

## ***Edwardsburgh Cardinal Public Library Board Meeting Minutes***

Virtual Zoom Meeting March 23rd, 2021

**Present:** T. East, D. Robertson, A. Barratt, H. Cameron, P. Tierney, T. Wilson,  
Judy 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 5:05 pm on March 23rd, 2021 a virtual Zoom meeting.

Tim welcomed everyone to the meeting and explained, due to our Health Unit being in Red Control we, are unable to meet in person. Tim welcomed and introduced Max LaSalle. Max is a student at the University of Toronto and has just finished his first year in Political Science. Max is the nephew of Vice-Chair Pat Tierney and was invited to the meeting to observe and perhaps, learn a few things about the Edwardsburgh Cardinal Public Library. The Board welcomed Max to our virtual meeting.

### **2. Disclosure of interest – None**

### **3. Additions to agenda – None**

### **4. Approval of minutes from last meeting**

**Motion** by Pat Tierney to accept the January 12th, 2021 minutes as presented, seconded by Judy Cameron. **CARRIED**

### **5. Business arising from minutes**

The renovations at the Spencerville Library are schedule to begin in May, pending no further obstacles or restrictions as a result of COVID-19. The CEO has been in contact with Paul Kingston and will advise the Board when an official start date has been confirmed.

### **6. Correspondence**

- **Ontario Library Service North/Southern Ontario Library Services – appoint**

representative to Board Assembly (letter attached)

**Motion** by Pat Tierney to appoint Judy Cameron to Board assembly as described in the letter received, seconded by Dave Robertson. CARRIED

- **2020 Annual Report Friends of the Cardinal Public Library**

The Library Board received with thanks and appreciation the 2020 Annual Report from the Friends of the Cardinal Public Library. Although COVID-19 postponed or cancelled some of the programs and events the Friends had planned, it is evident from the report, the Friends continued to plan and hold events when they could. The Board expressed their thanks for the great work the Friends continue to do and their support of the Cardinal Library Branch.

#### **7. Treasurer's report**

The Board received the budget details as presented to the Edwardsburgh Cardinal Committee of the Whole Administration and Finance on February 18<sup>th</sup>, 2021.

Dave Robertson reported the Committee approved the budget as presented and Hugh Cameron advised the Municipal Budget should be passed by Council at their April Council Meeting.

The Board extended their thanks to Councillor Cameron as the Board representative for his support and the support of the Committee of the Whole. The Board appreciates that Council sees the Library as an asset to the community and for their continued support of the ECPL.

**Motion** by Pat Tierney to receive the budget as presented to Committee of the Whole Finance and Administration seconded by Dave Robertson. CARRIED

Dave also informed the Board the Auditors will be posting accounts payable to the Library account, now that all budget information has been provided to the Auditors by the Township. Dave has requested a Trial Balance once the audit is Complete, to share with the Board to have audited actuals of the 2020 Library Budget.



#### **8. CEO/Supervisor report attached**

-The CEO updated the Board of the Leeds, Grenville and Lanark District Health Unit's move to Red-Control as of Monday March 22, 2021. The change allows the Library to remain open to the public for browsing, computer use and printing and faxing.

The limit to the number of people at one time in the branch is 5. We continue to operate with the same safety precautions and protocols.

-Two virtual science workshops are scheduled April 14<sup>th</sup> and the second May 8<sup>th</sup>.

-We have entered into an agreement with the TD Summer Reading Club for the TD Summer StoryWalk and more information will be forthcoming in early May. -

Good in Every Grain seed kits will be available at both branches this coming week. Kits will be given to children and their families to plant and observe the growth process.

#### **9. Policy Review – Edwardsburgh Cardinal Public Library COVID Safety Plan (attached)**

The Province of Ontario requires all businesses that are operating to have a written COVID-19 safety plan by law. The plan must be made available to anyone who asks to see it, and posted in a place where it will be seen easily.

