 17<sup>th</sup>, time to be determined.

The Cardinal Friends and Spencerville Friends will be supporting our Design a Book Mark for the second year. This was well received last year and the Friends groups are very happy to support this program for a second year.



## January 2024 Stats

	Cardinal	Spencerville	Total
Persons Entering	329	305	634
WorkflowHolds	7	22	29
Email Inquires	2		2
Phone Inquires	5	11	16
In-person Inquires	5	36	41
ILL	3	25	28
PC Use	21	19	40
Wireless Use	14	10	24
Curbside Pick-up			0
Photocopying/Faxes	21	6	27
Programs	16	5	21
Program Attendance	34	4	38
Home Bound Service		1	1
Volunteer Hours	24		24
School visits		3	3
#of students		185	185
Circulation	715	510	1225
Overdrive	374	186	560
Overdrive Users	49	43	92
New Users	2	1	3
New Library Cards	4	3	7
237 website visits			

## January 2023 Stats

	Cardinal	Spencerville	Total
Persons Entering	322	384	706
WorkflowHolds	20	16	36
Email Inquires	4	1	5
Phone Inquires	23	19	42
In-person Inquires	8	28	36
ILL	8	11	19
PC Use	13	9	22
Wireless Use	1	1	2
Curbside Pick-up	5	6	11
Photocopying/Faxes	15	1	16
Programs	11	7	18
Program Attendance	68	43	111
Home Bound Service	2	1	3
Volunteer Hours	18		18
School visits		5	5
#of students		249	249
Circulation	506	558	1064
Overdrive	151	138	289
Overdrive Users	6	6	12
New Users	2		2
New Library Cards	10	4	14
271 website visits			