

## **Regular Meeting– February 27, 2017**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, February 27, 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  
John Kalbfleisch, Drummond/North Elmsley  
Lynda Kanelakos, Town of Perth

Regrets:

George Sachs, Councillor, Drummond/North Elmsley

John Gemmell called the meeting to order at 5:30 p.m.

**Declaration of interest - none**

### **Approval of previous minutes**

**17-09 The minutes of the January 16, 2017 meetings approved as amended by a motion from Jennifer Dickson and seconded by John Kalbfleisch.**

**Carried.**

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

Agenda item 12A moved up

**17-10 The agenda approved as amended by a motion from Ted Parkinson and seconded by Richard Morris.**

**Carried.**

### **Delegations – Ashley Liznick, Allan & Partners**

The draft copy of the 2016 Audit Financial Statement was presented by Ashley Liznick.

**17-11 Motion to transfer \$13560 from the Contingency reserve to operating for the 2016 year-end. Motion from Carol Rigby and seconded by Richard Morris.**

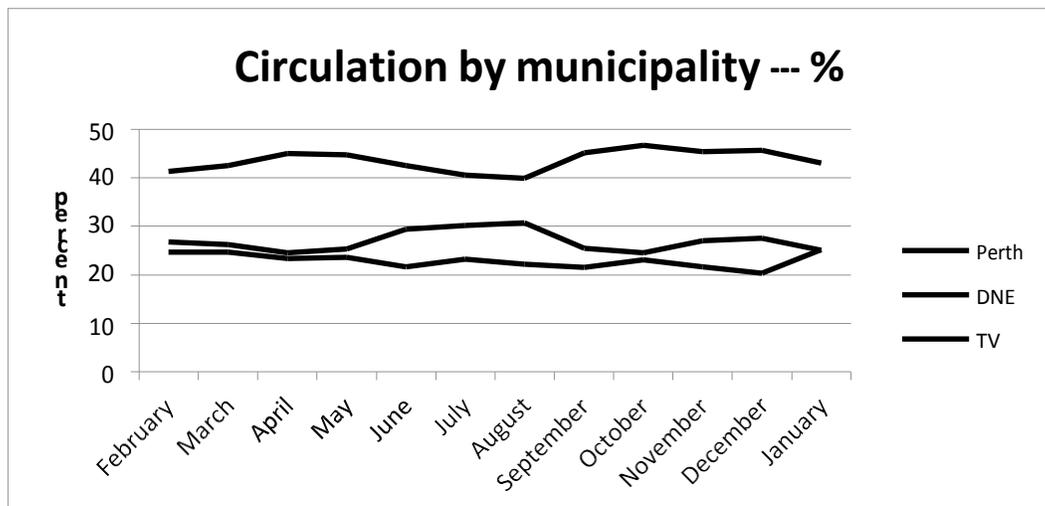
**Carried.**

## CEO's Report

### Perth & District Union Public Library CEO's Report February 2017

#### Usage Statistics:

Metric	January 2017	January 2016	Percent change
Total circulation	9,933	9,695	▲ 2.5%
---% Perth	43%	45.7%	▼ 6%
---% Drummond/NE	25.2%	24.7%	No change
---% Tay Valley	25.1%	23.6%	▲ 6.4%
---% other	6.7%	6%	No change
Membership	5,694	7,162	▼ 20.5%
---% Perth	41.6%	40.9%	No change
---% Drummond/NE	25.3%	26.1%	No change
---% Tay Valley	28.1%	28.1%	No change
---% other	5.1%	4.9%	No change
Public computers	742	866	▼ 14.3%
Teen computers	155	233	▼ 33.5%
Wireless sessions	450	450	No change
Electronic uses	5,495	3,032	▲ 81.2%
E---book downloads	1,433	1,230	▲ 16.5%
Website visits	1,149	n/a	n/a
People entering	9,724	11,313	▼ 14%
Questions answered	571	616	▼ 7.3%
Volunteer hours	78.5	67.5	▲ 16.3%
Programs	49	47	▲ 4%
Program attendees	335	572	▼ 41.4%



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

I have been working with Lynn to provide material to the auditor for the 2016 financial audit. I have also been working on updating the draft financial plan for the Property Committee, and moving the draft strategic plan through the next steps with input from the Policy Committee and from the Community Committee. Lynda Kanelakos has been working diligently on our new library website, and we are hoping to do beta---testing of the site in March.

