**Edwardsburgh Cardinal Public Library Board minutes**

**Held in Cardinal September 27, 2016**

R. Hoover called the meeting to order at 7:32 pm.

**Regrets:** D, Robertson

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

**Disclosure of Interest:** none

**Additions to the agenda:** none.

**Minutes from the previous meeting:** G. Morrell moved to accept the minutes of the previous meeting as presented, seconded J. MacKinnon, carried.

**Business arising from the minutes:** Results of the survey are being compiled to give us an overview of our library so that we can begin discussing our strategic plan. We are hoping to add 2 new members to the board in time to have them participate in the strategic planning process. The planning will hopefully begin this fall or early winter and will be in effect from 2017-2020. This should coincide with the term that the present council is in office.

**Correspondence:** none

**Treasurer’s report:** Emily reported in Dave’s absence that we have received the actual expenses from the township for the period from Jan.-June. We are still reconciling the payroll portion.

The board accepted the report.

**CEO/ Supervisor report:**

**MA Gaylord** reported that in Cardinal we are getting lots of new members.

-The summer program started of strong, but by summer’s end the attendance dropped off.

-There has been some interest in starting a book club.

-Residents appreciate the opportunity to purchase dump cards in a Cardinal location.

**E. Farrell** presented the stats for the summer reading club; 49 kids registered and we were able to accommodate many at the Johnstown Day Camp again this year. The registration was up slightly but is around 50 kids every year. Attendance at programs was up and the independent reading statistics were up by almost 500 books compared to last year.

-We have 200 more library members since January.

*Grants* - Trillium: Some furniture delays meant that the recognition ceremony was moved to September 24. We had a very good turnout. The staff are still adjusting to the changes and seem pleased with the renovation.

-Summer Experience program Grant: The additional person proved to be a great success. We will be applying for this grant again this year. Our report was submitted earlier this month.

- Sarah Badgley: Program-to-Go bags will hopefully be launched later this month. Samples of the bags were circulated at the meeting.

-YIP (Youth Internship Program) funding: It was nice to have the extra help but we may not apply for this grant again next year as there was not always enough work.

-Inter-Library Loans (ILL) our borrowing is up and if we bump up to 300 loans for 2016, we may be able to become a regular stop on the SOLS courier route next year without us becoming a lending library.

- We ran a “Getting ready for Kindergarten” program which garnered much interest. We learned a lot and if we try it again, we would have to be firm and limit the number of participants. It is hard to justify the librarian hours when only a small number benefit, but to be successful, young children require a small adult to child ratio.

-Community/outreach –We had a table at the Spencerville Fair again this year and had lots of people stop by.

-Cardinal Library is hosting the next SOLS meeting and will proudly show off the new renovations.

-Upcoming- Public Library Week is the end of October.

- Hallowe’en: haven’t decided any programs yet

- Banned Books week is currently going on. We have displays up for this

The board accepted both reports.

**Board development:** The Strategic Plan was previously discussed in New Business.

**Policy review: -** We have received word that council has agreed that we are officially our own entity and therefore can oversee our own Facebook page. Based on SOLS best practices, a social media policy was presented. H. Pettinger moved to create Social Media Policy HR-12 as presented, R. Hoover seconded, carried.

**New business:** E. Farrell indicated that the Township uses the Royal Bank in Spencerville and that the library’s present arrangement with the TD bank in Prescott presents some logistical challenges. We may consider switching our accounts to the Royal Bank which has branches in both Prescott and   
Spencerville, but due to the fact that our treasurer was absent, the decision was tabled until the next meeting.

**Closed session:** none

**Date of next meeting:** Tuesday, October 25, at 7pm in Spencerville.

**Adjournment:** G. Morrell moved to adjourn the meeting at 9:07 pm.