**Edwardsburgh-Cardinal Public Library Board minutes**

**Held in Spencerville, February 28, 2017**

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

**Regrets:** none

**Present:**  R. Hoover, H. Wiersma, T. Wilson, D. Robertson, J. MacKinnon, G. Morrell, M.A. Gaylord and E. Farrell

**Elections:** R. Hoover opened nominations for the vacant positions of Secretary and Vice-Chair.

T. Wilson was nominated for the position of Secretary by R. Hoover, seconded by J. MacKinnon. T. Wilson appointed to the position of Secretary.

J. MacKinnon was nominated for the position of Vice Chair by R. Hoover, seconded by T. Wilson. J. MacKinnon appointed to the position of Vice Chair.

**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 by D. Robertson, carried.

**Business arising from the minutes:**

R. Hoover asked D. Robertson about the status of our bank account transition. E. Farrell mentioned that the Township had asked for the motion to appear in approved Library Board meeting minutes for the process to continue.

J. MacKinnon asked about the process of the flooring in Cardinal. M.A. Gaylord noted that half of the flooring has been patched, but the workers did not have enough supplies to finish the second part of the flooring so he will have to come back at a later date.

**Correspondence:** none

**Treasurer's report:**   D. Robertson reported that our 2016 actuals are reporting a $356 deficit. As well, D. Robertson was discussing with the Township and they mentioned that we will be likely to receive $1,000 less than our original request so we will have to revisit the budget to accommodate the changes.

D. Roberston has received the ledger for 2016 and will need to go over it in more detail as there appear to be some amounts that need to be moved around.

J.MacKinnon motioned to accept the Treasurer’s report as presented, seconded by T. Wilson.

**CEO/Supervisor Report:**

M.A. Gaylord reported that the Cardinal library had hot chocolate, colouring and board games for Cardinal Chillibration but it was not well attended. The Friends of the Cardinal library bought a colour laser printer and the library is in the process of getting it set up to all computers. Some of the computers at the library are having problems with the patron access accounts. E. Farrell reported that they might cancel the remote management system through JoeComputer. The Friends are doing a flower workshop and have posted advertisements. The Friends are also in the process of creating a colouring book for South Grenville using historic areas. They are pursuing a partnership with the art program at TISS for this.

E. Farrell reported that she had two major takeaways from the library conference: lending mobile hotspots and community-led library programs. E. Farrell attended a session where libraries talked about their programs to lend library users mobile hotspots for the patron to access high-speed internet from their homes. This was an interesting idea; however, it is costly for the library (approx. $50/ month for each device for internet fees) so it is unsure if ECPL will be implementing this program. The other idea, community-led programming, was put forward as an excellent way of providing more programs at the library, meeting community needs and keeping costs low. The idea is that interested volunteers would plan and run programs on a specific topic within the library. The library would be responsible for advertising and providing the space.

E. Farrell also reported that she has applied for the Summer Experience Program grant to hire a summer student at the library.

The Ontario Trillium Foundation grant for the Cardinal library was commented on as there is one invoice outstanding from this work. An invoice from Grant’s carpet cleaning was brought to the attention of the library CEO after the deadline for reimbursements for OTF had passed. The invoice was for painting and carpet cleaning. The Library Board discussed this and decided that, as the Township agreed to pay for the library painting and that the Facilities Manager normally organized a carpet cleaning for each library branch once a year, this invoice should not be the responsibility of the library. It was confirmed that the carpet at the Cardinal library had not otherwise been cleaned in 2016.

E. Farrell also reported on upcoming events at the library:

* Freedom to Read Week – Feb. 26 – Mar. 4th
* March Break Boredom Busters – Mar. 11 – Mar. 18th. We will be offering drop in (poster) colouring pages, board games and a community puzzle during library hours this week.
* Buck-a-bag book sale, Spencerville – Mar. 25th

Reports accepted as read.

**Board Development:**

Strategic Planning: E. Farrell led the Library Board in a brainstorming session to think about the library’s current services, the future of public libraries and what we can do for the future of the library.

**Policy Review:**

GOV-07 is being tabled until the next meeting

**New Business:**

R. Hoover mentioned the idea of solar lights as a means of helping patrons get Vitamin D. The library of the Friends of the Library could purchase these and install them above a comfortable reading chair. The public could come, read for half an hour and get some Vitamin D to help combat SAD.

**Closed session:** none

**Date of next meeting:**  March 28, 2017, 7pm at the Cardinal library

Meeting adjourned at 8:25 pm.