

## **Regular Meeting– April 24, 2017**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Monday April 24, 2017 at 5:30p.m.

In attendance were:

John Gemmell, Deputy Mayor, Town of Perth, **Chair**

Lynda Kanelakos, Town of Perth

Ted Parkinson, Drummond/North Elmsley

Richard Morris, Town of Perth

Jennifer Dickson, Councillor, Tay Valley

John Kalbfleisch, Drummond/North Elmsley

Carol Rigby, Tay Valley

Erika Heesen, CEO

Lynn Marsh, Secretary-Treasurer

George Sachs, Councillor, Drummond/North Elmsley

Regrets:

Heidi Taber, Tay Valley

John Gemmell called the meeting to order at 5:28 p.m.

**Declaration of interest - none**

**Approval of previous minutes**

**17-25 The minutes of the March 20, 2017 meeting approved as amended by a motion from Jennifer Dickson and seconded by Ted Parkinson.**

**Carried.**

**Additions and approval of agenda**

**17-26 The agenda approved by a motion from Richard Morris and seconded by George Sachs.**

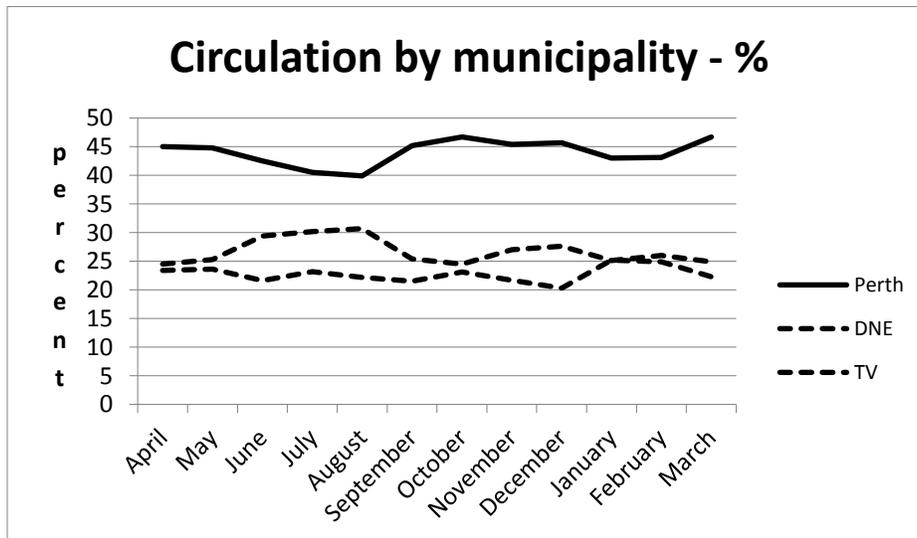
**Carried.**

**Delegations – none**

CEO's Report  
**April 2017**

**Usage statistics:**

Metric	March 2017	March 2016	Percent change
Total circulation	10483	10655	-2%
• % Perth	43.1	42.5	1%
• % Drummond/NE	24.9	24.6	1%
• % Tay Valley	26	26.2	-1%
• % other	6.2	6.8	-9%
Membership	5381	5790	-7%
• % Perth	41.7	41.1	1%
• % Drummond/NE	25.2	25.9	-3%
• % Tay Valley	28	28.3	-1%
• % other	5.1	4.8	6%
Public computers	920	838	10%
Teen computers	176	192	-8%
Wireless sessions	450	450	0%
Electronic uses	5177	4544	14%
E-book downloads	1482	1335	11%
Website visits	1257	1190	6%
People entering	11540	12097	-5%
Questions answered	617	970	-36%
Volunteer hours	68	80.5	-16%
Programs	41	53	-23%
Program attendees	394	574	-23%



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

Invoices were submitted to the municipalities for the second portion of their levy payments. Our Capacity Fund grant was spent on Cubetto, the coding robot, and OverDrive content credit. This will allow us to buy additional eBooks and eAudiobooks in OverDrive that are just for our patrons.

I continued to work with the Property Committee on updating our Financial Plan and 10-year capital budget.

The Friends of the Library have agreed to take over supplying and maintaining the 'Coffee Corner' in the Common Room. Any donations received will still go directly to the library.

