**Edwardsburgh Cardinal Public Library Board minutes**

**Held in Spencerville April 26, 2016**

R. Hoover called the meeting to order at 7:06pm.

**Regrets:** J. McGuire

**Present:** R. Hoover, H. Pettinger, J. Roy, E. Farrell, M.A. Gaylord, D. Robertson, G. Morrell

**Disclosure of Interest:** none

**Additions to the agenda:** Some items added to new business

**Minutes from the previous meeting:** R. Hoover moved to accept the minutes of the previous meeting as presented, seconded D. Robeertson, carried.

**Business arising from the minutes:** For the third month, no word back on the cracked foundation in Spencerville or the Library Facebook page. E. Farrell will try again. It was reported that Katie Allard is no longer working for the township, we will need to contact the person who is responsible for the township summer programs and hopefully co-ordinate advertising with them.

**Correspondence:** We received a letter from Steve Clark, MPP congratulating us for being awarded a Trillium Grant for $60,000. The Board also congratulated Emily for her hard work in attaining this generous grant.

**Treasurer’s report:** We have the township invoice for salaries covering the first quarter. We will reimburse the township.

- The budget will be deferred to new business.

The Board accepted this report.

**CEO/ Supervisor report:** -**E. Farrell** reported we have been awarded two new grants to be discussed during New Business.

-JASI fine free glitches have been worked out. She is impressed by the technical support JASI has given us lately.

-All staff have completed their workplace violence and harassment training for this year and Emily has completed risk assessments for each branch. Public libraries have been audited before and we are up to date should this happen to us.

-In light of our policy review, it has been mentioned that in the past if an individual is banned from township property, the library has not been made aware. The board asked that Emily pursue the procedures with the township.

-Computers- Joseph will upgrade all computers to Windows 10. Once this is complete, we will go to daily checks by Joe Computer. The maintenance fee is more economical than paying for repairs when problems occur.

-Stats- We show 59 more people entering the library in the first quarter, this is usually a slower time of year. There were 793 more electronic visits and 14 fewer items circulated. Although SOLS keeps track of yearly totals, we know inter-library loans are up as well.

-Community /outreach/activities -April 30 Ancestry workshop

-April 27 Centennial’67 Kindergarten open house

-Capacity Grant Expense Report submitted

-May 11 and 12 Children’s Water Festival Drummond Bldg.

The Board accepted the report.

**Board development:** none

**Policy review:** HR-01 Human Resource Management and HR-02 Staff Selection & Assignment were both updated. J. Roy moved to accept the new policies as presented, seconded by R. Hoover, carried.

**New business: -**A new budget was circulated anda discussion followed. We have had clarification of WSIB contributions and several other changes were accounted for. D. Robertson moved that the board accept the proposed budget, seconded by J. Roy, carried. The budget will be forwarded to the clerk treasurer immediately.

-The Trillium Grant is a capacity grant awarded for a new layout in the Cardinal Library. We will improve accessibility, update the shelves and upgrade the circulation desk. The staff has had input on changes to the floorplan. We were informed that the library will most likely close for about a week hopefully in late July. E. Farrell is registered for a mandatory webinar training session to learn how the money can be used.

-A question was raised regarding the painting of the Cardinal Library. It only makes sense to paint at the same time that the shelves are moved. This painting project was scheduled to be completed by the township in 2011. For some reason it was delayed and it was never completed. G. Morrell will follow up with the township.

-We were also excited to hear that we were successful in receiving a Summer Experience Program grant. The person to be hired will be helping with summer programs, book bins and more outreach.

-R. Hoover attended a Trillium Grant workshop. It appears that our best chance for success would be to apply for seed money to initiate a new library program. R. Hoover suggested that we might consider a lending library for musical instruments. Discussion followed and we are interested in the idea. We will bring it up again in the fall as the summer will be busy with the upcoming renovations in Cardinal.

**Closed session:** none

**Date of next meeting:** Tuesday, May 31 7pm at the Cardinal library.

**Adjournment:** D. Robertson moved to adjourn the meeting at 9:03pm.