

Edwardsburgh Cardinal Public Library Board Meeting Minutes

May 31st, 2022

Present: Tim East, D. Robertson, A. Barratt, H. Cameron, T. Wilson, Judy Cameron, Max LaSalle.

Regrets:

Staff: M-A. Gaylord, D. Gladstone

Special Guests: None.

1. Call to order

The Chair called the meeting to order at 6:00 pm. The Chair welcomed the Board members to the Spencerville Branch for this month's meeting and the Board expressed how well the renovations turned out.

2. Disclosure of interest – None

3. Additions to agenda – None

Motion by Max LaSalle to approve the agenda, seconded by Dave Robertson.
CARRIED

4. Approval of minutes from previous meeting

Motion by Hugh Cameron to accept the April 26th, 2022 minutes as presented, seconded by Max LaSalle. **CARRIED**

5. Business arising from minutes NIL

6. Correspondence

- P. Tierney letter of Resignation from the Library Board.

The Board accepted Pat Tierney's letter of resignation from the Board and expressed congratulations to Pat in her new position as Library Assistant at the ECPL.

- Friends of the Cardinal Library 2021 Annual Report
- Friends of the Spencerville Library 2021 Annual Report

Motion by Tammy Wilson to receive the report from the Friends of the Cardinal Library and the report from the Friends of the Spencerville Library, with thanks and appreciation for all the work they do to support both Library Branches and their continued support and commitment to the Board and Staff. Seconded by Anne Barratt. **CARRIED**

7. Treasurer's report

The Board was presented with an Income Statement which included revenue and expenses to the end of April. There was one entry that was made in error under operating to membership fees in the amount of \$2,774.94, that entry should be on the line below Books. The amount represents our Overdrive and e-resources that are part of our Collection (Book) budget. The CEO will have that entry corrected.

8. CEO/Supervisor report attached

9. Policy Review – NIL

The Board has requested that HR-02 – Staff Selection and Assignment be distributed for review. This policy should be reviewed at least once during a Board's appointment.

10. Report from Municipal Council – Councillor H. Cameron

- May 7th was the free tree pickup – all trees were dispersed
- SNC Youth Fish Camp – August 17 & 18
- 55 building permits were issued as of April 30th.
- Spencerville Arena Pickle Ball – starting to pick up between 20 and 25 sign up for court time
- Cardinal pool repairs on target
- June 15, Health unit will be in to do their inspection of the pool
- Summer Camps – Johnstown 40 registered and Cardinal 30 registered
- This summer swimming lessons will be offered in the evening and on weekends
- Flowers have been put up in Cardinal and Spencerville to beautify the villages and docks have been installed
- Opening pickerel was busy at the Cardinal Legion with approx. 100 boats launched
- Leaf and brush collection was successful in Cardinal, Johnstown and Spencerville
- June 11 the EC Fire Department will be competing in the Fire Fighters Combat Challenge in Athens
- EC, Prescott and Augusta held a joint meeting of Council-good discussion in areas such as tourism, purchasing with County for better discounts. Good meeting and good discussion.
- Library Board Vacancy has been posted

11. New business/Community Activities

The Board received Pat Tierney's letter of resignation with thanks for her time served on the Board as Vice-Chair. The Board wishes Pat success in her new position as Library Assistant.

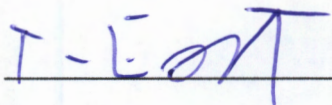
Motion by Tammy Wilson that Judy Cameron be appointed as Vice-Chair of the Library Board for the duration of the Board's term, seconded by Anne Barratt. CARRIED

- The Board will discuss the Spencerville Fair participation at the June meeting
- Open House in Spencerville date Saturday October 15th 2022 – the CEO will contact Brain Purcell to ask if he can include this in his weekly talk with Bruce Wylie morning radio
- Plowing Match will be held in Kemptville and will have an education tent, Councillor Cameron will provide more details at the next meeting.
- The CEO has been directed to fill staff vacancy with a one-year contract from list of candidates from first round of applicants.

12. **Date of Next Meeting:** Tuesday June 28 2022 at 5pm in Cardinal

13. Adjournment

Moved by Max LaSalle, seconded Anne Barratt that the meeting of the Library Board does now adjourn at 6:10 pm. CARRIED



Chair



Recording Secretary

Annual Report To The Library Board for 2021

Members for 2021

Chairperson: Anna Linnen

Vice Chairperson: Corrine Miller

Treasurer: Jean Drozda

Secretary: Catharine Dwyre

Members: Anne Bowie, Nancy Sharpe

Non-voting Members: Margaret Ann Gaylord, Donna Gladstone

Do to circumstances of the year 2021 our report does not contain our usual events.

