**Edwardsburgh Cardinal Public Library Board minutes**

**Held in Spencerville, December 20, 2016**

R. Hoover called the meeting to order at 7:07 pm.

**Regrets:** G. Morrell, T. Wilson

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

**Disclosure of Interest:** none

**Additions to the agenda:** none

**Minutes from the previous meeting:** J. MacKinnon moved to accept the minutes of the previous meeting as presented, seconded D. Robertson. Carried.

**Business arising from the minutes:**
It is not clear if we will be receiving the same deals as the Township for a new account through Royal Bank. D. Robertson has said that he will speak with the Township Treasurer about their deals and whether or not the library can get a similar bank account.

J. Mackinnon and R. Hoover asked about the progress with the remainder of the Program-to-Go (P2G) bags. E. Farrell reported that 3 more P2G bags had been launched in Spencerville to meet demand and it is the hope to have 2 more launched in Spencerville by the end of the month. As demand for the P2G bags at the Cardinal library is less, launching the other 5 bags there will occur in the winter/ spring.

**Correspondence:** none

**Treasurer’s report:** The library has received its annual Library Operating Grant for $14,447.

D. Robertson has reviewed the proposed budget for 2017. Our request from the Township is a 4% increase on the previous year’s grant and composes the majority of the library’s revenue. Report accepted as read.

**CEO/ Supervisor report:** M.A. Gaylord has reported that we are having problems with the teens at the Cardinal library. Part of the problem occurs outside and there are a couple different groups that are being disruptive in the library. E. Farrell has mentioned that she is discussing with a volunteer about creating programs for the teens for the New Year to help establish a positive relationship with the students.

The Cardinal library has now contracted snow shovelling who will bill the Township. Jared Spicer was approved and shovels regularly now. Mike Spencer has agreed that the Township will cover this cost.

Fax is still not working at the Cardinal library. E. Farrell has contacted Mike Spencer about getting this fixed. There are still holes in the floor and E. Farrell has discussed this with Mike Spencer. The Cardinal library is redoing their spine labels on books and the number of Inter-Library Loans is very high for this year. The Cardinal library has sold a dog tag for 2017 already; however, we don’t have the tags yet. Dog tag money and money for landfill cards has been dropped off at the Township and a deposit has been made for the library. The Cardinal library had a Christmas workshop run by the Cardinal Friends of the Library. It was well attended and the Friends would like to run the program again.

E. Farrell reported that the Program-to-Go bags had circulated 20 times in the past month (there are 13 bags currently available for loan). The library is receiving positive feedback from patrons and E. Farrell is looking into streamlining the check out/ in process for the staff.

The library has yet to receive its last Capacity Grant for $3,172, and we are expecting this for 2017.

The library is spending the last bits of the Ontario Trillium Foundation Grant. More wooden chairs have been bought and we are looking into replacing a book shelf in the children’s section. Mike Spencer got someone in from Coville Electric to fix the central vacuum and install two electrical outlets. As well, a used monitor has been purchased with funds from OTF.

The library has received their invoice for 2017 for Tumblebooks eBooks. The library will be keeping this subscription for 2017 but will look into whether or not this subscription will still be needed for 2018. The Spencerville library has also subscribed to a new Large Print pool offered through OLS-North for the next three years. This pool is different than the Large Print pool offered through SOLS and the Cardinal and Spencerville libraries will be keeping their current subscriptions to the SOLS Large Print pool. The SOLS pool is an annual subscription so the Spencerville library will decide for 2018 whether or not to keep the SOLS pool or to stay with the new OLS-North pool.

The number of people entering the Spencerville library was down for November, most likely because Centennial’67 wasn’t doing school visits. However, E. Farrell reported that the number of people entering the Cardinal is up from last year and as a result the total number of people entering the library is up about 20 people from 2015. E. Farrell reported that more complete statistics will be coming in the New Year. She also mentioned the possibility of the library purchasing electronic people counters for the Cardinal library in 2017 to help with consistent tracking.

E. Farrell commented that the libraries will be closed Dec. 24 – 27 and Dec. 31 – Jan. 2 for the holidays.

Report accepted as read.

**Board development:** none

**Policy review:**
Byl-2: Purpose of the Board was proposed to be updated an amended to GOV-01: Purpose of the Board. H. Wiersma moved to adopt this policy as updated, seconded by J. MacKinnon. Carried.

Byl-4: Meetings of the Board and Byl-5: Attendance at meetings proposed to be updated and amended to BL-04: Meetings of the Board. D. Robertson moved to adopt this policy as amended, seconded by R. Hoover. Carried.

**New business/ community activities:**

E. Farrell mentioned that both libraries will be doing a Valentine’s for Vets program on January 14th and will send in the Valentines to Veteran’s Affairs afterwards for them to distribute to Veterans.

R. Hoover and D. Robertson commented that the evaluation for E. Farrell has been completed.

**Closed session:** none

**Date of next meeting:** January 31, 2017, 7pm at the Cardinal library.

J. MacKinnon moved to adjourn the meeting at 8 pm.