

Edwardsburgh Cardinal Public Library Board Meeting Minutes

Virtual Zoom Meeting April 29th, 2021

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

Staff: M-A. Gaylord, D. Gladstone

Special Guests: Max LaSalle

1. Call to order

Tim East Chair called to order the regular meeting of the Edwardsburgh Cardinal Public Library at 5:02 pm on April 29th, 2021 a virtual Zoom meeting.

The scheduled meeting of April 27th was postponed to today due to a scheduling conflict.

2. Disclosure of interest – None

3. Additions to agenda – Ontario Library Service Report – Judy Cameron

Motion by Pat Tierney to approve the Agenda with the addition of the Ontario Library Service Report, seconded by Hugh Cameron. CARRIED

4. Approval of minutes from last meeting

Motion by Hugh Cameron to accept the March 23rd, 2021 minutes as presented, seconded by Judy Cameron. CARRIED

5. Business arising from minutes

The renovations at the Spencerville Library were scheduled to begin in May. Due to the current restrictions of the Provincial Stay at Home order, Paul has advised the work will begin mid-June. The CEO will advise the Board when an official start date has been confirmed.

Judy Cameron attended the first meeting of the Ontario Library Service Board. The Ontario Library Service is the amalgamation of the Southern Ontario Library Service (SOLS) and the Ontario Library Service North. Judy gave a summary of the Ontario Library Service (OLS) and, her role as a Board member (document attached). Judy explained, there are 9 Board assemblies based on population served. Board assemblies, will provide library board members with opportunities to share information, and hear how other boards deal with issues. Judy looks forward to getting to know other Library Board members in our assembly and,

will continue to report to the Board new information as the networking begins. Judy mentioned some Boards spoke of the disconnect between the Municipal Council and the Library. Not the case with our Council who is very supportive of our Library.

6. Correspondence

□ 2020 Annual Report Friends of the Spencerville Public Library

The Library Board received with thanks and appreciation, the 2020 Annual Report from the Friends of the Spencerville Public Library. As reported, 2020 was a year of overcoming obstacles. The Board expressed their thanks for the great work the Friends continue to do and their support of the Spencerville Library Branch.

7. Treasurer's report

Dave responded to Judy's report about Municipal Council and our Library, that Council is very supportive of the Library and the Board. We have a good relationship with the Municipal Council and the Township Staff. We are very fortunate to have a Council who knows the value of the Library in our Township. It is unfortunate as Judy reported, that not all Libraries in Ontario are supported by their Municipality. We are very fortunate that is not the case in Edwardsburgh Cardinal.

Dave received the updated Income Statement from the Township but it was not able to review it before the meeting. Dave will send the Statement out to the Board and make any notes for clarification purposes.

8. CEO/Supervisor report attached

9. Policy Review - NIL

10. Report from Municipal Council – Councillor Cameron reported;

- Zoning By-Law public meeting delayed due to COVID restrictions
- SNC – Tree program – can register for trees via Township website
- Brush pick-up scheduled will take place in May in Cardinal, Johnstown and Spencerville.
- Waste-Transfer Station will receive leaves and brush at no charge during the month of May
- 51 building permits were issued as of the end of March
- Boat docks are in and ready for use

- Viewing platform has been installed at the Mill and is in use
- Township play structures are sanitized once per day in an effort to reduce spread of COVID

11. New business/Community Activities

The Board extended thanks to staff for all they are doing to provide Library service in our Community. Their work and dedication is much appreciated.

