**Edwardsburgh Cardinal Public Library Board minutes**

**Held in Cardinal May 31, 2016**

R. Hoover called the meeting to order at 7:08 pm.

**Regrets:** J Roy

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

**Disclosure of Interest:** none

**Additions to the agenda:** Election of Board Chair: D. Robertson nominated R. Hoover to the position of Board Chairperson, seconded by G. Morrell, carried.

**Minutes from the previous meeting:** H. Pettinger moved to accept the minutes of the previous meeting as presented, seconded D. Robertson, carried.

**Business arising from the minutes:** An explanation of the status of various grant application follows: -The grant for a summer students covers the salary deductions. Interviews are currently being carried out, prospects look good and we should be hiring soon.

-We are short listed for the Sarah Badgley grant. The next deadline is June 15.

- The Trillium grant does not cover the cost of painting the Cardinal Library. G. Morrell discovered from the township that township money that had been set aside for this job in 2012 was placed in reserve funds as the painting did not happen due to scheduling problems (co-ordinating the large job of moving of books to the painter’s schedule). Presently there is no designated reserve funds for library buildings in the 2016 budget and likely should be considered for next year.

 The money in the Trillium Grant will be used for other costs such as shelves, afront service desk and office furniture. Although it would be great to paint the Cardinal Library while the book shelves are being replaced, this does not look like it is possible. An explanation of timelines and proposed costs followed. We also found out that we should get an HST rebate for some of the purchases and this will increase our spending power.

**Correspondence:** none

**Treasurer’s report:** Nothing new.

**CEO/ Supervisor report:** - **MA Gaylord** reported that the Friends of the Cardinal Library have become more active and have agreed to pay for a storage unit to be added behind the service desk ($1,000.00)

-Exterior building issues are as follows: -Minor vandalism -chalk on brick walls of building. -The cement ramp is crumbling and is in need of repair.

-The computers are crashing, rebooting on their own and keyboards are sticking. It is hoped that new equipment and an upgrade to Windows 10 will improve matters.

**E. Farrell** reported -Carolynne in Spencerville has taken ill suddenly and Joseph was able to cover some of her shifts. As well, the staff in general have stepped up to help us out and this is very much appreciated. While Carolynne is recuperating we will advertise for a temporary Library Assistant. The board wishes her a speedy recovery.

- Board member J. Roy is moving and will be leaving the board as she will no longer live in the area. We wish to thank her for her volunteer contributions and wish her well in her new community. We are advertising to recruit additional board members as we need a minimum of 5 people.

-The board was presented with 7 possible salary scale proposals that could be met by our present budget. After discussion, R. Hoover moved to install salary scale #7 to take effect July 1, seconded by D. Robertson, carried.

-E. Farrell requested that we give consent to become an inter-library lender in an effort to increase our stats. for inter-library loans. If we get enough requests, we may get on to the courier service route. This was agreed to by the board.

-E. Farrell followed up on the question from last meeting concerning individuals banned from township property. After a discussion with Deb. at the township office, we were told that she is not aware of anyone that has been banned. She assured us that should there be any persons banned from township property, we would be advised of this fact.

-Computers- Spencerville computers are upgraded to Windows 10. Cardinal computers are having more problems.

-The friends of Spencerville Library have made some technical purchases including an iPad and 3 e-readers. The readers will be loaded with specific series of books and be available for use shortly.

- We are giving out surveys to help us make decisions when we update our strategic plan this fall. We are hoping for around 200 responses, only 60 so far.

Community /outreach/Library activities:

Attended - May 25 9:30-1:30 EYC children’s program session at Limerick Forest.

Upcoming - June 1 -10:00-3:00 SOLS CEO mtg. at Prescott P.L.

 -June 3 -1:00-3:30 MAPsack launch at Brockville P.L.

 -June 11&12 Spencerville Friends fundraiser as part of 416 Art Kruze

 -June school visits dates to be determined.

 - June 25 10:30-1:30 Spencerville Library buck a bag used book sale.

**Board development:** none

**Policy review: -** The “Terms and Conditions of Employment” policy and “Vacation, Public Holidays and Leave” policy have been compiled and updated. H. Pettinger moved to amend and create policies HR-03 and HR-04 as presented, seconded by D. Robertson, carried.

**New business:** none

**Closed session:** At 9:21 D. Robertson moved to enter a closed session to discuss a matter pertaining to an identifiable individual, seconded H. Pettinger, all in favour. At 9:26, R. Hoover moved to end the closed session, seconded by D. Robertson, carried.

The chair is to follow up on the direction given by the board during the closed session.

**Date of next meeting:** Tuesday, June 28 at 7pm at the Spencerville library.

**Adjournment:** D. Robertson moved to adjourn the meeting at 9:28 pm.