

Edwardsburgh Cardinal Public Library Board Meeting Minutes

January 28, 2025 Cardinal Branch

Present: T. East, H. Cameron, J. Martelle, T. Wilson

Regrets: P. Tierney, A. Barratt, J. Cameron

Staff: D. Gladstone, MA. Gaylord

1. Call to order

The meeting was called to order at 5:20 pm, by Vice Chair, Tammy Wilson. Tammy welcomed Tim East, as the new appointment to the Library Board. Tim brings many years of Library experience on the Board and all were happy to see him appointed to the Board by Township Council.

2. Disclosure of interest – None

3. Additions to agenda

Motion by Hugh Cameron, to approve the agenda, seconded by Tim East.
CARRIED

4. Approval of minutes from previous meeting

Motion by Hugh Cameron to approve the November 26, 2024 minutes seconded by Joe Martelle. **CARRIED**

5. Business arising from minutes

6. Correspondence

Email from Township Clerk – R. Crich Re: Appointment of Tim East to the ECPL, the appointment will be taking place via bylaw on January 27 during the regular meeting of council.

7. Policy Review

8. Treasurer's report

The Board received the monthly financial report for October, November and December.

The CEO advised that the annual budget presentation will take place on Thursday February 20th at the Administration and Operations meeting. Presentation has been shared with the Board for review and comment.

9. CEO/Supervisor report attached

A question was asked about the in-person inquiries. The CEO explained in-person inquiries are questions asked about books, readers advisory, information requests, etc. The number is high with the students visiting from the local elementary school in Spencerville. In addition to checking books in and out, staff helps the students find books to read and help them find the books they are seeking.

10. Report from Municipal Council report attached

Councillor Martelle answered some questions regarding information on his report. Questions included
Seniors Tech Program
Recycling Program Changes
Fire Department Recruitment – The Board noted the number of recruits was very nice to see.

11. New business/Community Activities

Tim East will be attending Ontario Library Service Conference on behalf of the ECPL. Tim will share information from the conference at our February meeting. The Board has asked Tim to keep his receipts for reimbursement of expenses from the conference.

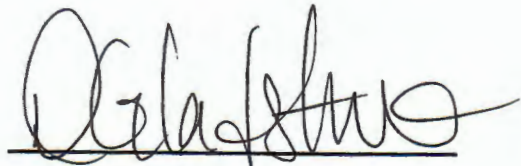
12. Date of Next Meeting: Tuesday February 25th, 2025 5pm Cardinal Branch

13. Adjournment

Motion by Hugh Cameron seconded by Tim East that the meeting of the Library Board does now adjourn at pm 6:12 pm. CARRIED



Chair



Recording Secretary

To: ECPL Board Members
From: Donna Gladstone, Library CEO
Meeting Date: January 28, 2025
Subject: Library CEO Report

Programs

READ

Baby & Tot Storytime

Lego Saturday

12 Days of Christmas

Holiday Food Drive Challenge

Christmas Storytime with Mayor Deschamps

Both Branches

Mayor Deschamps was invited to read a Christmas Story at both branches – Due to inclement weather and scheduling, he was unable to read at the Cardinal Branch. Mayor Deschamps was able to attend the scheduled date in Spencerville. Although the numbers were low, he did an interactive story time with the children, which was fun to watch and was memorable for the children and the Mayor. Many thanks to Mayor Deschamps for taking time to share his love of reading.

Cardinal Branch

The work of the South Grenville Guild of Fine Art has been displayed. The Art gives a nice aesthetic to the space.

On December 18th we shared in celebration with Lori Lurges, who was nominated Citizen of the Year for the READ program at the Edwardsburgh Cardinal Public Library. Along with Library staff, Lori's family and friends also attended the celebration at the Township office. Many of Lori's students and parents also attended to celebrate Lori. The recognition came as a total surprise to Lori and she was thrilled with the honour and the students who attended. Council and staff put on a wonderful evening to celebrate the many community members recognized for the work in our community.



Edwardsburgh Cardinal Public Library

2024 Stats

2023 Stats

	Cardinal	Spencerville	Total	YTD		Cardinal	Spencerville	Total	
Persons Entering	4850	4647	9497	9497	Persons Entering	4364	4522	8886	7%
WorkflowHolds	234	205	439	439	WorkflowHolds	175	230	405	8%
Email Inquires	46	30	76	76	Email Inquires	36	26	62	23%
Phone Inquires	141	183	324	324	Phone Inquires	145	170	315	3%
In-person Inquires	193	737	930	930	In-person Inquires	137	291	428	117%
ILL	155	86	241	241	ILL	82	131	213	13%
PC Use	223	241	464	464	PC Use	225	154	379	22%
Wireless Use	276	114	390	390	Wireless Use	26	53	79	394%
Curbside Pick-up			0	0	Curbside Pick-up	111	14	125	-100%
Photocopying/Faxes	207	159	366	366	Photocopying/Faxes	196	58	254	44%
Programs	266	111	377	377	Programs	332	197	529	-29%
Program Attendance	953	430	1383	1383	Program Attendance	713	179	892	55%
Home Bound Service	17	12	29	29	Home Bound Service	7	5	12	142%
Volunteer Hours	339.5	13	352.5	355.5	Volunteer Hours	136.5	18	154.5	130%
School vists	10	33	43	43					
#of students		2321	2321	2321	School Visits		2000	2000	16%
Circulation	7971	6200	14171	14171	Circulation	6866	6212	13078	8%
Overdrive	3808	2428	6236	6236	Overdrive	3068	2305	5373	16%
Overdrive Users	614	466	1080	1080	Overdrive Users	358	313	671	61%
New Users	34	18	52	52	New Users	20	24	44	18%
New Library Cards	78	73	151	151	New Library Cards	129	104	233	-35%
Program Take Home	242	98	344	344	Program Take Home	271	70	341	1%