12. Closed Session – Nil

13. Date of Next Meeting: Tuesday May 25th, 2021 at 5pm. If we are able to attend the meeting in person it will be held in Cardinal, otherwise we will set up a virtual meeting. TBD

14. Adjournment

Moved by Hugh Cameron, seconded by Tammy Wilson that the meeting of the Library Board does now adjourn at 5:53 pm. CARRIED

T. E. Cameron

Chair

W. Gladstone

Recording Secretary

Ontario Library Service Board

Composition of the Board

The Ontario Library Service is governed by a 13-member volunteer board. Board members are drawn from the boards of our client libraries, elected from the nine Board Assemblies. Four members are appointed by the Ontario Minister of Heritage, Sport, Tourism, and Culture Industries. The Board serves without remuneration. The next term runs from June 2021 until June 2024. Elections will be held at the Spring 2021 Board Assembly meetings. To be eligible to run for election, one must be appointed to the Board Assembly by a library board. The board member shall hold office until the end of the term as above, or until they resign.

Role of the Board

The board, on behalf of the people of Ontario as represented by the Minister with jurisdiction for public libraries, will govern Ontario Library Service with a strategic perspective.

The board will govern with a style that emphasizes:

- ✦ A provincial vision, rather than a local focus
- ✦ Commitment to diversity and respecting different viewpoints
- ✦ Governance and strategic leadership
- ✦ The future, while considering past and present
- ✦ Collaboration

As a member of the OLS board, your duty will be to act with honesty and good faith and in the best interest of all provincial libraries. Individuals interested in serving on the Board should be forward thinking and openminded, aware of library issues, focused on improving library services, and tolerant of different styles. This board is not about local library issues, rather services to libraries at the provincial level.

Board Job Description

According to the Policy Governance Model, the work of the board is to represent its ownership in determining and challenging appropriate organizational performance. To distinguish the board's own unique role from the jobs of its staff, the board will concentrate its efforts on the following outputs:

1. The link between the organization and its ownership with the appropriate ministry.
2. Written governing policies which address:
 - A. **Ends:** Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what process for which needs at what cost).
 - B. **Executive Limitations:** Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - C. **Governance Process:** Specification of how the board conceives, achieves, and monitors its own tasks.
 - D. **Board-CEO Relationship:** How power is delegated, and its proper use monitored; the CEO role authority and accountability.
3. The assurance of CEO performance
4. The assurance of funding through:
 - A. Advocating and promoting for optimal funding from the provincial government;
 - B. Pursuing a variety of funding and resource development activities that support OLS priorities.

Board Meetings

There are three board meetings a year – October, February and June which is followed by an Annual General Meeting. Currently, the board meets on Saturday, but the schedule may change. Board meetings are held virtually.

Board meetings are structured as follows:

- ✦ Discussions under Linkage Development typically address plans for contacts with the Minister of Heritage, Sport, Tourism, and Culture Industries, MPPs, and our client libraries. The Board's ownership policy describes our ownership as "the people of Ontario as represented by the Minister with jurisdiction for public libraries".
- ✦ The Board follows a cycle of policy review so that all policies are addressed, at a minimum, once every four years.
- ✦ Funding has two main sources – the provincial government which is the primary OLS funder, and individual donors.

- ✦ The CEO's performance is assured through a cycle of monitoring reports which address compliance with policies. There is also an annual formal review.
- ✦ The Board also evaluates its own performance on an annual basis.

Work between meetings tends to focus on linkage development and assurance of funding. Typically, board members will be involved in advocacy, reporting at Board Assembly meetings and fundraising.

Board Assemblies

- ✦ Agendas are created and the meeting led by OLS consultants. They include information sharing and updates on various issues of concern to public library boards, and updates from representatives of OLBA and FOPL.
- ✦ When choosing a nomination for the OLS board, each library is entitled to only one vote in its assigned Board Assembly by the officially designated library board representative.
- ✦ Library boards are welcome to send additional board members to Board Assembly meetings, and to attend meetings other than their assigned Board Assembly.
- ✦ Board Assembly members are encouraged to suggest topics of interest for agendas.

2020 FOL Spencerville Branch Chair's Annual Report

2020 has been a year of overcoming obstacles we just nicely got ready for an active year when COVID-19 hit so we have had to have a year of doing what we could behind the scenes instead of out front and center.

