

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

May 28th, 2024 Cardinal Branch

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

**Regrets:** K. Martin

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

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

The meeting was called to order at 5:01pm

Motion by Joe Martelle to appoint the following officers for 2024, seconded by Hugh Cameron. CARRIED

Chair – Anne Barrett

Vice Chair – Tammy Wilson

Secretary/Treasurer Donna Gladstone

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

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

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

Motion by Hugh Cameron to approve the April 23rd, 2024 minutes seconded by Kim Martin. CARRIED

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

The pollinator garden has been given approval by Council, which has been articulated to the Horticultural Society. They will begin work in the next few weeks.

### **6. Correspondence**

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

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

The treasurer reported the budget to Actual for April 2024.

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

Upcoming Programs

Book Sale – FOL Spencerville -Saturday June 22 10:30 am

Reptile Rainforest – FOL Cardinal -Saturday June 22 10am

Ten Warning Signs of Dementia Alzheimer Society – FOL Cardinal -Tuesday  
June 25 1:30pm

**10. Report from Municipal Council report**

Joe reported that he had no new information regarding the information monitors discussed a few months back – he would be taking it back to council in the near future. The Township is going through some transition regarding staff positions. Sean Nicholson will officially become the CAO in July. Dave Grant will provide mentorship to Nicholson as he steps into a Deputy CAO/Director of Operations role for. A Treasurer has been hired and will start on June 3<sup>rd</sup>.

Plans for a Battery Energy Storage System are in process and announcements have been made.

**11. New business/Community Activities**

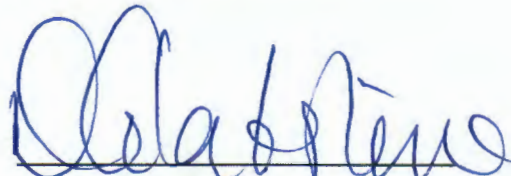
Hugh has been contact CREW they happy to have schedule a visit in August. Hugh will work with the CREW team to firm up a date and we will proceed with advertising and getting volunteer help.

**12. Date of Next Meeting:** Tuesday June 25, 2024 5pm Cardinal Branch

**13. Adjournment**

Moved by Hugh Cameron, seconded by Tammy Wilson that the meeting of the Library Board does now adjourn at pm 5:45pm CARRIED

  
Chair

  
Recording Secretary

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To: ECPL Board Members  
From: Donna Gladstone, Library CEO  
Meeting Date: May 28, 2024  
Subject: Library CEO Report 2024,

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Programs

READ Program with volunteer Lori  
Baby & Tot Story Time  
Spring Take Home Craft kit 100 kits distributed  
Mother's Day Craft Kit 100 kits distributed

Upcoming Programs

FOL Cardinal Book Club  
FOL Spencerville Book Sale  
Reptile Rainforest Saturday June 22 10am – Sponsored by the FOL Cardinal  
Ten Warning Signs of Dementia – Alzheimer Society program – Sponsored by FOL Cardinal  
Father's Day Craft Take Home Kit  
TD Summer Reading 6-week program at both branches July 11, 18, 25 and August 1, 8, 15. All Thursday afternoon

Friends of the Library

Both Friends group choose bookmark winners. They will be paying to have bookmarks produced and given out as the prize for the winners.

The Baby and Tot Story Time will end for the summer on Tuesday June 4<sup>th</sup> Cardinal and Thursday June 6 Spencerville. The attendance was sporadic, not as many participants as other years. We will discuss over the summer and decide if we will continue the program in the fall or take a break.

Centennial 67 School visits will conclude The second week of June. We will invite them back in the Fall and will set up a similar schedule as the current one. Seemed to work well for all involved.

South Edwardsburgh PS visit by the Library Staff will conclude the second week of June and we will offer the same schedule as the current one in September.

Seaway Valley District Horticultural Society held a plant sale outside of the Library – seemed to be well attended.

We had a visit from South Edwardsburgh Public School Roving Reporters. The students along with the principal and staff visited the Cardinal Branch, interviewed staff and did a video of the Library to share with the South Ed students and families. They called it a virtual visit to the Library.

**April 2024 Stats**

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	Cardinal	Spencerville	Total	YTD		Cardinal	Spencerville	Total	YTD
Persons Entering	399	491	890	3391	Persons Entering	442	441	883	3237
WorkflowHolds	11	21	32	115	WorkflowHolds	20	12	32	147
Email Inquires	8	3	11	24	Email Inquires	2	0	2	11
Phone Inquires	5	20	25	88	Phone Inquires	11	7	18	122
In-person Inquires	13	71	84	310	In-person Inquires	5	35	40	147
ILL	11	1	12	57	ILL	10	10	20	60
PC Use	24	16	40	184	PC Use	25	12	37	123
Wireless Use	13	2	15	71	Wireless Use	2	1	3	12
Curbside Pick-up			0	0	Curbside Pick-up	3	0	3	26
Photocopying/Fax	17	17	34	131	Photocopying/Fax	17	1	18	91
Programs	21	8	29	113	Programs	10	10	20	86
Program Attendan	68	39	107	457	Program Attendan	53	30	83	420
Home Bound Servi			0	7	Home Bound Servi	0	0	0	5
Volunteer Hours	30		30	117	Volunteer Hours	18.5		18.5	79.5
School vists	1	4	5	17	School Visits		0	0	
#of students		316	316	1066	#of students		283	283	909
Circulation	676	583	1259	4751	Circulation	656	555	1211	4619
Overdrive	284	166	450	2098	Overdrive	266	208	474	1560
Overdrive Users	50	36	86	359	Overdrive Users	7	8	15	55
New Users	2	1	3	16	New Users	1	2	3	16
New Library Cards	6	3	9	43	New Library Cards	9	15	24	88
273 website visits					Website Visits	249			

**Maggie Wheeler Author Visit to Spencerville Branch 25**