

Edwardsburgh Cardinal Public Library Board Meeting Minutes

April 26th, 2022

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

By Phone: Max LaSalle.

Regrets:

Staff: M-A. Gaylord, D. Gladstone

Special Guests: None.

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1. Call to order

The Chair called the meeting to order at 5:03 pm.

2. Disclosure of interest – None

3. Additions to agenda – Letter of Resignation – Michelle Clark

Motion by Pat Tierney to approve the agenda, seconded by Anne Barrett.
CARRIED

4. Approval of minutes from previous meeting

Motion by Tammy Wilson to accept the March 22nd, 2022 minutes as presented, seconded by Hugh Cameron. CARRIED

5. Business arising from minutes NIL

6. Correspondence

Ontario Library Service- Connecting Public Libraries

Thank you Card

7. Treasurer's report

Dave reported - all invoices have been delivered to the Township for input.

8. CEO/Supervisor report attached

9. Policy Review – NIL

10. Report from Municipal Council – Councillor H. Cameron

- Council approved the Budget with a tax increase of 2.81%
- May 7th is free tree pickup day. Must register through Township website to get a tree
- 32 building permits have been issued to date
- Spencerville Arena will be hosting Pickle Ball on Tuesday, Thursday and Saturday starting May 3rd. Courts must be booked and equipment will be available to borrow
- Cardinal pool filter and lines being installed and pool should be open in time for the summer swimming program
- Canteen at the river is scheduled to open early May
- Summer Camp registration will be open for registration on May 2nd
- Giant Tiger has donated \$25,000 for a play structure to be installed west of the Canteen and the Legion. The structure is scheduled to be installed in September
- Emergency Preparedness Week May 1-7th – BE PREPARED FOR ANYTHING
- Municipal Election nomination period will be open May 2nd to August 19th – Election will take place on October 24th, 2022
- River Route will continue to operate for the next 6 months with more discussion and decisions to be made at the end of the extension.

11. New business/Community Activities

The Board received Michelle Clark's letter of retirement. Michelle has been a dedicated employee at the Cardinal Branch for the past 12 years. The Library Board wishes to extend their thanks for the years of service and dedication to the Library.

- The Board will have the May meeting at the Spencerville Branch.
- Open House in Spencerville date to be determined at next meeting

12. Closed Session – Nil

13. **Date of Next Meeting:** Tuesday May 31st, 2022 at 6pm. in Spencerville

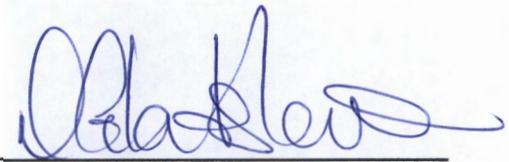
14. **Adjournment**

Moved by Max LaSalle, seconded Anne Barratt that the meeting of the Library Board does now adjourn at 5:59 pm. CARRIED



A handwritten signature in blue ink, appearing to be 'T ~ E' followed by a stylized arrow pointing to the right.

Chair



A handwritten signature in blue ink, appearing to be 'Max LaSalle'.

Recording Secretary

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ONTARIO | LIBRARY SERVICE

Congratulations!

The library location you submitted via the Connecting Public Libraries Initiative (CLI) Site Survey has been selected to receive funding.

What does this mean for you?:

- Capital costs for upgrades to broadband infrastructure will be fully covered through the CLI Fund
- Your library will be reimbursed for monthly internet connectivity costs of approximately \$159.99 for 50/10mbs speeds during the first twelve months of internet service with the selected internet service provider
- Your library is required to enter into a two year service agreement with the selected internet service provider

Next Steps:

- Fill out this survey <https://www.surveymonkey.com/r/CPLIs> to update pertinent information on your current internet connection
- Read and sign this [agreement](#) with the Ontario Library Service

Once we have received your survey submission and signed agreement with the Ontario Library Service we will connect you with the internet service provider so that you can work out the details of your two year service agreement. Once the signed agreement is received, work toward the capital project can begin.

