

Edwardsburgh Cardinal Public Library Board Meeting Minutes

Virtual Zoom Meeting January 12th, 2021

Present: T. East, D. Robertson, A. Barratt, H. Cameron, P. Tierney, T. Wilson,
Judy Cameron

Staff: M-A. Gaylord, D. Gladstone

Special Guests: None.

1. Call to order

Tim East Chair called to order the regular meeting of the Edwardsburgh Cardinal Public Library at 5:10 pm on January 12th, 2021 a virtual Zoom meeting.

Tim welcomed everyone to the meeting, the first of 2021. He thanked everyone for attending this zoom meeting, and is looking forward to being able to meet in person again. On behalf of the Board, Tim thanked staff at both branches and volunteers for working through these exceptional times and continuing to provide great service. Tim thanked Board members for their work during these exceptional times as well.

2. Disclosure of interest – None

3. Additions to agenda

Provincial Stay at Home Announcement January 12th

Motion by Dave Robertson to approve the addition to agenda, seconded by Anne Barratt. CARRIED

Appointment of Officers for 2021

Motion by Hugh Cameron to appoint Library Board Officers for the year 2021, as listed, seconded by Judy Cameron. CARRIED

Chair: Tim East

Vice Chair: Pat Tierney

Treasurer: David Robertson

Recording Secretary: CEO Donna Gladstone

4. Approval of minutes from last meeting

Motion by Pat Tierney to accept the November 24th, 2020 minutes as presented, seconded by Dave Robertson. CARRIED

5. Business arising from minutes

The CEO presented to the Board two estimates received for the reconfiguration at the Spencerville Library. The board asked if the estimates included electrical, the CEO advised that the Facilities Manager Mike Spencer has been advised and has done a site visit and that a portion of his budget is for Library electrical updates and the electrical work, which will involve moving some outlets will be looked after from that budget.

Motion by Anne Barratt to accept the lowest estimate of \$10,735.00 submitted by Paul Kingston be accepted, seconded by Dave Robertson. CARRIED

Hugh Cameron advised of a modernization grant and that the Port of Johnstown has a community capital fund grant. Hugh will look into the modernization funds and the CEO will work on the application for the Port of Johnstown Community Grant.

6. Correspondence NIL

7. Treasurer's report

- Treasurer: Reported all invoices paid for 2020 have been submitted and Dave will provide an Accounts Payable listing.
- Budget meetings are underway and the Library will be advised of date of their presentation to Council.
- A draft budget will be completed and sent to the Township Treasurer next week.

The Board reviewed the Edwardsburgh Cardinal Public Library Salary Scale for 2021.

Motion by Pat Tierney the Edwardsburgh Cardinal Public Library approves 1.75% increase effective January 1st, 2021 for the library employees, in keeping with pay equity recommendation report, seconded by Anne Barrett. CARRIED.

The Board had previously requested the CEO to keep track of hours worked as the currently allotted 10 hours per week didn't seem sufficient. The CEO reported that an extra 47 hours had been worked between January and March. It was discussed how to compensate the CEO and Dave will look into how this should be paid out. Further discussion took place on the number of hours required by the CEO on a regular basis and it was agreed that the job description would be amended to reflect 15 hours per week. It was also agreed that the

CEO would continue to keep track of hours worked and would be compensated for extra hours.

Motion by Judy Cameron that Edwardsburgh Public Library Board agrees to compensate CEO Donna Gladstone for an additional 47 hours worked during the Month of March, seconded by Anne Barratt. CARRIED

Motion by Judy Cameron that the Edwardsburgh Cardinal Public Library Board revise the CEO Job Description specifically the hours of work per week from 10 hours to 15 hours per week, with a review of the hours in one year, seconded by Anne Barratt. CARRIED

8. CEO/Supervisor reports attached

- The Friends of the Cardinal Library sponsored a virtual Scientist in the Classroom Workshop which was attended by 25 participants, between the ages of 4 and 12.
- Christmas Story Reading – MPP Steve Clark, Chair Tim East, MP Michael Barrett and Mayor Pat Sayeau, all read a Christmas story and did it by video that we uploaded to the Library Facebook page. It was well received and the 4 stories were viewed 4,017 times for the two weeks they were posted. Great community support and outreach by all who participated and all who viewed.
- Virtual Programming will continue into 2021.

