

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

Virtual Zoom Meeting May 25th, 2021

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

**Staff:** M-A. Gaylord, D. Gladstone

### **1. Call to order**

Tim East Chair called to order the regular meeting of the Edwardsburgh  
Cardinal Public Library at 5:01 pm on May 25th, 2021 a virtual Zoom meeting.

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

**3. Additions to agenda** – Councillor Cameron has another meeting to attend so  
we will move Councillor Cameron's report (agenda item 9) up on the agenda  
and he will report after agenda item 4.

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

**Motion** by Pat Tierney to accept the April 29th, 2021 minutes as presented,  
seconded by Hugh Cameron. CARRIED

### **5. Report from Municipal Council** – Councillor Cameron reported:

- Council has been busy – a Deputy Clerk has been hired
- The Township has a new website
- Internet connectivity is being enhanced – Township staff is working to get this done
- 77 building permits have been issued to date and the Township has received 83 applications
- Flower baskets are being hung this week
- Plans are in place to have the pools open with swimming program-pending staffing and provincial regulations
- Day Camps will be operating
- South Nation Conservation and the Township gave out 150 bundles of tree and shrubs free to those who registered
- Brush and leaf collection went well throughout the township
- Councillor Cameron reported that the Township had received an application from an individual interested in becoming a Library Board member. Council will review and advise the Board if the applicant meets requirements.

## **6. Business arising from minutes-NIL**

## **7. Correspondence**

### **• North Grenville Public Library - MOU**

North Grenville Public Library and Edwardsburgh Cardinal Public Library has had an agreement for reciprocal use of services dating back to June of 2003. It was a verbal agreement at the time and this MOU is to formalize that agreement. Each of the Libraries has approximately 6 patrons who use these services.

**Motion** by Hugh Cameron that the Memorandum of Understanding between North Grenville Public Library and Edwardsburgh Cardinal be formalized, and that the CEO act as the Representative of the Board to sign this MOE, seconded by Dave Robertson. CARRIED

## **8. Treasurer's report**

Dave received the Draft Audited Financial Statements from the Auditors. He reminded the Board that the Audit includes assets which is Public Sector Accounting. He would like to defer this report until the next meeting to have time to review and answer any questions the Board may have.

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

The CEO extended thanks to the Staff for their exceptional serving the community through the Library Services. The Board extended thanks to the staff for their continued work throughout the pandemic and continuing to meet the needs of the community with the ever changing mandates that have become part of our everyday living.

## **10. Policy Review – BL-04 Meetings of the Board**

Section 2 of the by-law has been updated to reflect the change to the Public Libraries Act s 16(1) the regular meetings of the Board- has been changed from a minimum of 10 meetings to 7 meetings. An update to the Robert's Rules of Order to the New Revised 12<sup>th</sup> edition.

**Motion** by Tammy Wilson to update Section 2 of BL-04 to align with change to section 16(1) of the Public Libraries Act, and to update the Robert's Rules of Order to the New Revised 12<sup>th</sup> edition. BL-04 will be reviewed on a Four (4) year cycle, seconded by Pat Tierney. CARRIED

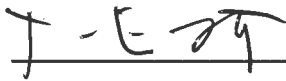
11. **New business/Community Activities-Nil**

12. **Closed Session – Nil**

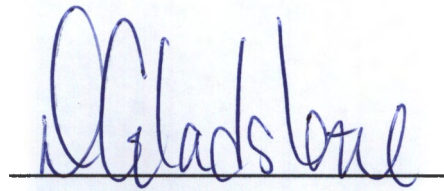
13. **Date of Next Meeting:** Tuesday June 22nd, 2021 at 5pm. If we are able to attend the meeting in person it will be held in Cardinal, otherwise we will set up a virtual meeting. TBD

14. **Adjournment**

**Moved** by Dave Robertson, seconded by Anne Barratt that the meeting of the Library Board does now adjourn at 5:38 pm. CARRIED



