

## **Regular Meeting– January 16, 2017**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, January 16, 2017 at 5:30p.m.

In attendance were:

John Gemmell, Deputy Mayor, Town of Perth, **Chair**  
Ted Parkinson, Drummond/North Elmsley (Via Skype)  
Carol Rigby, Tay Valley  
Erika Heesen, CEO  
Heidi Taber, Tay Valley  
Richard Morris, Town of Perth  
Lynn Marsh, Secretary-Treasurer  
Jennifer Dickson, Councillor, Tay Valley  
George Sachs, Councillor, Drummond/North Elmsley  
John Kalbfleisch, Drummond/North Elmsley

Regrets:

Lynda Kanelakos, Town of Perth

Mayor John Fenik

Ketsia Snider – library assistant

John Gemmell called the meeting to order at 5:32 p.m.

**Declaration of interest - none**

### **Approval of previous minutes**

**17-01 The minutes of the December 19, 2016 meetings approved by a motion from Richard Morris and seconded by George Sachs.**

**Carried.**

### **Additions and approval of agenda**

**Delegations** – Mayor John Fenik

The board heard Mayor Fenik's request to waive library fees for teachers who are not residents.

Mayor Fenik also discussed the political atmosphere in the region and his continued support of the library.

## CEO's Report

Perth & District Union Public Library  
CEO's Report  
January 2016

### Usage statistics:

Metric	Dec 2016	Dec 2015	Percent change
Total circulation	6,876	8,732	▼ 21.3%
- % Perth	45.7%	46.3%	No change
- % Drummond/NE	20.3%	22.1%	▼ 8.1%
- % Tay Valley	27.6%	25.7%	▲ 7.4%
- % other	6.5%	5.8%	▲ 12.1%
Membership	6,390	7,121	▼ 10.3%
- % Perth	41.7%	40.9%	No change
- % Drummond/NE	25.3%	26.1%	No change
- % Tay Valley	27.9%	28.2%	No change
- % other	5.2%	4.9%	No change
Public computers	383	722	▼ 46.9%
Teen computers	60	177	▼ 66.1%
Wireless sessions	250	450	▼ 44.4%
Electronic uses	5,726	2,569	▲ 122.8%
E-book downloads	1,310	1,067	▲ 22.8%
Website visits	890	n/a	n/a
People entering	6,339	9,060	▼ 30.3%
Questions answered	520	494	▲ 5.3%
Volunteer hours	261	52	▲ 401.9%
Programs	17	38	▼ 55.3%
Program attendees	69	346	▼ 80%

*\* the library was closed for renovations December 5-16*

### Annual statistics

Metric	2016	2015	Percent change
Total circulation	118,954	116,719	▲ 1.9%
- % Perth	43.6%	43.3%	No change
- % Drummond/NE	22.9%	24.5%	▼ 6.5%
- % Tay Valley	26.9%	26.7%	No change
- % other	6.6%	5.6%	▲ 17.9%
Membership	6,390	7,121	▼ 10.3%

- % Perth	41.7%	40.9%	No change
- % Drummond/NE	25.3%	26.1%	No change
- % Tay Valley	27.9%	28.2%	No change
- % other	5.2%	4.9%	No change
Public computers	9,767	10,592	▼ 7.8%
Teen computers	2,123	2,190	▼ 3.1%
Wireless sessions	5,400	5,600	▼ 3.6%
Electronic uses	68,962	n/a	n/a
E-book downloads	15,885	12,097	▲ 31.3%
Website visits	41,679	n/a	n/a
People entering	125,451	121,825	▲ 3%
Questions answered	7,946	7,120	▲ 11.6%
Volunteer hours	1,214	944	▲ 28.6%
Programs	680	473	▲ 43.8%
Program attendees	4,828	3,998	▲ 20.8%
Study room uses	278	172	▲ 61.6%
Home delivery items	1,757	2,263	▼ 22.4%
Interlibrary loans rec'd	2,385	2,368	▲ 0.7%
Interlibrary loans sent	1,671	1,555	▲ 7.5%

### **Finance, building and governance**

The 2017 budget has been submitted to all municipalities. Tay Valley Township and Drummond/North Elmsley Township have passed their respective budgets, and Perth will likely pass their budget in January or February.

We continue to wrap up small items following the renovation, including hanging bulletin boards, hooks, and new signage. Many comments have been positive, and we continue to make small tweaks as we receive feedback from our library users. We will be hosting an official open house on Saturday January 28 at 10am to show off the changes to our space.

### **Programming, staff and services**

Staff performance evaluations are underway. Bob Mikels will continue to offer IT support for this year, and Lynn Marsh has continued as our Secretary/Treasurer.

Overall, library numbers were steady in 2015 over 2014. We saw a slight increase in circulation this past year over 2015, but circulation still remains down over previous years. We also saw a slight increase in non-resident membership and circulation, with the three municipalities generally remaining steady but with a slight decrease in circulation with Drummond/North Elmsley residents. It remains to be seen if this will become an ongoing trend. The increase in programs and attendance is excellent, and largely attributable to a more stable, frequent, one-on-one volunteer computer tutoring program. Other items of

note are the increase in people entering & questions answered, and the consistent increase in borrowing eBooks.

With the assistance of a volunteer, Laurie has continued the film program in the teen media lab in January. It has been very successful, with nine regular participants.

**Children's Specialist Report:** Of course the month of December was filled with renovation, moving and holidays, so programs were limited. There was a Montessori class visit and an OWLS tutoring session. The feedback I have received about the new children's space has been positive and families seem to be comfortably hanging out.

**17-02 The January 2016 CEO's report was received on a motion by Ted Parkinson and seconded by Carol Rigby.**

**Carried.**

## **Financial Report**

**17-03 The December 2016 monthly financial report was received on a motion by John Kalbfleisch and seconded by Jennifer Dickson.**

**Carried.**

## **Correspondence and communications**

a. News articles

## **Advocacy Reports**

Richard did some painting at the library

Carol spoke to her neighbor about the library box project.

Heidi brought a load of stuff from the library to the salvation army.

## **Committee reports**

a. Property – minutes of January 9, 2017

**17-04 The January 2017 property report was received on a motion by Ted Parkinson and seconded by Richard Morris.**

**Carried.**

b. Policy - none

## **Policy Review - none**

## **Unfinished/New Business**

a. Discussion regarding non-resident fees

Reviewed discussion with Mayor Fenik. Agreed that the motion from the November meeting should stand and that the current policy is sound and appropriate.

**Action Item: Erika to send response to Mayor Fenik.**

b. 2016 CEO performance evaluation  
**17-05 Motion to go in camera at 6:15 by Jennifer Dickson and seconded by Carol Rigby.**

**Carried.**

**17-06 Motion to end the in-camera session at 6:25pm by Richard Morris and seconded by Ted Parkinson.**

**Carried.**

**17-07 Motion to accept the evaluation committee's report, to commend Erika for her excellent work, and to proceed with her eligible pay increase. Moved by Heidi Taber and seconded by George Sachs.**

**Carried.**

**Action item: Evaluation Committee to provide the board with the evaluation process.  
Action Item: Erika to provide the board with the 2017 goals & objectives.**

### **Upcoming dates**

Policy Committee – Monday, February 13 @ 5:30 pm

Library Board Meeting – Monday, February 27 @ 5:30pm

Property Committee – Monday, March 13 @ 6:00 pm

**17-08 Motion to adjourn moved by John Kalbfleisch at 6:32 pm.**

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**Chairperson**

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**Secretary-Treasurer**