We were able to purchase and deliver some recreational supplies which remain at the library temporarily out of circulation based on the Health and Safety Protocols in place for COVID-19. We did have a new bike rack built and installed and it is easy to move out of the way for winter maintenance. FOL was able to continue our tradition of purchasing a selection new large print books for our library.

Our biggest purchase this year was mobile checkout cart which according to Sheila and Carolyn is particularly useful. We have been able to stock the new mini library in the village square with movies and books which have been donated to the FOL. I am sitting with at least twenty boxes of books in our bedroom donated to us but not yet allowed to be brought to the library. I have another large donation coming from Cheryl Robertson it is pausing at the United church for now.

This year we were able to commemorate a very special friend of the library, Dough Hall, who as moved away. We had a leaf added to our memory tree in his honour.

Unfortunately, we have not been able to hold our book sales or explore other fundraising opportunities but that will come in the future when we put COVID-19 behind us.

In closing I would like to thank Donna and the staff for their amazing variety of virtual programmes in addition to the regular borrowing aspect of the library. We are so fortunate to have such caring people looking after our library. We are hoping Beth, who is presently battling health problems, will be back with us as soon as she is able we are hopeful that we will be able to carry on with further activities later this year thanks to your support.

Respectfully Submitted: Helen Piper, Chair Spencerville branch, Friends of the Library

CEO REPORT

APRIL, 2021

COVID-19 update

April 2nd the Provincial Government Announced a Province Wide Emergency Break. This announcement took us back to contactless curbside pickup. On Friday April 14th the stay at home order along with other restrictions was extended for two additional weeks, through to May 20th. This order did not change the contactless curbside service we are doing and will continue to do unless a further order and restrictions mandate us otherwise. Staff continue to do an excellent job of providing the best service to our patrons during these constantly changing times. We continue to practice all COVID protocols in place whether the Library is open to the public or just staff. Staff is in the Branch during our Tuesday, Thursday and Saturday hours as they are unable to provide this service from home. To ensure we are able to meet the requests of our patrons in a timely manner, due to quarantine of the materials returned. This requires me to make more trips to and from the two Branches to deliver materials. At this time we are seemingly meeting the needs of our patrons and providing them with service in a timely manner.

Programming

Easter Colouring Contest and Easter Take Home kits – 37 kits were distributed and 13 colouring pages were returned.

Good In Every Grain Seed Kits – 42 kits were distributed.

Virtual Science Workshops – Investigate It! 18 participants held April 14th. Thank you to the Board for hosting this workshop.

Cardinal Branch

- New furnace with air conditioning as well as a conversion kit for better air humidification has been installed.

Spencerville Branch

- Renovations scheduled to begin in mid - June.

Both Branches

- TD Summer StoryWalk –we have entered into an agreement with TD Summer Reading Club we will be receiving 1 kit to share between the two Branches. Locations TBD
- Working on Summer Reading Program to launch in June – Annual TD Summer Reading- will be a mix of grab and go bags and virtual fun.

I have finished my fourth and fifth Excel Course Reference and Information Services and Customer Service Essentials. I have 1 more mandatory course to complete and 4 electives.