Chair



Recording Secretary



North Grenville Public Library

P.O. Box 538

Kemptville, ON K0G 1J0

613-258-4711

613-258-4134(Fax)

shiggins@post.library.on.ca

Edwardsburgh/Cardinal Public Library Board

P.O. Box 130

Spencerville, ON

K0E 1X0

June 16, 2003

Dear Ms. Murray,

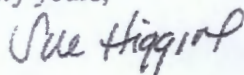
The North Grenville Public Library would like to enter into an agreement with the Edwardsburgh/Cardinal Public Library for reciprocal borrowing. Such an agreement would allow residents of Edwardsburgh/Cardinal who are members of the Spencerville or Cardinal Branches to join the North Grenville Public Library at no cost and residents of North Grenville who are library members to use the Edwardsburgh/Cardinal Public Library free of charge. This would allow residents of both communities who live near the municipal boundaries or who work in the communities to use the Library most convenient to them.

Currently the North Grenville Public Library has 6 members from Edwardsburgh/Cardinal. I am not sure how many members your Library has from our community. They would probably use the Spencerville Branch the most.

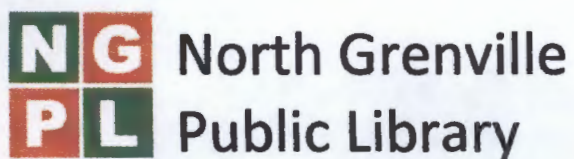
If your Board would like to enter into such an agreement we could arrange a time that would be convenient for both boards, perhaps September 1, 2003 or January 1, 2004. Many rural libraries have agreements such as these in place and find them beneficial and they are viewed by their patrons to be a valuable service.

We look forward to hearing from you in the near future.

Sincerely yours,



Sue Higgins, Manager of Library Services  
North Grenville Public Library



MEMORANDUM OF UNDERSTANDING BETWEEN  
The North Grenville Public Library and  
The Edwardsburgh/Cardinal Public Library

DRAFT May 2021

This Memorandum of Understanding establishes an agreement between the North Grenville Public Library (NGPL) and Edwardsburgh/Cardinal Public Library for the reciprocal use of services by their respective residents. This would allow residents of Edwardsburgh/Cardinal to get memberships at the North Grenville Public Library free of charge, and residents of North Grenville to get memberships at the Edwardsburgh/Cardinal Public Library free of charge.

This is a formalization of a verbal agreement that currently exists between the two libraries. Many rural libraries have such agreements in place and find them mutually beneficial as it provides expanded services and convenience for residents. It should be noted that each library's collections, services and operations are independent of the other's.

To be eligible, a prospective member and resident of the neighbouring community must be able to demonstrate that they are a member at their own library, to ensure that intent of the agreement is respected.

Representative of the North Grenville Public Library

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

Representative of the Edwardsburgh Cardinal Public Library

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature



## Edwardsburgh Cardinal Public Library

Policy Type: **Bylaws**

Policy Number: **BL - 04**

Policy Title: **Meetings of the Board**

Initial Policy Approval Date: Feb. 27, 2007

Last Review/Revision Date: Dec. 20, 2016

Last Review/Revision Date: May 25<sup>th</sup>, 2021

Year of next review: (every 4 years)

Board members must meet regularly to ensure the proper governance of the library and to conduct the business of the board. Since the library board 'as a whole' has the authority to act, and not individual members, the board meeting is the major opportunity for the library board to do its work – to make decisions, solve problems, educate board members, and plan for the future and review monitoring or evaluation material submitted by employees. This policy sets procedures to follow for meetings and ensures compliance with the **Public Libraries Act**, R.S.O. c. P.44.

