

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

April 26<sup>th</sup>, 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 7<sup>th</sup> 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 3<sup>rd</sup>. 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 2<sup>nd</sup>
- 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 1-7<sup>th</sup> – BE PREPARED FOR ANYTHING
- Municipal Election nomination period will be open May 2<sup>nd</sup> to August 19<sup>th</sup> – Election will take place on October 24<sup>th</sup>, 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 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 31<sup>st</sup>, 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

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Chair



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Recording Secretary

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# ONTARIO | LIBRARY SERVICE

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## **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 50/10mbps 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](mailto: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 17<sup>th</sup> 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 18<sup>th</sup> (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