**Motion** by Dave Robertson that the ECPL Board approves the COVID Safety Plan By-law BL-05 and, that a copy of the plan be distributed to all employees of the Library, seconded by Tammy Wilson. CARRIED

#### **10. Report from Municipal Council – Councillor H. Cameron**

Councillor Cameron reported;

- due to the current announcement by the local health unit to Red-Control, the Township will be removing the ice from the Ingredion Centre. However, they are able to keep the walking track open under the Red-Control.
- Budget meetings have been completed and Council will be approving the budget at the April Council Meeting.
- Tax bills have been sent out
- An open house regarding the Zoning By-Law update will be held with a date to be determined.
- Charlebois subdivision on County road 21 (Shanley Road) has some development opportunity and more information will be forthcoming. □  
Water and Wasterwater compliant and operating well.

#### **11. New business/Community Activities**

12. **Closed Session** – Nil

13. **Date of Next Meeting:** Tuesday April 27th, 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 6:31 pm. CARRIED

T. West

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Chair

Gladstone

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Recording Secretary



**Ontario Library Service – North**  
**Service des bibliothèques de l'Ontario – Nord**



**SOLS | SBOS**  
**Southern Ontario Library Service**  
**Service des bibliothèques de l'Ontario-Sud**

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January 2021

Dear Board Chairperson,

As we work toward the Ontario Library Service amalgamation, we would like to take this opportunity to provide you with information regarding the Ontario Library Service Board.

On April 1, 2021, the first meeting of the Ontario Library Service Board will take place. It will be an interim Board made up of representatives from both the Southern Ontario Library Service and Ontario Library Service North Boards. At the June 2021 Annual General Meeting, the first elected Ontario Library Service Board will begin to serve its term from, June 2021 to June 2024. We are writing to give you a brief orientation to the election process and to ask your board to make its appointment to the appropriate Board Assembly.

About the Ontario Library Service Board:

- It is composed of 13 people: 9 elected Board Assembly representatives and 4 Ministerial Appointees.
- A full term for the Board is four years, beginning at least one full year after Ontario municipal elections.
- Representatives are elected from their corresponding population-based Board Assembly.

About Board Assemblies:

- There are 9 Board Assemblies based on population served, to represent Ontario public libraries (see chart below).
- All public libraries boards in Ontario are invited to appoint an official representative to their respective Board Assembly.

In addition to their role in the Ontario Library Service governance process, Board Assemblies provide library board members with opportunities to share information and hear how other boards deal with issues, like the ones you face, in governing a public library. They offer suggestions and support for board training and serve as a communication link between the Ontario Library Service and local boards.

Board Assemblies will meet virtually twice a year, once in the Fall and once in the Spring. The first round of meetings is scheduled for April 2021.



**Ontario Library Service – North**  
**Service des bibliothèques de l'Ontario – Nord**



**SOLS | SBOS**  
**Southern Ontario Library Service**  
**Service des bibliothèques de l'Ontario-Sud**

Category	Number of Board Assemblies per Category
Under 2,500	2
2,500 – 4,999	1
5,000 – 9,999	1
10,000 – 19,999	1
20,000 – 39,999	1
40,000 – 74,999	1
75,000 – 149,999	1
150,000 +	1

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Once your library Board appoints its representative, please submit their name, address, telephone number, and e-mail address via <<https://www.surveymonkey.com/r/XRDT3YH>> or to Gisèle Montgomery ([gmontgomery@olsn.ca](mailto:gmontgomery@olsn.ca)), 705-675-6467/1-800-461-6348, extension 217. An introduction letter will follow. All meeting notices will be sent directly to them. We will also add their name to the Board Assembly listserv which is designed to facilitate communications among library board representatives.

Please make your appointment soon. We look forward to welcoming your representative at their respective Board Assembly this spring.

