**Edwardsburgh Cardinal Public Library Board minutes**

**Held in Spencerville, October 25, 2016**

R. Hoover called the meeting to order at 7:09 pm.

**Regrets:** H. Pettinger-Irving, T. Wilson, H. Wiersma

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

**Disclosure of Interest:** none

**Additions to the agenda:** Performance review of CEO added to New Business

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

**Business arising from the minutes:**
- Ontario Trillium Foundation Grant: E. Farrell commented that we had already received the main portion of the grant
- Our summer student as completed her work with us and, in general, the summer went very well

**Correspondence:** none

**Treasurer’s report:** D. Robertson reported that there is $37,927 in the library’s bank account and we are expecting our last two installments from the Township. Our last two payroll bills (for the second and third quarter) were $24,963 and $29,519. Our finals from 2015 left us with a surplus of $6,773. D. Robertson commented that, as there has been some weeding that occurred at the Cardinal library, if that may affect how the auditor depreciates them over time. It may be of interest to get an updated number of library materials to the auditor. D. Robertson also reported that the July – September invoices were being taken to the Township to update our account. The Library Board does not have a copy of our audited financial statement and Melanie Stubbs is supposed to be sending us a copy.
J. Mackinnon moved to accept the report as presented, carried.

**CEO/ Supervisor report:** M. Gaylord reported that the heat wasn’t working at the Cardinal library. Mike Spencer sent over some workers and they had to replace the thermostat but reported that the furnace might need replacing soon. The staff at the Cardinal library are still trying to find some items that were moved around during the renovation. Also, there is a new book club at the Cardinal library. The group is being run by a volunteer and they meet on Tuesday mornings.

E. Farrell reported that the internet at the Cardinal library is very slow. She looked into our current internet and had priced some possible new internet options. She also mentioned that, as government funding (reimbursement) for our internet expenses is being cut for 2017, the library may have to pay for around half of the internet costs for 2017 and as a result we may not be interested in the extra cost. The Library Board agreed that faster internet speeds for Cardinal should be a priority and approved increasing the services from $69/ month to $74/ month plus $125 change over fee.

E. Farrell reported that the Strategic Analysis for the library is complete and she will be sending it out to the Library Board shortly for them to read before we begin the Strategic Planning process in the New Year. The new launch date for the Program-to-Go bags will be November 19, 11am at the Spencerville library. Karie Smail approached Emily about the library lending energy monitors and Emily reported that lending these are within our Collection Development policies. We have yet to receive anything but they will have a 3 week loan period. Other libraries such as the North Grenville Public Library and Ottawa Public Library lend energy monitors in plastic containers, so we will probably do the same.

The library will be receiving the last installment of the Ontario capacity grant ($3,172). The library must spend the grant between Oct. 17, 2016 and Mar. 31, 2017. E. Farrell has already completed the necessary forms to ensure the money arrives on time.

E. Farrell has been in discussion with Augusta and Prescott public libraries about creating reciprocal programs where residents of those areas would be able to get a library card for free. There was some discussion about the benefits to a reciprocal program with Augusta Public Library and this topic will require further discussion.

E. Farrell reported that one of the Spencerville library staff is back to work after being off on sick leave for 6 months. The staff are very glad to have her back and Emily has requested that A. Marier, the replacement staff, be kept on until the end of the month to assist and complete her projects. This was approved by the Library Board.

Hope Dalton has invited the library to submit library programs to be included in the Township’s Spring Recreation Guide. Emily is very excited to be part of this and will be working with the Children’s Programmer in Cardinal to brainstorm ideas.

E. Farrell has begun work on the 2017 library budget. There was some discussion about potentially asking for more library hours, but the Library Board would prefer to see a funding request for a pilot project. A proposed idea for the pilot project would be either increased staff hours or the creation of a new position to offer increased programming in the library and in the community for a range of topics.

The library placed its order for e-resources for 2017. The library will be purchasing subscriptions to Ancestry, Novelist & Novelist K-8 (reading recommendation site), Early World of Learning (ebooks and educational tool by the World Book) and Tumblebooks (animated ebooksfor children). Early World of Learning is a new e-resource; however, it only cost $34.86 for the year and we are hoping to be able to replace Tumblebooks (which is more expensive) with this in 2018.

The library hosted the library CEO meeting at the Cardinal library on October 5, 2016. The local CEOs and SOLS representative had many good things to say about the new furniture.

Upcoming library events:

* Paint-a-pumpkin: Oct. 29, 11am at the Spencerville library
* Halloween: the library will be closed
* Remembrance Day programming: the library is hoping to get something arranged with the Cardinal Legion
* Program-to-Go bags: launch Nov. 19, 11 am at the Spencerville library
* Buck-a-bag book sale: Nov. 26 at the Spencerville library

Report was accepted.

**Board development:** none

**Policy review:**
Byl-1: Statement of authority was updated an amended to BL-01: Statement of Authority. J. MacKinnon moved to accept the policy as amended, seconded by R. Hoover. Carried.

BL-02: Powers and Duties of the Board was proposed. D. Robertson moved to adopt this policy, seconded be G. Morrell. Carried.

**New business/ community activities:**
E. Farrell mentioned that it was time to conduct the annual review of the CEO’s performance. R. Hoover suggested that a sub-committee be formed for this at a later date.

The possibility of switching banking institutions from TD Bank in Prescott to RBC in Spencerville was discussed. The potential benefits, as it is down the street from the Spencerville library and is the same bank used by the Township were discussed. R. Hoover motioned that the Edwardsburgh Cardinal Public Library Board move its bank accounts from the TD bank in Prescott to the Royal Bank in Spencerville. Seconded by J. MacKinnon, carried. D. Robertson will be looking into the switch and arrange for the process.

Landfill punch cards are available for sale at the Cardinal library and are frequently purchased, especially on Saturday morning. The Cardinal library has already had to ask the Township for more cards as they were running low.

**Closed session:** none

**Date of next meeting:** November 29, 2016, 7pm at the Cardinal library

Meeting adjourned at 9:14pm.