**Edwardsburgh Cardinal Public Library Board minutes**

**Held in Cardinal, November 29, 2016**

R. Hoover called the meeting to order at 7:10 pm.

**Regrets:** G. Morrell

**Present:** R. Hoover, D. Robertson, J. MacKinnon, E. Farrell, M.A. Gaylord, H. Pettinger-Irving, T. Wilson, H. Wiersma

**Disclosure of Interest:** H. Pettinger advised the board that she is moving from the area and is resigning from the Library Board effective December 1, 2016. She has enjoyed her time with the board and wishes them good luck as they work through the strategic plan.

**Additions to the agenda:** none

**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:**
R. Hoover and D. Robertson will meet before the next board meeting to complete the evaluation of the CEO.

**Correspondence:** none

**Treasurer’s report:** D. Robertson reported that all library invoices are submitted to the township for them to process. All of our invoices to date have been submitted and Terry at the township office is working her way through them.

We are working on moving the bank accounts to the Royal Bank and are hoping to get the same rates as the township. E. Farrell is following up on this information.

E. Farrell and D. Robertson are working on the budget for next year.

J. Mackinnon moved to accept the report as presented, carried.

**CEO/ Supervisor report:** M. Gaylord reported that sales of dump cards are very brisk on Saturday mornings. We have a few problems making change as we do not have a large cash float and do not want to keep large amounts of cash in the Library. It was suggested that we could deposit the cash at the Cardinal rink.

-We continue to have issues regarding snow removal at the Cardinal Library. Although the snowfall was Monday, we were still wading through snow on Wednesday. Some paths do require shovelling as opposed to a plow. We have concerns for the safety of our patrons and a letter was sent to D. Grant regarding this situation.

E. Farrell reported the Sarah Badgley: Program-To-Go bags were launched on November 19, all the bags have been checked out by patrons. Ten more should be launched in December. Kerry and Sue Badgley were able to attend and there was newspaper representation as well.

-We have a new product service, Energy monitors. One is available to be loaned out at each branch.

- We still have $187.00 left to spend on our Trillium grant it will probably be used on signage.

-Ontario Library Association (OLA) conference will be attended by E. Farrell on Feb. 1-3. She will do a poster presentation on the Program-To-Go bags and receive a discount on her admission fee.

-School visits –The Centennial 67 schedule was slow to come together, we are ready for the winter term. Benson and South Ed.-Cathy is working on a 6 week schedule with these schools.

-Cardinal Library. We need some holes in the floor patched in order to put down the flooring. M. Spencer has been notified. We have more people coming into the Cardinal Library -50 more people per month for October and November.

-Stats- almost 1400 library card holders (20%) of the population!

-Capacity grant -$3,172 is in the last year of 3. We are waiting for this amount and then we will have to pay for our own E-resources in the future. The Tumblebooks order is not yet confirmed.

-Given the busy year (renovations etc.) the library staff is going for a lunch out together. The usual gift cards will not be given out in lieu of money towards the meal.

-Holiday closures: Dec. 24-27, Dec. 31 and Jan. 2

The report was accepted by the board.

**Board development:** E. Farrell has compiled the Library Policies onto USB sticks for efficiency as wel, it will cut down on paper usage. A few binders are still available for those who prefer it.

**Policy review:**
Records Retention Policy Bylaw OP-17 was proposed. R. Hoover moved to adopt this policy as amended, seconded by H. Wiersma. Carried.

Local History Policy OP-18 proposed. T. Wilson moved to adopt this policy as amended, seconded by H. Pettinger. Carried.

**New business/ community activities:**
E. Farrell happened to have lots of pumpkins this season and used them for patrons to paint Hallowe’en pumpkins. It proved to be a popular activity.

**Closed session:** none

**Date of next meeting:** December 20, 2016, 7pm at the Spencerville library. E Farrell will advise the Township.

H. Pettinger moved to adjourn the meeting at 9:00 pm.