Yours truly,

Melissa D'Onofrio-Jones  
CEO Ontario Library Service – North

Barbara Franchetto  
CEO Southern Ontario Library service

# ANNUAL REPORT

2020

## THE FRIENDS OF CARDINAL PUBLIC LIBRARY

*including*

*monthly highlights 2020*

*volunteer activities 2020*

*financial report 2020*

*approved*

*February 1, 2021*

# **THE FRIENDS OF CARDINAL PUBLIC LIBRARY**

## **ANNUAL REPORT TO THE LIBRARY BOARD FOR THE YEAR 2020**

**Jan – planned activities for 2020**

- participated in the Library Board's meeting regarding their 5 year strategic plan

**Feb – review of the Annual Event Report to the Library Board**

- Marsden-McLaughlin will include FOL as a registered charity for In Memoriam donations
- committed to the financial sponsorship of the Wild bird Program (cancelled due to Covid)
- review of the 2019 Annual financial report which will be submitted to the Library Board
- preparation of 2020 budget
- quilting bee started (interrupted by Covid)
- two one-on-one private tablet workshops were undertaken

**Mar – prepared March Break activities for the children. The homemade play doh, clay pot decorating and seed planting activities were cancelled due to the Covid-19 pandemic.**

- raffle of an Ottawa Senators hockey jersey (interrupted by Covid)
- approval of the Annual Report to the Board to be presented by Margaret Ann at the next Board meeting
- plans for the Red Hat Luncheon to be held April 24, 2020. (Cancelled due to Covid)
- plans for a senior tablet workshop to be held in Spencerville on April 16, 23, and 30<sup>th</sup>. (cancelled due to Covid)
- paid for the Large Print Book rotation

**Apr –**

**May – book club meeting held outdoors**

**June - Annual Report was submitted to the Board on June 23, 2020 by Margaret Ann**

- book club meeting held outdoors

**July – book club meeting held outdoors**

**Aug – emergency meeting regarding a grant from the Kimberly Foundation**

- purchase of movable cart, scanner, keyboard, mouse and keyboard covers
- participated in the Middle Street yard sale and distributed library informational literature
- book club meeting held outdoors

**Sept – approved the purchase of two slipcovers for the wingback chairs**

- approval of an In Memoriam card to be obtained at the library

**Oct - purchased pumpkins for the masterpiece pumpkin decorating program**

- participated in the Regional Friends of the Library virtual meeting



- Nov – approval of tax return info being submitted to Revenue Canada
- sponsored the virtual science learning program for children
  - approval of donation cards

Dec –

*A. Simon*

*4/2/21*

President

Date

Secretary *Katherine Dwyer*

Date *Feb 4/21*

Treasurer *John Dwyer*

Date *2/2/21*

**incl. Friends of Cardinal Public Library Volunteer Activities 2020**  
**Friends of Cardinal Public Library Financial report 2020**

## Cardinal FOL Volunteer Hours 2020

			# FOL INVOLVED			
MONTH	EVENT	GUESTS		PREP TIME	EVENT TIME	TOTAL HRS
Jan	Board meeting 5 yr plan		2		1	2
	purchase quilting supplies		2		3	6
Feb	Quilting set up		2	2		4
	Tablet workshops	2	1		3.5	7
	Quilting bee	1	3			40
Mar	winter break activities		2	6		12
	sweater raffle		2	8		8
	quilting		2		40	40
Apr	knitting for yard sale		2	24		24
May	book club	6	1	0.5	3	3.5
June	book club	8	1	0.5	3	3.5
	quilting		2		4.5	9
July	book club	8	1	0.5	3	3.5
	quilting		3		18	30
Aug	emergency meeting		7		1.5	10.5
	yard sale	65-75	5	13		43
	book club	6	1	0.5	3	3.5
Sept						
Oct	pumpkin activity	30	1	2		2
	regional FOL meeting		3		3	9
					total	260.5
Does NOT include prep time for meetings, financial reports, secretarial duties						
			Cardinal FOL volunteer hours 2020			

Nov – approval of tax return info being submitted to Revenue Canada  
- sponsored the virtual science learning program for children  
- approval of donation cards

Dec –

*A. Timmer*

*4/2/21*

President

Date

Secretary

*Catherine Bunge*

Date

*Feb 4/21*

Treasurer

*Jean P. Gelin*

Date

*4/2/21*

**incl. Friends of Cardinal Public Library Volunteer Activities 2020**  
**Friends of Cardinal Public Library Financial report 2020**

