

Edwardsburgh Cardinal Public Library Board Meeting Minutes

February 25, 2025 Cardinal Branch

Present: A. Barratt, T. East, P. Tierney, J. Martelle, T. Wilson

Regrets: H. Cameron

Via FaceTime: J. Cameron

Staff: D. Gladstone, MA. Gaylord

1. Call to order

The meeting was called to order at 5:03 pm, by Chair, Anne Barratt.
Anne welcomed Tim East, as the new appointment to the Library Board.

2. Disclosure of interest – None

3. Additions to agenda

Motion by Tammy Wilson, to approve the agenda, seconded by Pat Tierney.
CARRIED

4. Approval of minutes from previous meeting

Motion by Tim East to approve the January 28, 2025 minutes seconded by Pat Tierney. CARRIED

5. Business arising from minutes

6. Correspondence

7. Policy Review

HR-07-Workplace Harassment and Discrimination

HR-08-Prevention of Workplace Violence

HR-09-Health and Safety

OP-Safety, Security and Emergencies

The board had some discussion and made some minor changes. The Board will move these policies forward at the next regular Board meeting.

8. Treasurer's report

Motion by Tim East to receive the January 2025 financial report seconded by Tammy Wilson. CARRIED

9. CEO/Supervisor report attached

The Presentation to Committee was made on February 20th. Committee was very pleased with the statistics for the year 2024. No questions regarding the increase in the budget. Committee extended thanks to Library staff and Board for another successful year and a job well done.

The Board had good discussion about the Valley View Library Fifth Estate story. The Board is committed to welcoming all and the freedom to read. The Board is unified in maintaining Intellectual freedoms to all patrons.

10. Report from Municipal Council report attached

Councillor Martelle submitted information report. The Board thanked Joe for the report, and really appreciate receiving this information.

11. New business/Community Activities

Tim East attended OLA Conference and reported the following;

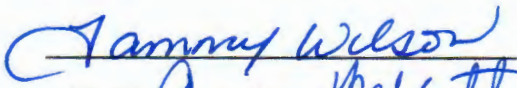
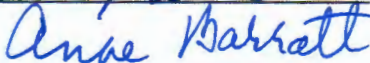
- Approximately 150 people were in attendance
- Seminars he attended were Mental Health and Addiction Disorders
- Municipality Library Relations
- Leadership – questions relating to social media

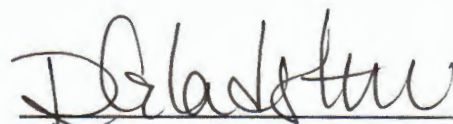
Tim had opportunity to speak with some of the folks at the conference. Many do not have the Municipal relationship we have. In summary we are in good standing with our Municipality and with our community from the discussions Tim had with others who, are not having the same experience.

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

13. Adjournment

Motion by Tammy Wilson seconded by Pat Tierney 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: February 25, 2025
Subject: Library CEO Report

Programs

READ

Baby & Tot Storytime

Lego Saturday

Kid Librarian

Jory John Theme Day – Saturday February 22

Both Branches

Due to weather we closed the Branches early on February 6 (at 3pm) and a full closure on February 13th.

Our Friends of the Library groups continue to meet monthly. Both groups will be preparing a year end review for the Board to receive.

Staff will meet February 28th to start the spring planning for programs at the Library.

Policy Review

The current policies that are on this meetings agenda – are policies that are to be reviewed annually by the Board. There are no changes to the policies listed below.

HR-07-Workplace Harassment and Discrimination

HR-08-Prevention of Workplace Violence

HR-09-Health and Safety

OP-Safety, Security and Emergencies

Valley View Library Fifth Estate Story – the link was sent out to all Board and Staff. There has been some discussion amongst CEO's that a discussion with Ontario Library Service regarding the Valley View Library take place and recommend a united statement of all Libraries and Boards in Ontario. I will keep you updated on any meetings scheduled.

<https://www.cbc.ca/player/play/video/9.6639485>

January 2025 Stats

January 2024 Stats

	Cardinal	Spencerville	Total
Persons Entering	382	451	833
WorkflowHolds	39	37	76
Email Inquires	1		1
Phone Inquires	20	11	31
In-person Inquires	13	82	95
ILL	21	8	29
PC Use	10	21	31
Wireless Use	39	18	57
			0
Photocopying/Faxes	18	6	24
Programs	19	7	26
Program Attendance	78	30	108
Home Bound Service	3	2	5
Volunteer Hours	35		35
School vists	1	4	5
#of students		294	294
Circulation	785	620	1405
Overdrive	273	217	490
Overdrive Users	49	47	96
New Users	4	1	5
New Library Cards	7	3	10

	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
			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 vists		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

CAO's ADMINISTRATIVE UPDATE TO COUNCIL**ADMINISTRATION / ECONOMIC DEVELOPMENT**

* Budget.
* Snow.

