

Edwardsburgh Cardinal Public Library Board Meeting Minutes

June 25th, 2024 Cardinal Branch

Present: H. Cameron, J. Cameron. P. Tierney

Via Phone: T. Wilson

Regrets: A. Barratt, K. Martin, J. Martelle

Staff: D. Gladstone, MA. Gaylord

1. Call to order

The meeting was called to order at 5:03 pm

Motion by Judy Cameron that Hugh Cameron, chair the meeting in the event connection is lost with Vice-Chair Tammy Wilson who called in to the meeting, seconded by Tammy Wilson. CARRIED

The Board welcomed Pat Tierney as the newest member of the Board appointed by the Edwardsburgh Cardinal Township Council.

2. Disclosure of interest – None

3. Additions to agenda

4. Approval of minutes from previous meeting

Motion by Tammy Wilson to approve the May 28th, 2024 minutes seconded by Judy Cameron. CARRIED

5. Business arising from minutes

The pollinator garden will be moving forward in September.

6. Correspondence

7. Policy Review NIL – A number of policies will be sent out over the summer to update and replace. A Complete overhaul will be done to align ourselves with the Ontario Library Service and Ontario Public Libraries.

8. Treasurer's report

The treasurer reported the budget to Actual for May 2024.

9. CEO/Supervisor report attached

The Board commented on the current and year to date stats. The Board is pleased with the direction the Library is heading and appears to be on target for another busy year.

10. Report from Municipal Council report - NIL

11. New business/Community Activities

Train date has not been set as of yet but CREWS has committed to a visit with the Train.

There was discussion regarding the Spencerville Fair, the Board supports closing both Branches on Saturday September 14th to allow staff to take part in the Parade in which we will be putting an entry.

The Board is in support of a Team Building Day for Staff. The CEO will look at some options that Staff may be interested in. Looking for something local or in the Branch.

The Board will have their next meeting in September, if an issue or matter comes up during July and August that needs to be addressed the Chair may call a meeting.

12. Date of Next Meeting: Tuesday September 24, 2024 5pm Cardinal Branch

13. Adjournment

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



Chair



Recording Secretary

To: ECPL Board Members
From: Donna Gladstone, Library CEO
Meeting Date: June 25, 2024
Subject: Library CEO Report 2024,

Programs

READ Program with volunteer Lori – Will continue for the summer
Baby & Tot Story Time – Wrapped up for the Summer
School visits to the Library and to the school have wrapped up.

Upcoming Programs

FOL Spencerville Book Sale June 22
Reptile Rainforest Saturday June 22 10am – Sponsored by the FOL Cardinal
Ten Warning Signs of Dementia – Alzheimer Society program – Sponsored by FOL Cardinal June 25
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 will provide treats for the summer reading club.

Both Branches

Staff continue to work on weeding, shelf shifting and keeping the Branches looking fabulous. We are working well with the Patrons and seeking their input into what new authors they would like to bring into the collection. All ages have been fully engaged and are happy to provide us with their recommendations.

Staff will be meeting at the end of June to plan for some fall programs and toss ideas around for the parade floats.

We have student who is looking for volunteer hours. The student will be helping with our TD Summer Reading program with prep work, set-up and clean-up.

| May 2024 Stats | | | | | May 2023 Stats | | | | |
|--------------------|----------|--------------|-------|-------|---------------------|----------|--------------|-------|------|
| | Cardinal | Spencerville | Total | YTD | | Cardinal | Spencerville | Total | YTD |
| Persons Entering | 424 | 540 | 964 | 4355 | Persons Entering | 337 | 445 | 782 | 4054 |
| WorkflowHolds | 20 | 20 | 40 | 165 | WorkflowHolds | 14 | 14 | 28 | 175 |
| Email Inquires | 2 | 1 | 3 | 27 | Email Inquires | 2 | 0 | 2 | 13 |
| Phone Inquires | 7 | 14 | 21 | 111 | Phone Inquires | 8 | 12 | 20 | 142 |
| In-person Inquires | 10 | 91 | 101 | 411 | In-person Inquires | 10 | 35 | 45 | 192 |
| ILL | 9 | 15 | 24 | 81 | ILL | 9 | 5 | 14 | 74 |
| PC Use | 16 | 30 | 46 | 230 | PC Use | 42 | 16 | 58 | 181 |
| Wireless Use | 12 | 9 | 21 | 92 | Wireless Use | 7 | 1 | 8 | 20 |
| Curbside Pick-up | | | 0 | 0 | Curbside Pick-up | 7 | 0 | 7 | 33 |
| Photocopying/Faxes | 13 | 15 | 28 | 159 | Photocopying/Faxes | 19 | 4 | 23 | 114 |
| Programs | 21 | 10 | 31 | 144 | Programs | 7 | 8 | 15 | 101 |
| Program Attendance | 137 | 57 | 194 | 552 | Program Attendance | 49 | 31 | 80 | 500 |
| Home Bound Service | | 1 | 1 | 6 | Home Bound Services | 0 | 0 | 0 | |
| Volunteer Hours | 18.5 | | 18.5 | 145.5 | Volunteer Hours | | | 0 | 5 |
| School vists | 1 | 5 | 6 | 23 | School Visits | | | 0 | 79.5 |
| #of students | | 383 | 383 | 1449 | #of students | | 284 | 284 | 1193 |
| Circulation | 566 | 596 | 1162 | 6183 | Circulation | 681 | 547 | 1228 | 5847 |
| Overdrive | 285 | 215 | 500 | 2598 | Overdrive | 244 | 194 | 438 | 1998 |
| Overdrive Users | 50 | 41 | 91 | 450 | Overdrive Users | 37 | 33 | 70 | 125 |
| New Users | 1 | 3 | 4 | 20 | New Users | 0 | 1 | 1 | 18 |
| New Library Cards | 4 | 6 | 10 | 53 | New Library Cards | 18 | 1 | 19 | 109 |
| 212 website visits | | | | | Website Visits | 395 | | | |