

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

September 24th, 2024 Cardinal Branch

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

**Regrets:** K. Martin

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

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

The meeting was called to order at 5:01pm, by Chair. Anne Barratt.

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

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

Motion by Pat Tierney, to approve the agenda, seconded by Hugh Cameron.  
CARRIED

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

Motion by Judy Cameron, to approve the June 25th, 2024 minutes seconded by  
Hugh Cameron. CARRIED

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

### **6. Correspondence**

### **7. Policy Review**

- BL-01 Board By-laws
- GOV-01 Purpose and Duties of the Board
- GOV-04 Policy Development
- GOV-05 Planning
- GOV-07 Board Advocacy
- GOV-08 Succession Planning for Board and CEO

The Board reviewed each policy and made some wording changes and corrected some spelling errors. The Board would like to approve the above listed policies at the October meeting.

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

The treasurer reported the budget to Actual for June and July 2024.

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

The CEO highlighted the summer programs and the successful TD Summer Reading Program that took place this summer. Over the 6 weeks the program ran, we had a total of 90 visits to the program.

**10. Report from Municipal Council report - NIL**

The Township is in their succession of the former CEO to Director of Operations and the former Treasurer into the role of CEO. Things are moving well, the succession at the Port of Johnstown will be in process as well in the next few weeks, as the current General Manager will work with the new General Manager to ease into her role at the Port.

Cross walk lights with push buttons will be installed in the next couple of months, two in Cardinal at Highway 2 and Dishaw street and the second at Highway 2 and Shanly Road. One will be installed in Spencerville at Henderson Street and Bennett Street.

Various roads are being paved in the Township.

**11. New business/Community Activities**

Motion by Tammy Wilson, that the Board approve the following Christmas Hours for the Edwardsburgh Cardinal Public Library, seconded by Judy Cameron. CARRIED

**Tuesday Dec 24-Friday Dec 27 – Closed**

Saturday Dec 28 Open

**Monday Dec 30, Tuesday Dec 31, Wednesday Jan 1 Closed**

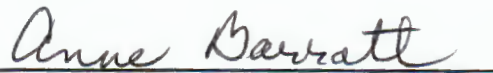
Thursday January 2, 2025 Open

Judy Cameron advised the Board that she would be attending the Board meetings from December to May electronically.

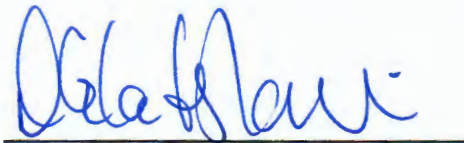
**12. Date of Next Meeting:** Tuesday October 22nd, 2024 5pm Cardinal Branch

**13. Adjournment**

Motion by Joe Martelle seconded by Tammy Wilson that the meeting of the Library Board does now adjourn at pm 6:13pm. CARRIED



Chair



Recording Secretary

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To: ECPL Board Members  
From: Donna Gladstone, Library CEO  
Meeting Date: September 24, 2024  
Subject: Library CEO Report 2024,

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This report summarizes our summer for the months

#### Programs

READ Program with volunteer Lori ran throughout the summer Monday, Wednesday evening and Saturday morning.

40 Father's Day Craft Kits were distributed in June

Reptile Rainforest Roadshow June 22 – Sponsored by the FOL Cardinal Branch was well attended with 41 participants.

Dementia presentation by the Alzheimer Society June 25 – Sponsored by the FOL Cardinal was attended by 8 individuals

TD Summer Reading Club – ran for 6 weeks on Thursday July 11, 18, 25 and August 1, 8 and 15 – This summer we had an exceptional turnout with 90 in person participants over the 6 weeks.

In addition to our story and craft we did 2 reading incentives – our Page Pals (year 2) which are very popular with the children as well as, a Blast off into Reading Rocket. The kids put their name on stars for every book they read each week for the 6 weeks.

Train Day on August 13 was well attended with 80 visits on the train. Visitors of all ages participated.

Swiftie Saturday August 17 was fun and Swifties' of all ages participated in bracelet making trivia and watched video shared by Darcie who attended the ERAS tour in Wales earlier this year.

We had a very busy and successful summer of programming that was well attended. We are grateful our FOL Cardinal Branch and our FOL Spencerville Branch for their continued support and donations for the TD Summer Program.

#### Upcoming Programs

September – Apple Craft Kit will be available

READ Program will continue

Book Club (FOL Cardinal) will resume in branch

Baby & Tot Story Time will be held the month of October

Book Sale (FOL Spencerville) will be held Saturday October 5

Library Week Planning is underway

Kid Librarian – Details are being worked on.

### Both Branches

Staff meeting in August gave us an opportunity to do fall and winter planning as well as an opportunity to brainstorm ideas for next spring and summer.

We have recently been introduced to a new Payroll Program (ADP) which the township has implemented. It has been relatively easy with a few minor issues – all seems to be working well. Hours are done through an APP and no paper timesheets are used.

School visits and dates were determined and will be communicated to South Ed and Centennial with a proposed October start date.

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I submitted our PLOG application for 2024-25 on September 5<sup>th</sup> – should receive payment late November/December – no confirmed payment date is given.

