

Regular Meeting– March 20, 2017

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Monday March 20, 2017 at 5:30p.m.

In attendance were:

Jennifer Dickson, Councillor, Tay Valley, **Chair**
John Kalbfleisch, Drummond/North Elmsley
Carol Rigby, Tay Valley
Erika Heesen, CEO
Heidi Taber, Tay Valley
Lynn Marsh, Secretary-Treasurer
George Sachs, Councillor, Drummond/North Elmsley

Regrets:

John Gemmell, Deputy Mayor, Town of Perth
Lynda Kanelakos, Town of Perth
Ted Parkinson, Drummond/North Elmsley
Richard Morris, Town of Perth

Jennifer Dickson called the meeting to order at 5:30 p.m.

Declaration of interest - none

Approval of previous minutes

17-17 The minutes of the February 27, 2017 meeting approved as amended by a motion from George Sachs and seconded by Carol Rigby.

Carried.

Additions and approval of agenda

17-18 The agenda approved as amended by a motion from George Sachs and seconded by Carol Rigby.

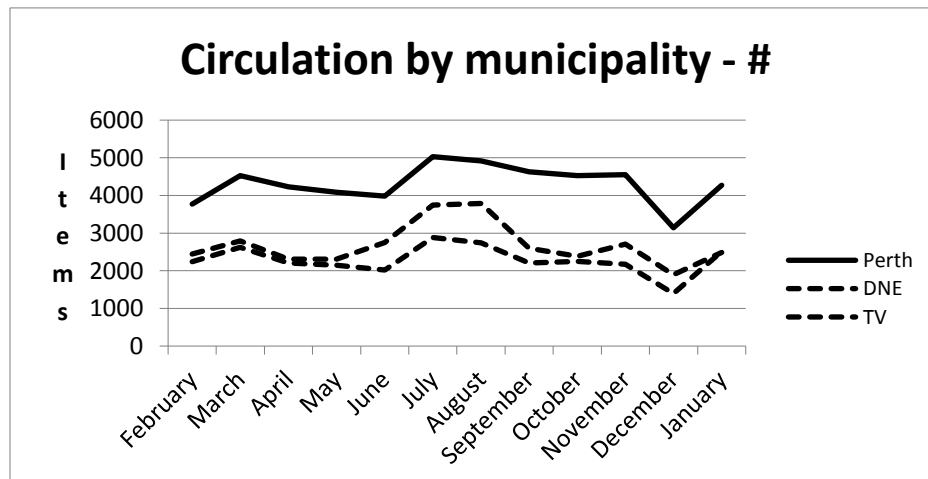
Carried.

Delegations – none

Perth & District Union Public Library
CEO's Report
March 2017

Usage statistics:

Metric	February 2017	February 2016	Percent change
Total circulation	9103	9119	0%
- % Perth	43.1%	41.3%	4%
- % Drummond/NE	24.9%	24.6%	1%
- % Tay Valley	26%	26.8%	-3%
- % other	6%	7.3%	-18%
Membership	5738	5623	2%
- % Perth	41.7%	41%	2%
- % Drummond/NE	25.3%	25.9%	-2%
- % Tay Valley	28%	28.4%	-1%
- % other	5.1%	4.6%	11%
Public computers	665	733	-9%
Teen computers	118	158	-25%
Wireless sessions	450	450	0%
Electronic uses	6810	5067	34%
E-book downloads	1322	1291	2%
Website visits	1033	n/a	n/a
People entering	9142	10331	-12%
Questions answered	533	440	21%
Volunteer hours	78.5	51.5	52%
Programs	36	25	44%
Program attendees	294	210	44%



Finance, building and governance

I have been working with the property and policy committees to update our financial plan and 10 year capital budget. I also toured the facility with Honeywell staff to re-examine our furnaces and air conditioning units.

I have created a 'Coffee Corner' in the Common Room using our Keurig and other supplies. It operates on a self-serve, by donation basis. This has been a regular request in our surveys and in our staff visioning exercises for the library space.

Programming, staff and services

We are continuing to sign up volunteers for the How To Fair, to be held Saturday April 22 at libraries across Lanark. We will be launching a publicity campaign in the next week. Newly confirmed volunteers include Joanna from the Table, and button-making with the Friends of the Library.

As part of the work to align our annual summer reading club program to be more integrated for all ages, every person who registers this year will receive the same bag, reading log, and postcard to evaluate their experience in the club. There will be prizes for kids, teens, and adults, with a ballot for every book read. The Friends of the Library have graciously agreed to donate to cover the cost of the bags, reading logs, postcards, and one of the prizes for the kids.

Hiring has begun for the 2017 summer student positions. Eli Hansen will return as coordinator, along with 4 other tutors from last year. Rachel and I conducted interviews over March Break for the remaining two positions, and hope to have them in place shortly.

I have been working with Ketsia on developing a 'Pop Up Library' that can be toured out at community events throughout the warmer months and as staffing allows (likely an hour or so bi-weekly). I am also working with Ketsia to update our 'Guide to Services' document, and the library has recently added an Instagram account @perthlibrary.

Children's Specialist Report for March 2017: In February, we wrapped up the first sessions of Babytime and Storytime for the new year and we will resume again in March. We also had five class visits. We have changed the format slightly for the PA day "Board @ the Library" program as the upstairs program room is now open to the public whenever it is not booked. People were able to come in and pick a game or games to play with their family throughout the day - just as they can anytime the library is open and the room is not in use. The 712 Club, a monthly program for ages 7-12, is now offering two craft tables, LEGO, little bits and other building toys, as well as board games. Next month we will add our new toy "Cubetto", a robot which teaches coding skills to kids. It was very encouraging to see we have seven new members in our Read2gether Book Club this month. OWLS Tutoring began its second session this month - once again we are full with a waiting list. We now have an extra volunteer who can tutor if one of our regular volunteers is unable to come.

17-19 The March 2017 CEO's report was received on a motion by Carol Rigby and seconded by George Sachs.

Carried.

Financial Report

17-20 The February 2017 monthly financial report was received on a motion by John Kalbfleisch and seconded by Heidi Taber.

Carried.

Correspondence and communications

- a. News articles

Advocacy Reports

George hosted the little league registration night at the library.
Heidi is working on having her daughter volunteer at the library.

Committee reports

- a. Property – minutes of March 6
- b. Policy – none

17-21 The March 6th property committee meeting report was received on a motion by Carol Rigby and seconded by Heidi Taber.

Carried.

Policy Review - none

Unfinished/New Business

- a. Final 2016 audited financial statements

17-22 The 2016 Audited Financial statement was accepted with a motion by John Kalbfleisch and seconded by George Sachs.

Carried.

- b. Strategic Plan (including Mission & Vision Statements)

17-23 The Strategic Plan was approved as amended with a motion by Heidi Taber and seconded by John Kalbfleisch.

Carried.

Upcoming dates

Policy Committee – Monday, April 10 @ 5:30 pm
Library Board Meeting – Monday, April 24 @ 5:30pm
Property Committee – Monday, May 8 @ 6:00 pm

17-24 Motion to adjourn moved by Heidi Taber at 6:34 pm.

Chairperson

Secretary-Treasurer