The Honeywell project team is presenting their 60% energy report to the Town of Perth on Tuesday March 7, and I will be in attendance. I look forward to seeing their comments for the library.

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

Ketsia Snider (library assistant) and I attended the Ontario Library Association Super Conference in Toronto January 28-29. We attended workshops on topics such as lending mobile hotspots, little free libraries, outcome--- based programming, and mobile library outreach. We will be sharing these ideas with staff and including them in future plans for outreach and our own Book Hubs. Jenn Bain, Laurie Murray and Julie Hansen have started their SOLS EXCEL course on library marketing.

Rachel, Laurie, Julie and I met to begin planning this year's How To Fair (April 22), where everyone is encouraged to come to the library to teach or learn 'how to' do a new skill, and to continue to coordinate integration between our summer reading programs for all ages. This year, all libraries in Lanark County will run a How To Fair on the same day.

Julie and I also met to discuss our ongoing adult programs, and tweaking them. Upcoming changes include making our two book clubs into "Book Club 2.0" where we have two meeting times (afternoon and evening), but read the same book each month, and transforming our home delivery service to institutions like Carolina Retirement Suites into a regular 'library visit'. We are also currently brainstorming programs for adults in their 20s and 30s, as we don't currently have any programs specifically for this age group.

Upcoming programs at the library include The Irish Language in Canada, a presentation by Danny Doyle on Saturday March 11 at 10:30am, and March Break activities at 1:30pm every day March 13-17.

**Children's Specialist Report:** January started up with our usual Babytime and Storytime sessions with pretty good attendance given some of the bad weather we had. At one of our Storytimes, Gwendy Lapp from the Health Unit came to talk briefly about the Triple P Positive Parenting Cafes that are happening around the area including here at the library. There were five class visits this month, including two classes from St. John's Elementary who will be participating with us in the Silver

Birch and Silver Birch Express programs from the Forest of Reading. OWLS Tutoring, Session 1 wrapped up at the end of January. We had sporadic attendance this month due mainly to school bus cancellations. We did receive some positive feedback from families regarding the tutors and the program. Session 2 begins in February and goes until the end of May. The 712 Club was well attended --- we had both the Crafty Tween group and others. The Read2gether Book Club is still struggling for attendance as the two people who were coming cancelled for both December and January.

**17-12 The February 2017 CEO's report was received on a motion by Ted Parkinson and seconded by Richard Morris.**

**Carried.**

## **Financial Report**

**17-13 The January 2017 monthly financial report was received on a motion by John Kalbfleisch and seconded by Jennifer Dickson.**

**Carried.**

## **Correspondence and communications**

- a. News articles – Friends Book Sale

## **Advocacy Reports**

Richard did several hours of painting at the library and attended the open house. Jennifer reported to council on the Friends Book Sale. Carol came to open house and spoke to patrons about library services. Ted continued to talk about the library to spin/coffee group. Lynda has been working on the website.

## **Committee reports**

- a. Property - none
- b. Policy – February 13<sup>th</sup> meeting report

**17-14 The February 13<sup>th</sup> policy committee meeting report was received on a motion by Lynda Kanelakos and seconded by Heidi Taber.**

**Carried.**

John Gemmell left the meeting at 6:25pm. Jennifer Dickson assumed role of chair.

## **Policy Review**

- a. 2.D-11 Health and Safety
- b. 2.A-3 Statement of Values (including CFLA statement)

**17-15 The changes to policies 2.D-11 and 2.A-3 were accepted by a motion by John Kalbfleisch and seconded by Richard Morris.**

**Carried.**

**Unfinished/New Business**

- b. Strategic Plan review
- c. CEO 2017 workplan review

**Upcoming dates**

Property Committee – Monday, March 6 @ 6:00 pm  
Library Board Meeting – Monday, March 20 @ 5:30pm  
Policy Committee – Monday, April 10 @ 5:30 pm

**17-16 Motion to adjourn moved by Carol Rigby at 6:47 pm.**

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**Chairperson**

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**Secretary-Treasurer**