Seven Meetings were held: 3 Virtual

2 Outdoors at the Legion Park

2 In the Library

Donation: J. P. Charlebois presented a cheque for \$10,000. to be used to serve the People of Cardinal, especially the Children, asking that we inform the Local Council of his donations. These directions have been followed a sincere Thank Note with a donation receipt, Library Card and

Bookmark Plus a Christmas card with details of how we have used the funds have been forwarded to Mr Charlebois.

Pop can revenue with personal donations are appreciated.

Accomplishments:

With our Charitable Status we have in place
Memorial and Donation Cards

Bird Houses have been built and donated to us for a Silent Auction by our member Nancy Sharpe and her Husband.

Thirty five Christmas cards were forwarded for the Canadian Military Personnel stationed abroad. Kits were assembled and distributed by Nancy, Catherine and Corrine.

A Cricut machine, auxiliary bundle, a dedicated laptop and subscription for a monthly News letter were purchased. A Mug bundle for our Cricut has been added.

Our Book Club meet as often as possible with many new members

Volunteer hours: 329

All members have submitted Vaccinations Certificates

Joyce Morris has approached our Friends about having a Garden Tour in 2022, more information to follow.

Our Cardinal Friends group are looking forward to 2022 with enthusiasm and vision.

FOL AGM, May12, 2022

From: John & Helen Piper (johnpiper1942@yahoo.ca)

To: johnpiper1942@yahoo.ca

Date: Wednesday, May 11, 2022, 12:58 PM EDT

Annual Report 2022

Although we were not able to get back in full, 2021 at least allowed us some in- person meetings. It was wonderful to chat with old friends, and plan for the future.

We were told in September that the proposed renovations would go ahead - and we all see tonight the fantastic results. We will be happy to contribute to the furnishings when needed.

As usual, we purchased a selection of large print books, and are happy to get the discontinued ones for our Book Store. In addition to these, we began to explore local authors and were pleased to find there are several! We started with Robert Blockman's moving account of his mother's successful battle with Covid. Then we purchased two copies of Beneath The Stairs, a novel by Sheila Fawcett's daughter, Jennifer. This was so popular that the library had to acquire a third copy! We have acquired more local books in 2022, and plan to continue.

We continue to restock the mini library with CD's and books from donations.

Many thanks to my fellow members, Ann Grant and Judy Cuglietta and new member Kim Kinlin for the hours they have spent preparing for these Book Sales..and others who help us from time to time, I also want to thank our second new member Nadia Aleinik for auditing the books for the past two years,

We would not be able to function without the help and advice from Donna, Sheila and Carolynne...and the wonderful gentlemen Mike Spenser and his crew who this year did a major clean up of our space before we got back to preparing for our Book Sales.

Now we are ready to make the most of 2022!