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

Julie launched the first 'Library Hour' outreach program at Carolina Suites in April. This will take the place of individual book delivery to residents, and will allow residents to come out, socialize, and pick out their own books from those brought over by Julie. All programming staff are also busy planning for the How To Fair on April 22.

I created a new 'support your library' brochure that outlines ways to give to the library, and updated the guide to services, children's services, and home delivery brochures with Ketsia, Rachel and Julie.

An anonymous donor graciously donated a new 3D printer to the library. The first monthly training session with Sheldon Hatch took place on April 18, and procedures and policy are being developed to utilize the new technology.

We upgraded Insignia, our ILS (integrated library system, i.e. catalogue) to the latest edition. The biggest change is that it has moved from a Microsoft Silverlight framework to HTML5, which means we can access our ILS from any browser without specialized software. Rae Ann and I also re-organized the library kiosk feature in our Insignia catalogue to be more user-friendly and require less clicks.

We have changed the museum passes from being first-come, first-served to allowing a 1 day reserve, primarily to serve those who may be coming in from out of town.

Jasper Nault has resigned as casual page. Rachel and I completed interviews for the summer staff, and all seven tutors have now been confirmed.

**Children's Specialist Report:** Babytime and Storytime started again in March for another 6 weeks. I have begun to introduce apps to parents along with book recommendations to promote the parent practices of Talking, Singing, Reading, Writing and Playing. Cubetto also appeared at the 712 Club this month along with the regular fare of crafts, Little Bits, LEGO and other building items. There were four class visits this month and, of course, March Break. During the break we offered Gerry Mitchell, who does a sing-a-long program about respect, and we had Judy and Chance the Library Dog here for Paws for a Story. We offered a Makerspace program and introduced Cubetto to 7-12 year olds who signed up. The Story & Craft theme this year was "PLAY". Let's Talk Science came to do a Computer Coding workshop (without computers). It was full with a wait list. The OWLS Tutoring program continues to be full with a wait list (there are 12 spots per session). The Read2gether book

club had a good turnout with nine members (a perfect size!). The children range in age from 8 to tween.

**17-28 The April 2017 CEO's report was received on a motion by Carol Rigby and seconded by John Kalbfleisch.**

**Carried.**

## **Financial Report**

**17-29 The March 2017 monthly financial report was received on a motion by John Kalbfleisch and seconded by Lynda Kanelakos.**

**Carried.**

## **Correspondence and communications**

- a. Letter from Perth Ministerial Association
- b. Invitation to Jim Noble Golf Classic
- c. News articles

## **Advocacy Reports**

Ted has been using the museum passes and promoting them to his circles.

George Sachs held his second little league registration at the library.

Jennifer promoted the income tax service at the library. She also addressed a letter from a Tay Valley constituent.

Lynda Kanelakos left the meeting at 6:20

## **Committee reports**

- a. Property – none
- b. Policy – report from April 10 meeting.

**17-30 The April 10<sup>th</sup> policy committee meeting report was received on a motion by Richard Morris and seconded by John Kalbfleisch.**

**Carried.**

John Gemmel left the meeting at 6:30, Jennifer Dickson took over as Chair.

## **Policy Review**

- a. 2.D-9 Staffing Levels
- b. 2.D-12 Casual and summer staff
- c. 3.C Collection Development Plan
- d. 3.F Disaster Plan

**17-31 Policies 2.D-9, 2.D-12, 3.C and 3.F were approved on a motion by Richard Morris and seconded by George Sachs.**

**Carried.**

## **Unfinished/New Business**

- a. 2015 & 2016 Annual reports

**17-32 The 2015 Annual Report was approved with a motion by Carol Rigby and seconded by George Sachs.**

**Carried.**

Edits and editorial revisions for the 2016 Annual Report are to be submitted to Erika before May 7<sup>th</sup> for approval at the next board meeting.

Ted Parkinson left the meeting at 6:45.

**Upcoming dates**

Property Committee – Monday, May 8 @ 6:00 pm

Library Board Meeting – Monday, May 15 @ 5:30pm

Policy Committee – Monday, June 12 @ 5:30 pm

**17-33 Motion to adjourn moved by John Kalbfleisch at 6:50 pm.**

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**Chairperson**

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**Secretary-Treasurer**