For further information on this opportunity please contact Bailey Urso-Mahy at burso-mahy@olservice.ca.

CEO REPORT

APRIL, 2022

COVID-19 Update

We are giving out free rapid test kits at both Branches.

Programming

March Break Take Home Kits – 4 kits were available for pickup. 181 kits went out with 48 participants. 240 total kit were prepared.

Easter Craft – in person program was a great success – stats will be available for next month's report.

May will be Butterfly month at the Library. A Mother's Day Craft will also be provided

June we will be having a Father's Day Craft and gearing up for the TD Summer Reading Program

Friends

The Cardinal FOL garden tour will not take place this summer. Cardinal FOL have confirmed a date to have Maggie Wheeler (author) to speak during Library Week in October. Maggie will be speaking on October 17th more information will be forthcoming.

Cardinal Friends purchase the Library a laminator – we went through 2 inexpensive laminators during the peak time of printing and laminating vaccine passports.

The Spencerville FOL are getting ready to have their book sales start back up and have been busy organizing the space in the basement – the plan is to have the sale the end of May. They are also discussing having weekly sales during the summer months.

Both Friends group were successful in applying for and receiving funds to build a new Dyslexic Friendly Collection.

Staff

Staff participated in Fire Extinguisher Training on Monday April 18th (five staff were able to attend)

Both Branches

We have begun inventory at both branches. The process will take some time as we are doing the inventory during regular Library Hours.

We are planning to reach out to the Fire Department and the Police and Ambulance to invite them to both Branches during the summer reading program.

We are hoping we will be able to schedule something with the Train this year as well.

The Grade 2 students from Centennial Public School will be visiting the Library – weekly on Tuesday until June. We are looking forward to receiving the students back to the Library.

March 2022 Stats

| | Cardinal | Spencerville | Total |
|--------------------|----------|--------------|-------|
| Persons Entering | 310 | 156 | 466 |
| WorkflowHolds | 14 | 12 | 26 |
| Email Inquires | 3 | 3 | 6 |
| Phone Inquires | 40 | 34 | 74 |
| In-person Inquires | 0 | 3 | 3 |
| ILL | 0 | 10 | 10 |
| PC Use | 2 | 9 | 11 |
| Wireless Use | 1 | 5 | 6 |
| Curbside Pick-up | 17 | 3 | 20 |
| Photocopying/Faxes | 7 | 3 | 10 |
| Programs | 20 | 16 | |
| Program Attendance | 36 | 12 | |
| Circulation | 581 | 393 | 974 |
| Overdrive | 238 | 194 | 432 |
| Overdrive Users | 11 | 14 | 26 |
| New Users | | 2 | 5 |
| New Library Cards | 6 | 3 | 9 |

255 Website Visits

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 |

| February 2022 Stats | | | |
|---------------------|----------|--------------|-------|
| | Cardinal | Spencerville | Total |
| Persons Entering | 188 | 109 | 297 |
| WorkflowHolds | 1 | 14 | 15 |
| Email Inquires | 3 | 1 | 4 |
| Phone Inquires | 41 | 33 | 74 |
| In-person Inquires | 3 | 2 | 5 |
| ILL | 8 | 5 | 13 |
| PC Use | 0 | 3 | 3 |
| Wireless Use | 0 | 1 | 1 |
| Curbside Pick-up | 17 | 0 | 17 |
| Photocopying/Faxes | 11 | 3 | 14 |
| Programs | 2 | 2 | 4 |
| Program Attendance | 9 | 9 | 18 |
| | 283 | 182 | 465 |
| Circulation | 402 | 346 | 748 |
| Overdrive | 218 | 160 | 378 |
| Overdrive Users | 9 | 12 | 21 |
| New Users | 1 | 1 | 2 |
| New Library Cards | 3 | 4 | 7 |

195 Website visits

| February 2021 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 |