Helen Piper

Chair, Friends of the Library, Spencerville Branch

John & Helen Piper

Home 613-699-5002

John Cell 613-294-4466

Helen Cell 613-349-4467

EDWARDSBURGH/CARDINAL PUBLIC LIBRARY**Comparative Income Statement**

	Budget 01/01/2022 to 12/31/2022	Actual 01/01/2022 to 05/31/2022	Percent
EVENUE			
H Acct			
SOLS Connectivity Grant	1,320.00	1,320.00	0.00
S ACct	1,320.00	1,320.00	0.00
T Acct	1,320.00	1,320.00	0.00
REVENUE			
PROVINCIAL GRANT	14,447.00	0.00	0.00
BOOKS AND LIBRARY DEVEL...	0.00	0.00	0.00
MUNICIPAL GRANT	95,500.00	22,625.00	322.10
FINES	0.00	13.00	-100.00
INTEREST EARNED	1,200.00	111.56	975.65
PRINTING & COPYING	888.00	192.25	361.90
MEMBERSHIP DUES	20.00	60.00	-66.67
BOOK SALES & Membership	20.00	0.00	0.00
Interest Earned	0.00	0.00	0.00
DONATIONS	1,200.00	1,166.00	2.92
Friends of Library Donations	0.00	0.00	0.00
CARDINAL PUBLIC LIBRARY	0.00	0.00	0.00
CHLDN'SRDG PRGRM/SPN...	0.00	0.00	0.00
TOTAL REVENUE	113,275.00	24,167.81	368.70
QTL REVENUE	114,595.00	25,487.81	349.61
XPENSE			
OPERATING EXPENSES			
Audit Fee	2,300.00	2,300.00	0.00
Insurance	4,000.00	3,775.40	5.95
LIBRARY MEETINGS/MILAGE...	1,000.00	79.99	1,150.16
Board Renumérations	1,750.00	0.00	0.00
BANK AND INTEREST CHAR...	0.00	29.00	-100.00
MEMBERSHIP FEES	40.00	2,774.94	-98.56
BOOKS BOTH LIBRARIES	23,000.00	8,089.31	184.33
BOOKS - SPNCRL	0.00	0.00	0.00
BOOK MAINTENANCE SPEN...	0.00	0.00	0.00
BOOK MAINTENANCE CARDI...	0.00	0.00	0.00
POSTAGE	100.00	132.00	-24.24
CLEANING EXPENSE	0.00	-11.94	-100.00
CLEANING EXPENSE CARDI...	0.00	0.00	0.00
FURNITURE & FIXTURES	0.00	0.00	0.00
CHANGE IN CAPITAL ASSETS	0.00	0.00	0.00
AMORTIZATION - LIBRARY	0.00	0.00	0.00
LICENCING FEES	2,500.00	176.00	1,320.45
MAGAZINE SUBSCRIPTIONS/...	0.00	0.00	0.00
TOR-DOM SERV CHG	0.00	0.00	0.00
OFFICE SUPPLIES/EXPENSE	1,000.00	25.37	3,841.66
COMPUTER SUPPLIES/EXPE...	2,500.00	2,044.91	22.25
AP PROVINCIAL GRANT	0.00	0.00	0.00
TRAINING	1,000.00	25.00	3,900.00
TELEPHONE	2,000.00	524.45	281.35

Printed On: 05/20/2022

EDWARDSBURGH/CARDINAL PUBLIC LIBRARY**Comparative Income Statement**

	Budget 01/01/2022 to 12/31/2022	Actual 01/01/2022 to 05/31/2022	Percent
INTERNET	1,500.00	380.00	316.67
SPENCER INTERNET	0.00	0.00	0.00
HEAT/HYDRO/SPENCERVILLE	0.00	0.00	0.00
Library Programs	1,000.00	1,016.88	-1.66
Computer Purchases	0.00	0.00	0.00
Workstations	5,000.00	900.00	455.56
WAGES	88,000.00	21,133.26	316.41
TOTAL OPERATING EXPENS...	<u>136,690.00</u>	<u>43,374.57</u>	215.14
TOTAL EXPENSE	<u>136,690.00</u>	<u>43,374.57</u>	215.14
NET INCOME	<u>-22,095.00</u>	<u>-17,886.76</u>	23.53

CEO REPORT

MAY, 2022

COVID-19 Update

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

Programming

May Mother's Day Craft – We had 2 participants for the in-person craft.

We made and sold 40 Mother's Day Mugs.

Our Butterfly program is in full swing.

We are planning our Summer Reading Program with our kick-off July 4th, 2022

Friends

Year in review for 2022 has been received from both Cardinal and Spencerville Friends.

Cardinal Friends are planning a silent auction of 2 bird houses.

Spencerville Friends will have their first Book Sale in 2 years Saturday May 28th.

Both groups continue to support and volunteer the programs at the Library.

Staff

We welcomed Pat Tierney to our team on May 10th, 2022. Pat is training at the Cardinal Branch.

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 have started their weekly visit to the Library.

255 Website Visits

April 2022 Stats			
	Cardinal	Spencerville	Total
Persons Entering	313	138	451
WorkflowHolds	4	5	9
Email Inquires	1	3	4
Phone Inquires	21	19	40
In-person Inquires	2	6	8
ILL	9	8	17
PC Use	4	7	11
Wireless Use	2	7	9
Curbside Pick-up	30	0	30
Photocopying/Faxes	13	3	16
Programs	1	2	3
Program Attendance	18	26	44
Circulation	528	403	931
Overdrive	239	162	401
Overdrive Users	9	16	25
New Users	2	2	4
New Library Cards	4	11	15

Website Users 594

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