This summer I have been working on Revisions/Updates to our policies. Three new governance policies have been developed. I will have all revised policies as well as the 3 new policies available in hard copy for the meeting.

August 2024 Stats					August 2023 Stats				
	Cardinal	Spencerville	Total	YTD		Cardinal	Spencerville	Total	YTD
Persons Entering	542	155	697	6526	Persons Entering	424	189	613	5757
WorkflowHolds	16	26	42	276	WorkflowHolds	9	34	43	310
Email Inquires	4	3	7	53	Email Inquires	2	2	4	31
Phone Inquires	20	12	32	220	Phone Inquires	10	16	26	207
In-person Inquires	28	31	59	604	In-person Inquires	22	34	56	316
ILL	29	2	31	162	ILL	14	14	28	142
PC Use	26	17	43	345	PC Use	18	18	36	282
Wireless Use	50	13	63	236	Wireless Use	7	2	9	42
Curbside Pick-up			0	0	Curbside Pick-up	17		17	71
Photocopying/Faxes	24	15	39	267	Photocopying/Faxes	16	7	23	176
Programs	15	5	20	221	Programs	4	3	7	129
Program Attendance	158	17	175	919	Program Attendance	25	10	35	695
Home Bound Service	2	2	4	16	Home Bound Services			0	6
Volunteer Hours	36		36	251.5	Volunteer Hours			0	79.5
School vists			0	25	School Visits				1245
#of students			0	1473	#of students				
Circulation	762	395	1157	8413	Circulation	641	474	1115	8919
Overdrive	263	225	488	3771	Overdrive	246	228	474	3344
Overdrive Users	56	38	94	626	Overdrive Users	41	37	78	357
New Users	2	2	4	30	New Users	1	4	5	30
New Library Cards	21	4	25	75	New Library Cards	12	5	17	144
230 website visits					Website Visits	320			

July 2024 Stats				July 2023 Stats					
	Cardinal	Spencerville	Total	YTD		Cardinal	Spencerville	Total	YTD
Persons Entering	522	149	671	5828	Persons Entering	390	257	647	5144
WorkflowHolds	18	18	36	234	WorkflowHolds	23	41	64	267
Email Inquires	8	5	13	46	Email Inquires	12	1	13	27
Phone Inquires	23	17	40	188	Phone Inquires	16	11	27	181
In-person Inquires	42	31	73	545	In-person Inquires	17	19	36	260
ILL	13	1	14	131	ILL	7	21	28	114
PC Use	14	16	30	302	PC Use	15	9	24	246
Wireless Use	43	8	51	173	Wireless Use	9	1	10	33
Curbside Pick-up			0	0	Curbside Pick-up	17		17	54
Photocopying/Faxes	28	19	47	228	Photocopying/Faxes	19	1	20	153
Programs	23	3	26	201	Programs	5	6	11	122
Program Attendance	78	9	87	744	Program Attendance	32	22	54	660
Home Bound Service	4	1	5	12	Home Bound Services	1	0	1	6
Volunteer Hours	36		36	215.5	Volunteer Hours			0	79.5
School vists			0	25	School Visits			52	1245
#of students			0	1473	#of students				
Circulation	895	332	1227	8413	Circulation	547	524	1071	7804
Overdrive	347	260	607	3771	Overdrive	283	182	465	2070
Overdrive Users	46	38	84	626	Overdrive Users	43	37	80	279
New Users	3	3	6	30	New Users	2	1	3	25
New Library Cards	10	3	13	75	New Library Cards	6	4	10	127
283 website visits					Website Visits	346			

June 2024 Stats				June 2023 Stats					
	Cardinal	Spencerville	Total	YTD		Cardinal	Spencerville	Total	YTD
Persons Entering	503	299	802	5157	Persons Entering	257	186	443	4407
WorkflowHolds	19	14	33	198	WorkflowHolds	9	19	28	203
Email Inquires	1	5	6	33	Email Inquires	1	0	1	14
Phone Inquires	16	21	37	148	Phone Inquires	1	11	12	154
In-person Inquires	17	44	61	472	In-person Inquires	15	17	32	224
ILL	15	21	36	117	ILL	5	7	12	86
PC Use	22	20	42	272	PC Use	25	16	41	222
Wireless Use	19	11	30	122	Wireless Use	1	2	3	23
Curbside Pick-up			0	0	Curbside Pick-up	3	1	4	37
Photocopying/Faxes	11	11	22	181	Photocopying/Faxes	16	3	19	133
Programs	26	5	31	175	Programs	5	5	10	111
Program Attendance	97	8	105	657	Program Attendance	99	16	115	615
Home Bound Service		1	1	7	Home Bound Services	0	0	0	5
Volunteer Hours	34		34	179.5	Volunteer Hours			0	79.5
School vists	1	1	2	25	School Visits			52	1245
#of students		24	24	1473	#of students				
Circulation	594	409	1003	7186	Circulation	530	356	886	6733
Overdrive	386	180	566	3164	Overdrive	233	174	407	2405
Overdrive Users	54	38	92	542	Overdrive Users	40	34	74	199
New Users	2	2	4	24	New Users	1	3	4	22
New Library Cards	5	4	9	62	New Library Cards	4	4	8	117
237 website visits					Website Visits	310			