BLEO	Staff are still experiencing some localized issues with vehicles being parked overnight during snow removal and clearing events. Will continue with educating residents and look at stricter enforcement in the future.
CIP Project	Staff have had an initial meeting with NPG to discuss the new CIP project. NPG is planning to speak with Council about the project at our March Council meeting.
EC Connects	EC Connects is now live on our website at www.twpec.ca/EC-Connects . We're using the slow traffic time to work out any errors, but we will start advertising this week. Staff are working with HelpSeeker for ways we can use the tool to connect volunteers to organizations in the future.
Website Migration	We're working on website content migration to our new site and we are on track to launch the updated site in Spring. We've created a webpage specifically to advertise public meetings and open houses: www.twpec.ca/public-meetings . Residents can subscribe to the page to be notified of upcoming open houses or public meetings. This does not replace the existing Council Calendar.
Trade Show	Staff are preparing for the Prescott Home and Trade Show on April 24-26. We've invited businesses to share digital ads with us to display at our booth in place of our traditional give away bags. Other booth elements are being planned under the theme "Grow in TWPEC".

TREASURY

2024 year-end audit	The year end audit is scheduled for February 24-28.
Online Payment Processing	Staff have reviewed two demonstrations of online payment processing, and one company will be providing a demonstration to the senior management team on February 25 th

FACILITIES/RECREATION

Senior Tech Class	Classes have concluded, each class we averaged 3-5 residents coming in for support on their tablets or phones
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Senior Exercise Class	We have started classes averaging 8-10 per week at both locations.
Pool Tender	RFP for the Johnstown pool is currently open with a closing date of March 4 th .
March Break Skating	Both rinks offer free public skating during the March break, actual times are listed on our website
Co-Op Student	We have taken on a new Co-op student from Iroquois High School, based out of the Ingredion Arena.
Summer Programs	Registration is open April 1 st for the Camp, swimming lessons in mid-May

OPERATIONS – PUBLIC WORKS

Annual Operating Tenders	Requests for quotations are issued for granular and dust suppressant materials. Submissions are due March 4 and depending on the costing received, the item(s) will come forward to the Committee and Council for award.
2025 Roadside Spraying Program	Staff have submitted a preliminary list of rural roads for herbicide treatment to help control wild parsnip and other noxious weeds. The current program is done on a 2year cycle with a 50/50 split. UCLG has moved to a 3year cycle in certain areas, and we could implement this cycle this year or starting in 2026.
Significant Weather Event	We declared a significant weather event on February 16th at 9:25am and ended the declaration on February 17th at 12:35pm. Public notifications were done through social media and our website. A significant weather event is defined as an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	GAL Power completed semi-annual servicing of generator. Atel air replaced the fan motor in a wall mounted heater. Annual backflow preventor inspections completed. GAL power scheduled to complete fuel tank and exhaust system repairs the week of February 24 th . (Capital) . Trojan UV is scheduled to complete annual UV servicing on February 26 th . Routine maintenance completed.
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Cardinal Water Plant	<p>Repaired PAC pump pipework.</p> <p>Raw water quality testing completed ahead of 2026 system license renewal.</p> <p>GAL Power completed semi-annual servicing of generator.</p> <p>Annual backflow preventor inspections completed.</p> <p>Trojan UV is scheduled to complete semi-annual UV servicing on February 25th.</p> <p>Routine maintenance completed.</p>
Cardinal Distribution System	<p>Repaired water service at 426 County Road 2.</p> <p>RFP for Dundas Street water-sewer-storm and roadwork rehabilitation submitted to Counties for review.</p>
Industrial Park Water System	<p>Responded to one water complaint (low water pressure- water meter frozen).</p>
Windmill Pumping Station	<p>Routine rounds.</p>
Spencerville Wastewater System	<p>GAL Power completed semi-annual servicing of generator.</p> <p>Replaced generator battery and faulty charger.</p> <p>Routine rounds and maintenance completed.</p>
Cardinal Sewer and Storm Collection System	<p>GAL Power completed semi-annual servicing of generator.</p> <p>Submitting RFP for sanitary force main feasibility study on March 3rd.</p> <p>Routine rounds and maintenance completed.</p>

OPERATIONS – MUNICIPAL DRAINS

	Nothing to report
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FIRE DEPARTMENT

HR	<p>SCBA mask/N95 mask fit testing scheduled to be completed by month end for all firefighters.</p>
Training	<p>NFPA 1001 Firefighter 1 started on February 5 with training taking place every Wednesday evening and occasional Saturdays.</p> <p>Individuals are completing various courses including; courtroom procedures, fire and life safety educator and driver's license signing authority.</p>
Fleet	<p>Batteries failed on Tanker 2 and replaced.</p> <p>Pumper RFP closed with 7 proposals received. Proposals will be reviewed by the officer group and results presented to council on Monday.</p>

Agenda Package - RCM_Feb24_2025

PDF - 12.3 MB



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January 27, 2025

	Truck 8 recall completed. Both pickups have been serviced.
Fire Prevention	A new fire prevention initiative started with Birthday cards sent out to 19 homes constructed in 2015 with a reminder to replace smoke and CO alarms.
	The County Fire Prevention Committee meeting was held at the Athens FD.
	Fire safety plan review is ongoing.
Facilities	Met with Todd Colbourne to provide feedback on station 2 drawings. Plans will be updated at the proper time.
Other	Bunker gear washer and dryer have arrived at station 2. Waiting for the detergent pump to arrive and be programmed prior to going into service.
	EOFA meeting hosted in South Mountain

EMERGENCY MANAGEMENT

Public Education	Social media and township website campaign focused on resident safety and recommended actions before, during and after the storm.
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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

Open Micr...365 (Office)