The Board will finance the next Virtual Scientist in the Classroom in March, during the March Break. The cost will be \$195.00 + 10 additional kits at a cost of \$5 per kit. The total cost will be \$245, which will come out of the Library program budget.

9. Policy Review -NIL

10. Report from Municipal Council – Councillor H. Cameron

Councillor Cameron reported that Budget meetings have begun. The Library budget review date has not been scheduled but we will be notified of the date probably mid-February.

ROMA will be held virtually this year.

Township is using the Recorder and Times as one of their means to provide information to the public. Since the closing of the South Grenville Journal, other

means of communication will be used including the Recorder and Times newspaper.

CCAC held a Christmas Lighting contest and they held a New Year's 'Make Some Noise' event on Joseph Street in Cardinal which was recognized for their community spirit with the Christmas Lights.

11. New business/Community Activities

*CEO advised the Board of the impact of the second Provincial Emergency Order "Stay at Home." We can continue contactless curbside pick-up which is the same as regulations that were put into place in December 2020. The new text indicated however, that "only those employees that need to be on-site should be in the building. Where possible, others should work from home."

*Our plan is to continue with the hours we have had in place since COVID and will only have the necessary staff in the buildings to provide the service of curbside pick-up and quarantine of the material returned.

*We are very pleased we will be able to continue our services although with restrictions to our Patrons.

12. Closed Session – Nil

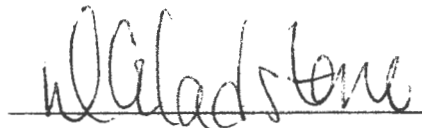
13. Date of Next Meeting: Tuesday February 23rd, 2021 at 5pm. If we are able to attend a meeting in person it will be held in Cardinal, otherwise we will set up a virtual meeting. TBD

14. Adjournment

Moved by Judy Cameron, seconded by Anne Barratt that the meeting of the Library Board does now adjourn at 6:31 pm. CARRIED



Chair



Recording Secretary

Paul Kingston

524 Chambers Road

Cardinal, ON

K0E 1E0

613-657-3682 or cell 613-802-2844

BN/HST#14046 3597 RT0001

November 24, 2020

QUOTE

Township of Edwardsbury/Cardinal

Attention of Donna Gladstone

Spencerville Library Renovation

\$ 9,500.00

Includes - supply 4 new doors for existing lower base unit 6' long

- 1 36" 1/2 door to match cabinets

- 11' of book shelves, 46 1/2" high x 12" deep with arborite top. Clear plexi glass divider on top with oak trim to match cabinets.

- 1 2' wide x 7' high x 12" deep bookshelf

- 1 46" x 30" x 24" deep bank of drawers

- cut down 1 back splash

- move existing cabinets as per drawing

- move 4 existing bookshelves beside front entrance and fasten together. Cut tact board down to fit back of bookshelves and fasten to them.

All new cabnetry stained and sprayed to match as close as possible. New countertops to match if still available or substitute if necessary.

Does not include removal of library books or restocking shelves.

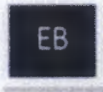
No electrical costs are included.

HST

1,235.00

\$ 10,735.00

Terms - 50% down, balance on completion



Ed Broniszeski Carpentry Ltd.

Est. 1970

P.O. Box 5, Spencerville ON K0E 1X0

December 16, 2020

Re: Spencerville Library
Renovation Quote

- Priced as per plan provided

	\$11,240.00
	<u>\$ 1,461.20 HST</u>
TOTAL:	\$12,701.20

CEO REPORT

JANUARY 12TH, 2021

Programming

Christmas Ornaments – we received 17 pictures of decorated ornaments. Good feedback from those who participated.

Book Reviews-we received 14 book reviews. The reviews were from all age categories. We will continue this in the new year.

Virtual Scientist in the Classroom – Candy Chemistry – The Friends of the Cardinal Library sponsored this workshop. The virtual workshop provides 15 links, all 15 links were registered and in total there were 25 participants. Great feedback from the participants. We plan to do more of these.