1. In accordance with the **Public Libraries Act**, s. 14(1), the Chief Executive Officer shall call in **inaugural meeting** of the Edwardsburgh Cardinal Public Library Board in each new term upon receipt of the confirmation of appointment from the Municipal Clerk and a by-law from the Municipal Council. This inaugural meeting shall be held as soon as possible, after the appointments are made by municipal council. At this first meeting, the CEO oversees the elections of the officers. The elections begin with the position of chair.
2. In accordance with the **Public Libraries Act**, s. 16(1), the library board shall hold **regular meetings** once a month at **least 7 months** each year and at such other times as it considers necessary.
3. In accordance with the **Public Libraries Act**, s. 16(2), the Chair or any two member of the Board may summon a **special meeting** of the Board by giving each member reasonable notice and specifying the purpose for which the meeting is called. This shall be the sole business transacted at the meeting.
4. In accordance with the **Public Libraries Act**, s. 16.1 (2), Board meetings shall be **open to the public**, except where the Board is of the opinion that sensitive matters may be disclosed at the meeting as set forth in Section 239 of the Ontario Municipal Act (2):
  - a. The security of the property of the municipality or local board;
  - b. Personnel matters about an identifiable individual, including municipal or local board employees;
  - c. A proposed or pending acquisition or disposition of land by the municipality or local board;
  - d. Labour relations or employee negotiations;
  - e. Litigation or potential litigation, including matters before administrative tribunals;
  - f. Advice that is subject to solicitor/client privilege, including communications necessary for that purpose;
  - g. A matter is respect of which a council, board committee or other body may hold a closed meeting under another Act.
5. When the Board determines that matters should be dealt with in the absence of the public or a staff member, a motion to move into **closed session** must be moved, seconded and approved by a majority vote. Before holding a meeting or

part of a meeting that is to be closed to the public, the library board or committee of the board shall state by resolution:

- a. the fact of the holding of the closed meeting
- b. the general nature of the matter to be considered at the closed meeting

## Meetings of the Board (Continued)

Motions to move in-camera are not debatable. At the conclusion of the in-camera session, a motion must be moved, seconded and approved by a majority vote to return to public session. A motion to confirm any motions approved during the in-camera session shall be made.

6. Board members may attend library board meetings remotely via teleconference or Internet video conferencing call.
  - a. As all board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
  - b. A member of the library board or a committee may attend, participate and vote at an open or closed meeting remotely, if the member is prevented from physically attending because of:
    - i. personal illness or disability; or
    - ii. employment purposes or the business of the public good; or
    - iii. a family or other emergency.
  - c. Members who wish to attend a meeting remotely must give notice two hours before the commencement of the meeting to the Secretary so that the equipment can be made ready
  - d. Meeting minutes will reflect that a member is participating remotely
  - e. The vice-chair chairs the meeting, when the chair of the library board attends the meeting remotely
  - f. Quorum applies to the members attending in person and remotely.

## Section 2: Order of Proceedings

1. Parliamentary authority.
  - a. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the library board in cases where there are no bylaws of the board in place.
2. Call to order.
  - a. Meetings shall be called to order by the chair on the hour fixed for the meeting.
  - b. In the absence of the chair, the vice-chair will preside over the meeting.
3. Quorum.
  - a. In accordance with the *Public Libraries Act*, s. 16(5), the presence of a majority of the board is necessary for the transaction of business at a meeting.
  - b. Where a quorum is not present within fifteen minutes of the hour fixed for a meeting, the secretary shall record the names of the board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
  - c. Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the library board.
  - d. If notified by a majority of board members of their anticipated absence from a meeting, the chair shall notify all members of the library board that the meeting is cancelled.
4. Attendance at meetings.
 