**ECPL****2021****Budget****Revenue**

Grant Prov of Ontaio	\$ 14,447
Grant SOLS conductivity	\$ 1,200
Grant Municipal	\$105,500
Project Grants	\$ -
Printing & photocopies	\$ 875
Membership & Book sales	\$ 40
Interest	\$ 1,200
Donations	\$ 1,000
Donations - Friends	\$ 1,000
Prior Year Surplus Carried forward	\$ -
	<u>\$125,262</u>

**Expenditures**

Salaries & benefits	\$80,000
Collections	\$23,000
Board remunerations	\$1,750
Audit	\$2,300
Insurance	\$4,000
Office supplies	\$200
Cleaning	\$0
Postage	\$100
Computer supplies & Mtee	\$2,500
Maintenance	\$0
Advertising	\$172
Bank charges	\$0
Phone (both libraries)	\$2,000
Internet (both Libraries)	\$1,500
Conventions & travel	\$600
Memberships	\$40
Licenses & copyright	\$2,000
Library programs	\$500
Computer purchases	\$1,000
Workstations	\$10,735
Staff training	\$600
	<u>\$132,997</u>
Surplus (deficit)	<u>\$ (7,735)</u>

# CEO REPORT

FEBRUARY 23RD, 2021

## Programming

Valentine Craft Bag – 12 bags went out and we received 9 pics to post on FB

Scientist Virtual Program – We had planned to offer this workshop in March but will be holding it in April during the Spring Break

TD Summer Reading Program – we will be preparing to offer this both virtually and in-person (to some degree, depending on COVID).

I have registered both branches for the StoryWalk – it is a free pilot project. Have not received confirmation at this time. The program material we did not receive last summer we will receive this summer, it will be based on the 2020 program as all the material was printed.

The TD Summer Reading Club is pleased to announce a free StoryWalk® pilot project for summer 2021! A StoryWalk® is a fun, socially distanced activity that places a children's book, page by page, on laminated poster boards along a path or in a park.

Easter – we will be offering an Easter Craft Challenge – still working on the details.

## Both Branches

As of February 18<sup>th</sup>, 2021 we are open to the public. We will continue to offer curbside pick-up

We, along with Public Libraries throughout Leeds & Grenville are offering Boot Grippers. Same program as last year although a later start.



# CEO REPORT

MARCH, 2021

## Programming

Virtual Science Workshops – 2 are in the planned. The first one will be offered Wednesday April 14<sup>th</sup>, which is the week of the Spring Break for school.

The second will be offered during Saturday May 8<sup>th</sup> which is Science Odyssey in Canada. The May workshop is no charge.

## Cardinal Branch

- A new furnace with air conditioning as well as a conversion kit for better air humidification will be installed. No time set for install.

## Spencerville Branch

- Renovations scheduled to begin in May.

## Both Branches

- TD Summer StoryWalk –we have entered into an agreement with TD Summer Reading Club we are hoping to receive 3 kits which we will place in Cardinal, Johnstown and Spencerville. Locations TBD once we know how many kits we will receive.
- Good in Every Grain seed kit. We have ordered and will be receiving 50 kits to hand out to children and their families.
- We have started have Staff Pic each month.

Budget Presentation to Council was held on February 18<sup>th</sup> through a virtual meeting. Information presented to Council has been included to Board members. The Council extended their Thanks to the Library Board and staff for their great work during the past year.

The Annual Survey has been completed.

I have started my fourth Excel Course Reference and Information Services.

I have completed Intro to Public Libraries, Library Management and Supervision and Collection Development.

Staff have done an amazing job as always, but have went above and beyond this past year, and continue to adjust and adapt to the continuing changes. All staff have supported me and the Community as we continue to make changes almost daily. A big thank you to Staff and the Board for the support and dedication.