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Bylaw	The BLEO is actively monitoring and enforcing winter parking restrictions during winter events. The BLEO is working with the Public Works Department to coordinate when the team is called out for winter events to issue warnings and infractions that impede winter control efforts.
Council AV	Staff have finalized the last portions of the new Council av system. This will result in the public having access to livestreaming on the Township website through the council meeting calendar at the same time as the meeting is taking place (possible 30 second delay on livestream depending on the user's internet speeds). Additionally, the public will be able to access a more accessible and user-friendly viewing of the meeting the following day through the html agenda where the video is segmented by agenda item. This will result in the public user's ability to watch the portion of the video related to specific items, instead of watching and scrolling through the full video.
Home and Trade Show	Ontario Approved Professional's Spring Home and Trade Show is April 24-26 this year at the Leo in Prescott. The Township is a title sponsor and will have a booth at the event. Council is welcome to support at the booth – a sign-up sheet will be circulated closer to the event. This year's event has expanded to include outdoor vendors on Dibble Street. Staff are working on engagement activities and messaging that will align with our Strategic Plan.
SNC Free Tree Day	We are partnering with SNC for Free Tree Day. As in previous years, we have matched their \$500 contribution to make more trees available to EC residents. OPG has also made a donation for additional stock.
Community Newsletter	Students at South Grenville District High School have agreed to continue with the monthly newsletter outside of classroom time, as volunteers. In addition to the online version, EC staff have been distributing 200 print copies to local businesses each month. The February edition will be published this week.
UCLG Growth Management Study	UCLG will be conducting a Growth Management Study this year, in advance of their 10-year Official Plan review scheduled for 2026. Our Planner will be on the Technical Advisory Committee and provide updates to Council throughout the study.
Communications Committee	Our communications committee has had a successful first two meetings and has scheduled monthly meetings going forward.
Upcoming meeting schedule	Monday, February 3 – Public Meeting – Zoning Bylaw Amendment – Domestic Fowl 6:00pm Monday, February 3 – Committee of the Whole – Community Development

No
Date

Time – 6:30 p.m. unless noted otherwise	Monday, February 10 – Committee of the Whole – Administration & Operations
	Tuesday, February 18 – Port Management Committee
	Thursday, February 20 – Tentative – Committee of the Whole – Administration & Operations (Budget Meeting – if needed)
	Monday, February 24 – Regular Council

TREASURY

2024 year-end audit	There is ongoing correspondence with the auditing team in regard to the 2024 year-end audit and staff have been actively responding to requests. While the audit has not been officially scheduled yet, staff continue to work through the necessary preparations.
GIC Redemption	On January 17 th , the \$1,250,000 360-day GIC was redeemed and allocated to the Industrial Park Land Reserve.
Online Payment Processing	Staff have been actively researching online payment processing options and will be shown demos from a couple of providers to evaluate their solutions.

FACILITIES/RECREATION

Senior Tech Class	Session two continues with weekly sessions in Johnstown & Spencerville
Seniors Exercise	We have secured an instructor and will begin Weekly exercise and wellness classes in Johnstown and Spencerville
Family Day	February 17 th , both arenas will offer free family day skating
Coop Student	We have had a fulltime coop student from SGDHS since October, Zack White was working out of the Ingredion arena during this time which will end this week.
Summer Employment	Advertising is out for all our pool & camp positions.
Art Class	New session begins February 13 th for 4 weeks at the Johnstown Hall
Summer Pool Courses	Information and advertising for these programs are now available on our website