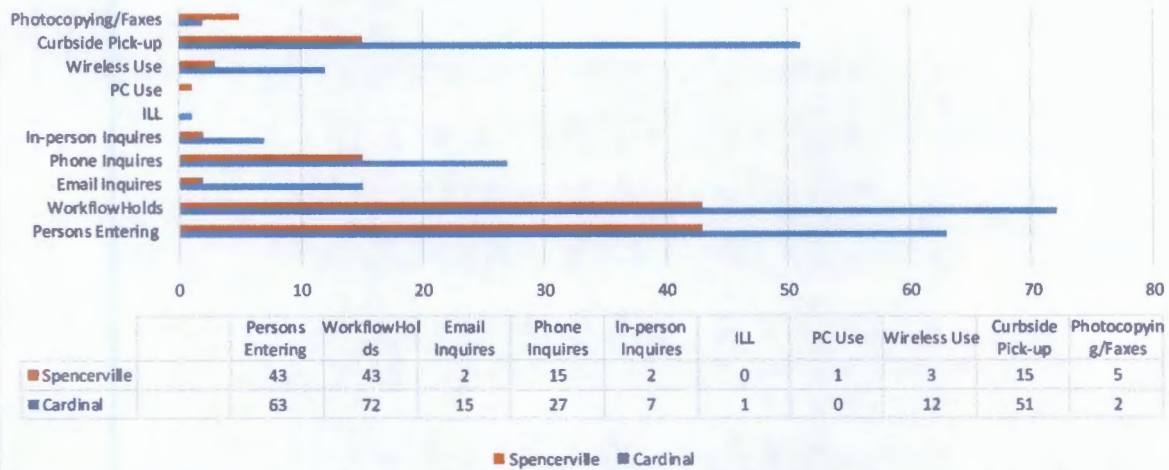
I am enrolled in a 4 session Canadian Copyright and Public Libraries Training. Two sessions have been completed – two sessions left to go.

Monthly Statistics 2021

	March 2021 Stats		
	Cardinal	Spencerville	Total
Persons Entering	211	73	284
Workflow Holds	11	21	32
Email Inquires	5	1	6
Phone Inquires	35	18	53
In-person Inquires	2	1	3
ILL	13	5	18
PC Use	7	1	8
Wireless Use	5	5	10
Curbside Pick-up	19	3	22
Photocopying/Faxes	7	5	12
Programs			
Program Attendance			
Circulation	508	320	828
Overdrive	297	170	467
Overdrive Users			26
New Users			5
New Library Cards	4	0	4

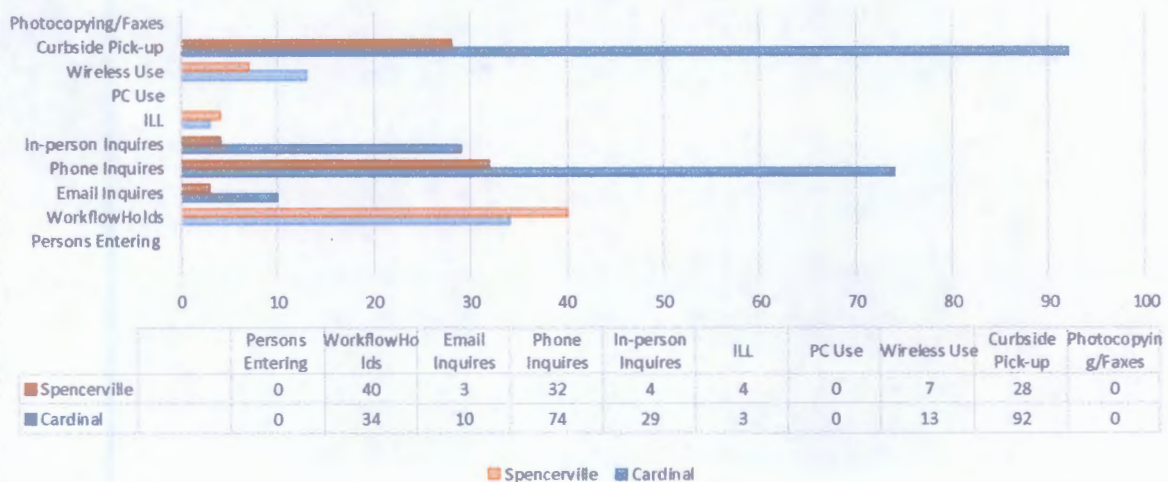
Website Usage March – 125 users

February 2021



Circulation	418	226	644
Overdrive	85	34	119
Overdrive Users			57
New Users			2
New Library Cards			3

January 2021



Circulation	284	196	480
Overdrive	97	39	136
Overdrive Users			63
New Users			4
New Library Cards			0