## January Stats

	Cardinal	Spencerville	Total
Persons Entering	0	0	0
Workflow Holds	34	40	74
Email Inquires	10	3	13
Phone Inquires	74	32	106
In-person Inquires	29	4	33
ILL	3	4	7
PC Use	0	0	0
Wireless Use	13	7	20
Curbside Pick-up	92	28	120
Photocopying/Faxes	0	0	0
Programs	0	0	0
Program Attendance	0	0	0
	255	118	373
Circulation	284	196	480
Overdrive	97	39	136
Overdrive Users			63
New Users			4
New Library Cards			0

## February Stats

	Cardinal	Spencerville	Total
Persons Entering	63	43	106
WorkflowHolds	72	43	115
Email Inquires	15	2	17
Phone Inquires	27	15	42
In-person Inquires	7	2	9
ILL	1	0	1
PC Use	0	1	1
Wireless Use	12	3	15
Curbside Pick-up	51	15	66
Photocopying/Faxes	2	5	7
Programs	1	1	2
Program Attendance	10	2	12
	261	132	393
Circulation	418	226	644
Overdrive	85	34	119
Overdrive Users			57
New Users			2
New Library Cards			3

Edwardsburgh Cardinal Public Library

Policy Type: Bylaws

Policy Number: BL-05

Policy Title: **COVID-19 Safety Plan**

Date: January 23<sup>rd</sup>, 2021

Approved: March 23<sup>rd</sup>, 2021

Next Review 2022

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To ensure every precaution is taken to keep our staff safe, the Province of Ontario requires all businesses operating to have a COVID-19 safety plan by-law.

## **1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?**

### **Actions:**

- Enforce mask policies within the building and encourage proper mask use while not at work (All staff)
- Ensure our policies and procedures remain up to date through consultation with the local Health Unit and the guidelines put in place by the Ministry of Health and provincial government

Communicate any changes to policies or procedures with all employees through emails, posted memos in staff common areas, and/or by holding socially distanced or virtual staff meetings when necessary.

## **2. How will you screen for COVID-19?**

### **Actions:**

- Continue to use our online screening tool for employees – employees must complete this screening tool every time that they work, prior to or shortly after starting their shift (All staff)
- Review the screening tool weekly to ensure that the symptoms and situations we ask about remain up to date with the Ministry of Health, the local Health Unit, and the provincial government's recommendations
- Check the screening tool spreadsheet every day to ensure all staff members working that day have submitted

### **3. How will you control the risk of transmission in your workplace?**

#### **Actions:**

- Ensure staff remain a minimum of 2 metres apart at all times – if this cannot be done, ensure the staff members in close proximity to one another are all wearing masks (All staff)
- Continue to clean and sanitize the bathrooms and commonly touched surfaces (ie. door handles, tables, chairs) regularly (All staff)
- Sanitize all books for a minimum of 24 hours in open space
- Encourage good hand hygiene and proper handwashing practices for all employees (All staff)
- Ensure informational signage about COVID-19 is posted in the building for staff, and check weekly that the informational signage is up to date – ie. hand washing, wearing masks, symptoms to look out for, etc.

### **4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?**

#### **Actions:**

- Consult the employee screening form to review the individual's submissions leading up to the suspected exposure – this could help indicate whether or not the person has been experiencing symptoms that could be worrisome to the work environment.
- Have the person contact their Supervisor
- Contact the Health Unit in conjunction with your supervisor (All staff)
  - Leeds, Grenville & Lanark District Health Unit
    - General Information – [contact@healthunit.org](mailto:contact@healthunit.org)
    - <https://healthunit.org/contact-us/>
- Have the employee leave work immediately. The employee is not permitted to return to work until their 14- day quarantine period is up, unless the Health Unit states otherwise (All staff)
- Conduct contact tracing based on the advice of the Health Unit, and encourage the employee to complete contact tracing of their own (all staff)



## **5. How will you manage any new risks caused by changes to the way you operate your business?**

### **Actions:**

- There will be fewer risks as the general public will not be in Library Branches until further notice – lower potential for exposure
- On days when the facilities are being used by the public, ensure all facility users and staff wear masks, the number of patrons in the Library at any given time is limited and enforced, enforce social distancing guidelines, and clean all touchpoints every two hours
- Ensure Patrons are aware of the guidelines and procedures put in place within Library Branches, and promote open lines of communication with said Patrons so they can ask questions/address concerns if they arise