OPERATIONS – PUBLIC WORKS

Christmas Tree Pick-up and Drop-off	Christmas Tree pickups were completed between January 6 and January 17 in Cardinal, Spencerville, Johnstown, and New Wexford. Christmas Tree drop-off free of charge continues until the end of January on Saturday mornings at the Scott Rd waste
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	transfer station. All decorations, tinsel and plastic must be removed.
Ongoing Activities	Perform routine and weekend road patrols of TWPEC – Roads and Sidewalks Network. Ongoing work includes vehicle maintenance, shop maintenance, pothole patch repairs on various roadways. Preventative Maintenance Checks performed on Trucks #19-04, #20-03, #24-05, #20-08, #5, #6, #7. Winter Operations in month of January – 11 occasions
Training	GPS/AVL training continues for staff
Lane Light Pedestrian Crossings	Footings for light crossings installation is completed at CR2/Dishaw St, CR2/Walker St, and Bennett/Henderson St.
Blue Box Transition	The 2025 calendar has been placed on our website and a bulk distribution in the mail. Letters to ICI's have been sent. We will be scheduling weekly social media posts starting in February educating residents on the transition and what to expect with the new program that takes full effect on January 1, 2026.
Curbside Solid Waste	Contract has been executed with HGC for 2025. Staff will issue an RFP later in the year for these services that would begin on January 1, 2026.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Received a bulk load of Alum. Serviced/repaired Air Handling unit. Capital Controls completed annual calibration/verification on process equipment. Replaced effluent sampler refrigerator. Routine maintenance completed. Quarterly Effluent Regulatory Reporting Information System (ERRIS) reporting completed. GAL Power scheduled to complete fuel and exhaust system repairs the week of February 24 th . (Capital)
Cardinal Water Plant	UV System project engineering has started. Capital Controls completed annual calibration/verification on process equipment. Annual Permit to Take Water data submission completed. Replaced Filter 2A turbidity analyzer. DWQMS annual internal audit completed. DWQMS annual risk assessment review completed.
Cardinal Distribution System	Replaced leaking water service on George Street. Routine rounds and sampling completed.

Industrial Park Water System	Routine rounds completed. Annual O. Reg 450/07 reporting completed for industries that used more than 7200 m3 per year of water (Prysmian Cables and Giant Tiger Distribution Centre for 2024).
Windmill Pumping Station	Routine rounds completed.
Spencerville Wastewater System	Capital Controls serviced mag meter. Annual ERRIS reporting completed. GAL Power scheduled to complete fuel and exhaust system repairs the week of March 24 th (Capital).
Cardinal Sewer and Storm Collection System	Repaired section of lateral on Middle Street. Routine rounds completed. Stormwater Sewer shed summary table submitted to MECP.

OPERATIONS – MUNICIPAL DRAINS

Dewitt – Richter	This item is in front of Council tonight to approve proceeding with maintenance work on the drain recommended by the drainage superintendent. Notification letters and draft assessment schedule are ready.
James Reilly Branch # 2	Notification letters and draft assessment schedule are ready.
General Maintenance Work	We will be taking an alternative approach to maintenance work on municipal drains this year. We will be issuing an RFQ for vendors of record for hourly equipment rates. We feel this will be more cost effective and provide greater flexibility. We will also extend this to other equipment outside municipal drain specific work.

FIRE DEPARTMENT

HR	Eight new recruits started with the department on January 8 and will be on probation for the next year.
Training	NFPA 1001 Firefighter Level 1 class begins on February 5 th with certification testing scheduled on May 3 rd . The class of 17 is comprised of 14 from EC and 3 from Prescott. The course will include a day of practical training at the Leeds 1000 Islands training centre. EC was successful in securing one of the Ontario Fire College, Mobile Live Fire Training Units at station 1 October 1-5. The 53' custom trailer with extendable second storey will allow firefighters

	from EC, Prescott and Augusta to train on various skills including; ladders, ventilation, live fire attack, search and forcible entry.
Fleet	All vehicles are performing as designed.
Fire Prevention	FPO and 2 Captains are working with Giant Tiger staff to develop an emergency response plan for the robotic portion of the facility. With the assistance of the building department the FPO has started a program where residents of homes that reach 10 years old receive a birthday card reminding them to replace their smoke and CO alarms. Information on alarm selection and contact information for assistance is included.
Facilities	The south bay heater at station 2 has been repaired and all other heating equipment serviced. The centre bay heater at station 1 remains out of service waiting costing and schedule for replacement. All other heating equipment has been serviced and operating well. Preliminary station 2 floor plans and perspectives have been received from CKA Architects. A meeting will be scheduled with the station committee in the near future to provide comment/feedback.
Other	EC will receive a \$16460.90 fire protection grant for the purchase of a bunker gear washer and dryer for station 2. This project will expedite gear cleaning after an incident in an effort to reduce firefighter exposure to products of combustion. EC has been awarded a \$1562.82 grant from the Fire Marshalls Public Fire Safety Council to support educational needs associated with firefighter certification. This will go towards a much-needed update to our projectors through the Best Buy Business program. The Leeds Grenville Fire Chefs have re-established a communications committee and several chiefs are working in coordination with Counties staff on the communications study/update. Annual self contained breathing apparatus (SCBA) flow testing and maintenance was completed with only a couple minor repairs required.

EMERGENCY MANAGEMENT

CEMC Update	We have received confirmation through the EMO portal that Brian Moore has been approved and is now designated as the new Community Emergency Management Coordinator for the Township.
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Councilors are reminded to please forward or cc sent/received email correspondence that is a municipal record to councilmail@twpec.ca