Christmas Story Reading – MPP Steve Clark, Chair Tim East, MPP Michael Barrett, Mayor Pat Sayeau, all willingly accepted our invitation to read a Christmas story. The stories were all Canadian and were very well received by the community. Total views for all 4 video stories was 4,017

Cardinal Branch

- Student Page Anna De Visser started on December 12th.
- New laptop has been ordered for the mobile workstation

Spencerville Branch

- Estimates received for library upgrades – Board will need to review to proceed to next steps
- New laptop has been ordered for the mobile workstation

Both Branches

As of December 26th we are back to contactless curbside pick-up. Public is not permitted in the buildings. Staff are permitted in the buildings. We will go back to the contactless curbside that we were doing in the first lockdown until the Province lifts the lockdown.

We will be participating in the Ontario Parks

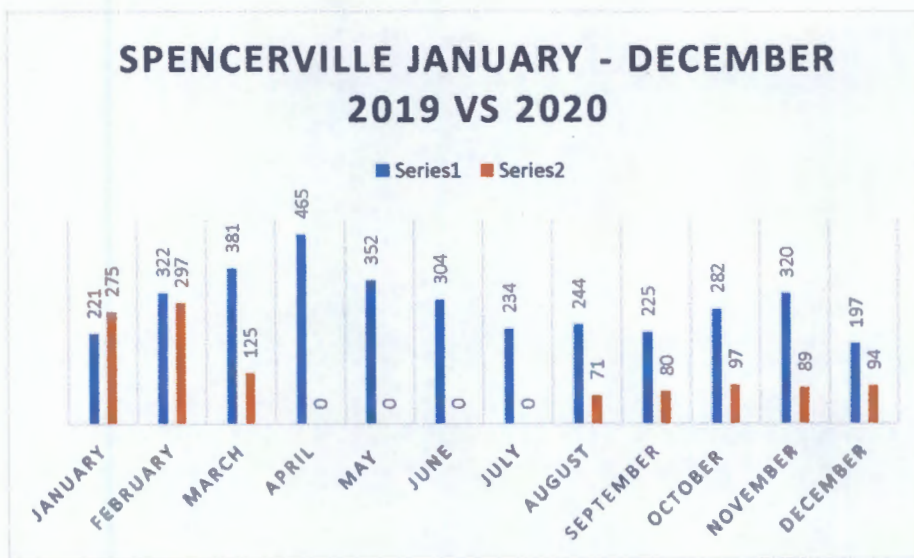
The staff continue to adapt to the changes with ease and dedication. We have an exceptional team and I commend them for working through all these changes with professionalism and dedication to the Edwardsburgh Cardinal Public Library and the Community.

2021 Ideas

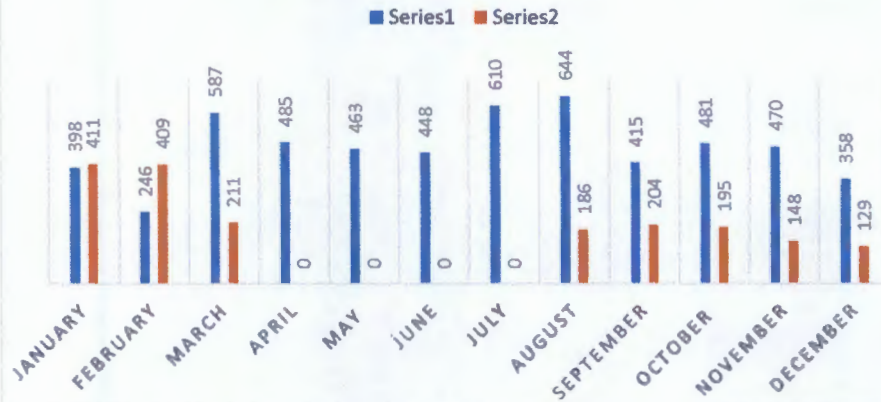
- Virtual Author meet and greets
- Author Challenge – encourage patrons to read different authors by allowing us to pick a bundle of books.

- Scientist in the Classroom virtual workshops
- Make up some craft packages for patrons to pickup
- Reading Challenge – fill a card – get a prize will continue
- Staff pics of the month – this is something we have been planning and are working to start up in the new year.
- We will continue to plan for virtual programming but will be prepared to pivot to in person when and if we get the green light.