## **6. How will you make sure your plan is working?**

### **Actions:**

- Encourage open lines of communication between employees and their supervisor(s) when it comes to concerns about the COVID-19 pandemic – this communication could be in person, by email, by text or by phone call (All staff)
- Check in with employees on a weekly basis to gauge how they are feeling about working during this period of time, and/or if they have any concerns about procedures that have been put in place
- Try to keep employee morale up (All staff)

## **COVID-19 Safety Plan – Snapshot**

### **Measures we're taking**

#### **How we're ensuring workers know how to keep themselves safe from exposure to COVID-19:**

- Enforce mask policies within the branches
- Encourage proper mask use for staff while not at work, and educate staff on the importance of following social distancing/social bubble guidelines in their everyday lives
- Ensure our policies and procedures remain up to date through consultation with the local Health Unit and the guidelines put in place by the Ministry of Health and provincial government
- Communicate any changes to policies or procedures with all employees through emails, posted memos in staff common areas, and/or by holding socially distanced or virtual staff meetings when necessary. Also relay these changes to all facility users and the public.

#### **How we're screening for COVID-19:**

- Continue to use our online screening tool for employees – employees must complete this screening tool every time that they work, prior to or shortly after starting their shift
- Continue to screen all facility users, either through paper waiver or electronic waiver, before they are permitted to enter the facility
- Review the COVID-19 screening tools weekly to ensure that the symptoms and situations we ask about remain up to date with the Ministry of Health, the local Health Unit, and the provincial government's recommendations
- Assign a staff member to review the screening tool spreadsheet every day to ensure all staff members working that day have submitted their responses



How we're controlling the risk of transmission in our workplace:

### **Physical distancing and separation**

- Ensure staff members remain a minimum of 2 metres apart at all times – if this cannot be done, ensure the staff members in close proximity to one another are all wearing masks
- Ensure staff wear masks at all times when using Township trucks
- Ensure all Library users wear masks correctly and at all times in the Library. There are no exceptions to this rule in the Library.

### **Cleaning**

- Continue to clean and sanitize the bathrooms and commonly touched surfaces (ie. door handles, tables, chairs) every two hours
- Sanitize all books being returned for a minimum of 24 hours in an open area.

### **Other**

- Encourage good hand hygiene and proper handwashing practices for all employees
- Ensure informational signage about COVID-19 is posted in the building for staff, and check weekly that the informational signage is up to date – ie. hand washing, wearing masks, symptoms to look out for, etc.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace:

- For staff:
  - Consult the employee screening form to review the individual's submissions leading up to the suspected exposure – this could help indicate whether or not the person has been experiencing symptoms that could be worrisome to the work environment
  - Have the person contact their supervisor
  - Contact the Health Unit in conjunction with the department supervisor

- Have the employee leave work immediately. The employee is not permitted to return to work until their 14- day quarantine period is up, unless the Health Unit states otherwise
- Conduct contact tracing based on the advice of the Health Unit, and encourage the employee to complete contact tracing of their own
- Continue with cleaning and sanitizing regimens
- For Library Patrons:
  - Contact the local Health Unit and see how to proceed
  - Conduct contact tracing based on the advice of the Health Unit, and encourage the facility user to complete contract tracing of their own
  - Continue with cleaning and sanitizing regimens

**How we're managing any new risks caused by the changes made to the way we operate our business:**

- There will be fewer risks as the public will not be in the Library Branches until further notice – lower potential for exposure
- When the public is permitted back in the building, ensure cleaning regimens are maintained and enforce physical distancing and mask wearing policies

**How we're making sure our plan is working:**

- Encourage open lines of communication between employees and their supervisor(s) when it comes to concerns about the COVID-19 pandemic – this communication could be in person, by email, by text or by phone call
- Encourage open lines of communication between facility users and facility staff when it comes to our policies and procedures surrounding the COVID-19 pandemic – this communication could be in person, by email, or by phone call
- Check in with employees on a weekly basis to gauge how they are feeling about working during this period of time, and/or if they have any concerns about procedures that have been put in place