

Edwardsburgh Cardinal Public Library Board

Meeting Minutes

March 25, 2025 Cardinal Branch

Present: A. Barratt, T. East, H. Cameron, T. Wilson

Regrets: P. Tierney, J. Martelle

Via FaceTime: J. Cameron

Staff: D. Gladstone, MA. Gaylord

1. Call to order

The meeting was called to order at 5:04 pm, by Chair, Anne Barratt.

Anne would like to relieve herself from the Chair position, she wants to continue to be a member of the Board but not the Chair. Anne would like to nominate Tim East as Chair.

Tammy Wilson called a point of order regarding the position of the Vice-Chair moving into the position of Chair upon the Chair's departure. It was noted that the Vice Chair or Acting Chair (as referred to in the Ontario Public Library Act)

Acting chair

(4) In the absence of the chair, the board **may** appoint one of its members as acting chair. R.S.O. 1990, c. P.44, s. 14 (4). and in accordance with

Edwardsburgh Cardinal Public Library BL-01 Sec 3 4(b)2

"In the absence of the board chair, the vice chair will perform the duties of the chair, including presiding at the library board meetings".

The Ontario Public Libraries act does not require a Library Board to appoint an Acting Chair or Vice Chair. The wording in the Board's policy should be changes from Vice-Chair to Acting Chair to align with the provincial legislation and to avoid any misunderstanding of the position going forward.

Nominations were open for interest in in the position of Chair. Nominations were closed with no other names brought forward. Tim East accepted the nomination.

Motion by Anne Barratt that Tim East be appointed Chair of the Edwardsburgh Cardinal Public Library Board, seconded by Hugh Cameron. **CARRIED.**

The Board thanked Anne and congratulated Tim. Tim continued the meeting in the chair position.

2. Disclosure of interest – None

3. Additions to agenda

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

4. Approval of minutes from previous meeting

A spelling error was noted on page 1 on the minutes, section #4

Motion by Anne Barratt to approve the February 25, 2025 minutes as amended seconded by Tammy Wilson. **CARRIED**

5. Business arising from minutes - None

6. Correspondence-None

7. Policy Review

Motion by Hugh Cameron that the Edwardsburgh Cardinal Public Library Board reviews and approves;

HR-07-Workplace Harassment and Discrimination

HR-08-Prevention of Workplace Violence,

HR-09-Health and Safety,

OP-02-Safety, Security and Emergencies

Seconded by Tammy Wilson. **CARRIED**

8. Treasurer's report

Motion by Tammy Wilson to receive the February 2025 financial report as presented, seconded by Anne Barratt. **CARRIED**

9. CEO/Supervisor report attached

The CEO noted upcoming dates to the board that she would be away from the library.

10. Report from Municipal Council – no report

11. New business/Community Activities

The Board will look at updating SC-02 Respect and Acknowledgement

Declaration to align with the Township of Edwardsburgh Cardinal Council.

The CEO will email the revision to all Board members for review and discussion the next Library Board meeting

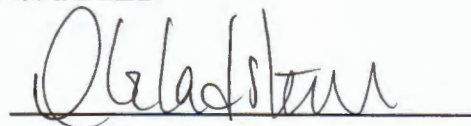
12. Date of Next Meeting: Tuesday April 22th, 2025 5pm Cardinal Branch

13. Adjournment

Motion by Anne Barratt seconded by Judy Cameron that the meeting of the Library Board does now adjourn at pm 5:30pm. **CARRIED**



Chair



Recording Secretary

To: ECPL Board Members
From: Donna Gladstone, Library CEO
Meeting Date: March 25, 2025
Subject: Library CEO Report

Programs

READ

Baby & Tot Storytime

Lego Saturday

Kid Librarian

Reading Gives You Wings – Reading Incentive

March Break Passive Programming

Both Branches

Staff Meeting was held February 28th to start the spring planning for programs at the Library.

Upcoming plans;

- Spring Craft Take Home Kit
- Mother's Day Craft Take Home Kit
- Horticultural Society Plant Sale May 10 with a rain date of May 17 (Cardinal Branch – outside)
- Father's Day Craft Take Home Kit
- TD Summer Reading Program – Thursday July 10, 17, 24, 31 and Thursday August 7 and 14
We are hoping to have the Train visit at the Cardinal Branch as well as a visit from the Fire Department. Dates and Times TBD
- We are planning to take part in both the Labour Day Parade and the Spencerville Fair Parade again this year.

We had a great response to our March Break program - numbers will be available at the April meeting.

Our Kid Librarian response was great for our first time with 16 kids applying. Each child will have their turn with their display remaining up for 2 weeks our last display will end the week school is out.

The 3rd Annual Design a Bookmark Contest is active now. The closing date is April 10th. Our Friends of the Library Cardinal and Spencerville sponsor this program by paying for the printing of the winning bookmarks. They also have the difficult task of choosing the winners.

Policy Review

Policies listed below word changes and wording corrections made as per discussion at February meeting. Ready for approval.

HR-07-Workplace Harassment and Discrimination

HR-08-Prevention of Workplace Violence

HR-09-Health and Safety

OP-Safety, Security and Emergencies

"A Shadow War on Libraries" Networking Meeting

Tuesday, March 25-1:00 – 2:00pm

To discuss Valley View Library Fifth Estate Story

February 2025 Stats					February 2024 Stats				
	Cardinal	Spencerville	Total	YTD		Cardinal	Spencerville	Total	YTD
Persons Entering	358	480	838	1671	Persons Entering	370	482	852	1486
WorkflowHolds	46	6	52	128	WorkflowHolds	24	12	36	65
Email Inquires	5	2	7	8	Email Inquires	2	3	5	7
Phone Inquires	17	12	29	60	Phone Inquires	3	9	12	28
In-person Inquires	20	94	114	209	In-person Inquires	10	58	68	109
ILL	26	5	31	60	ILL	3	4	7	35
PC Use	7	17	24	55	PC Use	29	23	52	92
Wireless Use	26	18	44	101	Wireless Use	9	5	14	38
Photocopying/Faxes	15	7	22	46	Photocopying/Faxes	20	11	31	58
Programs	16	6	22	48	Programs	14	10	24	45
Program Attendance	63	47	110	218	Program Attendance	61	75	136	174
Home Bound Service		1	1	6	Home Bound Service	2	1	3	4
Volunteer Hours	24		24	59	Volunteer Hours	24		24	48
School vists	1	4	5	10	School vists		4	4	7
#of students		281	281	575	#of students		269	269	454
Circulation	769	655	1424	2829	Circulation	646	655	1301	2256
Overdrive	276	222	498	988	Overdrive	339	148	487	1047
Overdrive Users	47	45	92	188	Overdrive Users	54	32	86	178
New Users	1	1	2	7	New Users	4	0	4	7
New Library Cards	3	3	6	13	New Library Cards	4	10	14	21
251 website visits					237 website visits				