In accordance with the *Public Libraries Act*, s. 13, should a member be absent for three (3) consecutive meetings, the board, shall:

  - a. consider the member disqualified from the board and notify the appointing council that the seat is vacant, or
  - b. consider the circumstances of the absence and pass a resolution authorizing that person to continue as a board

member

## Meetings of the Board (Continued)

### 5. Agenda

- a. The agenda focuses the discussion in order to make good use of the library board's time. Meetings of the library board 'as a whole' do not re-do the work of the employees or of the committees.
- b. The order of business for all regular meetings of the library board shall be as follows:

1. Call to order
2. Approval of the agenda
3. Declaration of any conflicts of interest
4. Minutes of the preceding meeting
5. Business arising from the minutes
6. Tabling of the board information package: correspondence, Treasurer's report, Chief Executive Officer's report; Committee reports
7. Monitoring the progress of the library's strategic plan
8. Policy review and updates
9. Report on board members' advocacy activities
10. Other business
11. Date of the next meeting
12. Adjournment

### 6. Voting.

- a. All motions at board meetings, except those approving or amending the bylaws, are decided by a majority of votes cast. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members in order to be carried.
- b. In accordance to the **Public Libraries Act**, s. 6(6), the chair or acting chair of the board may vote with the other members of the board upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.

### 7. Minutes.

- a. Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
- b. Minutes are approved at the next meeting of the library board and signed by the chair and secretary
- c. Minutes (excluding in camera minutes) are public documents and shall be made available to the public.
- d. Minutes of closed meetings are kept separately and held to be confidential.

## Section 3: Chairing the Meeting

1. The function of the chair is to act in a leadership role to the library board, ensuring that business is dealt with expeditiously, and also to help the library board work as a team. It is the duty of the chair of the library board to:
  - a. open meetings of the library board by calling the members to order
  - b. announce the business before the library board in the order in which it is to be acted upon
  - c. receive and submit, in the proper manner, all motions presented by the members of the library board
  - d. put to vote all motions which are moved and seconded in the course of proceedings, and announce the results
  - e. decline to put to vote motions which infringe the rules of procedure
  - f. restrain the members, when engaged in debate, within the rules of order
  - g. exclude any person from a meeting for improper conduct
  - h. enforce the observance of order and decorum among the members



- f) authenticate, by signing, all bylaws, resolutions and minutes of the library board
- g) instruct the library board on the rules of order
- h) represent and support the library board, declaring its will, and implicitly obeying its decisions in all things
- i) receive all messages and communications on behalf of, and announce them to, the library board
- j) ensure that the decisions of the library board are in conformity with the laws and bylaws governing the activities of the library board

**Related Documents:**

***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, c. M56

***Public Libraries Act***, R.S.O. 1990, c. P44, s.14, 16

***Robert's Rules of Order New Revised*** (RONR) 12<sup>th</sup> edition

# CEO REPORT

MAY, 2021

## COVID-19 update

May 13th the Provincial Government announced the stay at home order will be extended until June 2<sup>nd</sup>, 2021. The Library will continue with curbside pickup until the order is lifted.

## Programming

Virtual Science Workshop – As part of Science Odyssey week, we were offered a virtual program at no charge. This workshop was held on Saturday May 8<sup>th</sup>. Twelve participants joined the virtual Up and Down workshop. Another successful and well received program.

## Both Branches

- TD Summer StoryWalk –we will receive our kit between May 25<sup>th</sup> and June 13<sup>th</sup>. Since we will be receiving only one kit, I would like to place the story in both Cardinal and Spencerville for a 6 week interval in each community. We are able to use the kit from June 13<sup>th</sup> to September 6<sup>th</sup> which gives us 12 weeks total. I will speak with Mike Spencer to discuss possible location for the Storywalk and would like to have a kickoff event with Board members and Council.

## Monthly Statistics 2021

### April 2021 Stats

	Cardinal	Spencerville	Total
Persons Entering	14	15	29
WorkflowHolds	115	105	220
Email Inquires	27	1	28
Phone Inquires	87	37	124
In-person Inquires	7	7	14
ILL	2	5	7
PC Use	0	1	1
Wireless Use	0	6	6
Curbside Pick-up	184	36	220
Photocopying/Faxes	7	0	7
Programs			
Program			
Attendance			
Circulation	367	240	607
Overdrive	302	167	469
Overdrive Users			31
New Users			4
New Library Cards	4	0	4