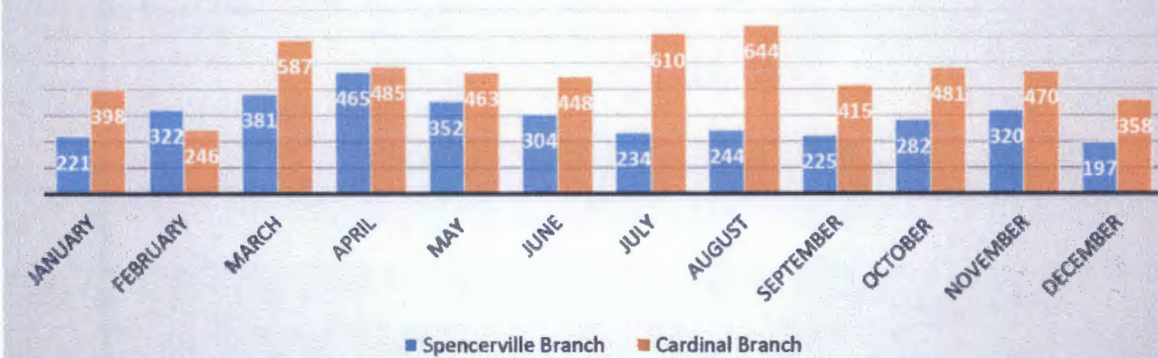
Stats Comparison 2019-2020 In person visits

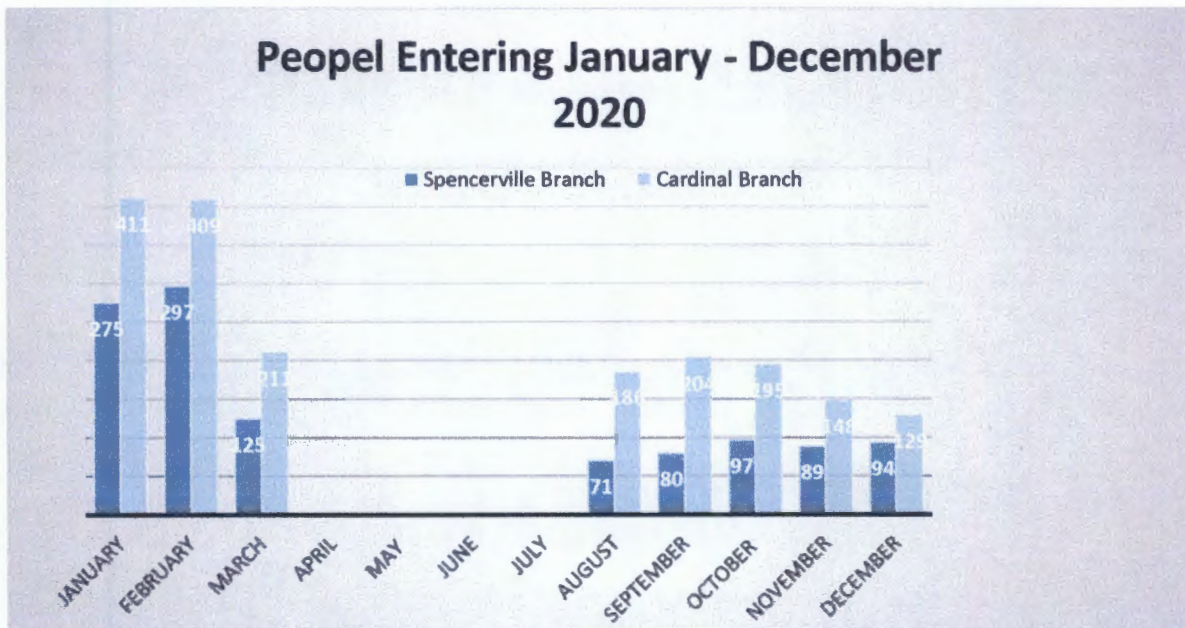


CARDINAL JANUARY - DECEMBER 2019 VS 2020



People Entering January - December 2019





Statistics for the Annual Survey are being worked on.

Budget details for the 2021 budget are in progress.