Website Users April 196

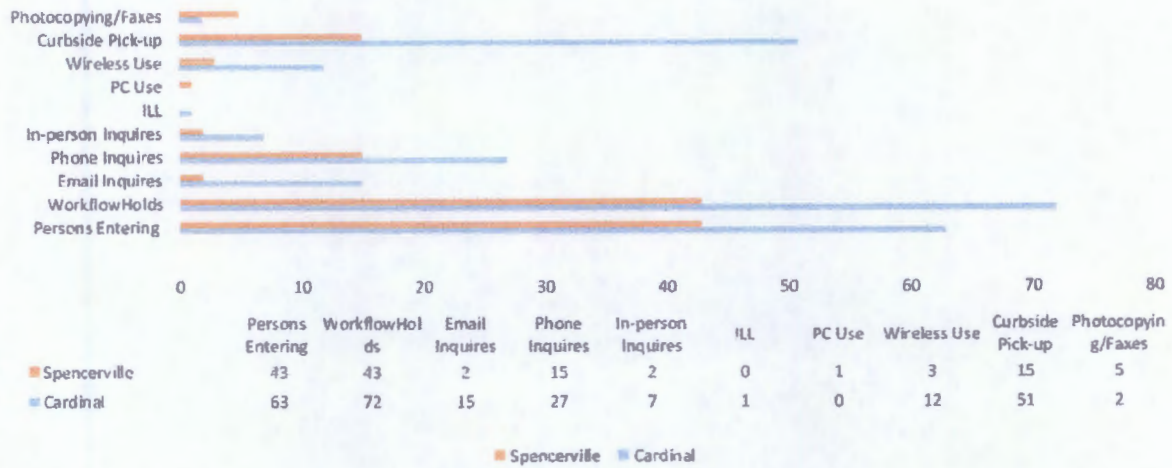


### March 2021 Stats

	Cardinal	Spencerville	Total
Persons Entering	211	73	284
WorkflowHolds	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

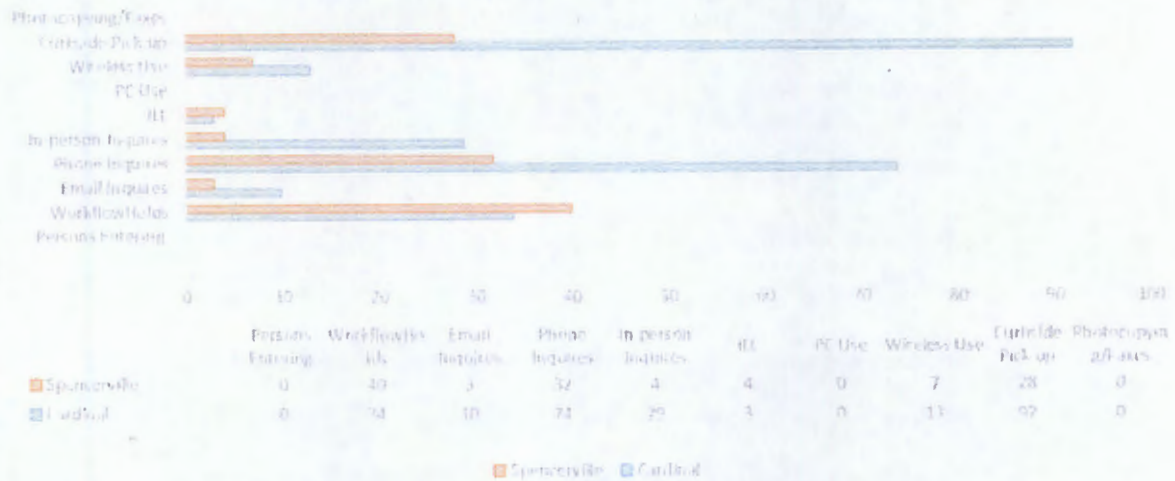
Website Usage March – 125 users

## 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