

Regular Meeting– May 15, 2017

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Monday May 15, 2017 at 5:30p.m.

In attendance were:

Jennifer Dickson, Councillor, Tay Valley, **Chair**
Ted Parkinson, Drummond/North Elmsley
Richard Morris, Town of Perth
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
John Kalbfleisch, Drummond/North Elmsley

Jennifer Dickson called the meeting to order at 5:28 p.m.

Declaration of interest - none

Approval of previous minutes

17-34 The minutes of the April 24, 2017 meeting approved as amended by a motion from Carol Rigby and seconded by Ted Parkinson.

Carried.

Additions and approval of agenda

17-35 The agenda approved by a motion from Richard Morris and seconded by George Sachs.

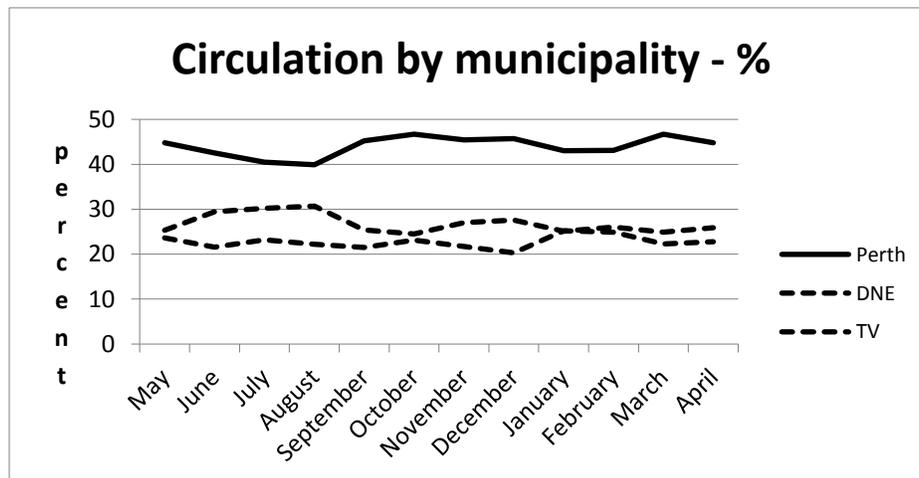
Carried.

Delegations – none

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

Usage statistics:

Metric	April 2017	April 2016	Percent change
Total circulation	9235	9412	-2%
• % Perth	44.8	45	0%
• % Drummond/NE	22.8	23.4	-3%
• % Tay Valley	25.9	24.5	6%
• % other	6.6	7.1	-7%
Membership	5874	5862	0%
• % Perth	41.8	41.2	1%
• % Drummond/NE	25.2	25.9	-3%
• % Tay Valley	28	28.2	-1%
• % other	5.1	4.7	9%
Public computers	767	877	-13%
Teen computers	221	174	27%
Wireless sessions	450	450	0%
Electronic uses	6967	8911	-22%
E-book downloads	1425	1262	13%
Website visits	1068	1193	-10%
People entering	10174	10908	-7%
Questions answered	586	748	-22%
Volunteer hours	133.25	116	15%
Programs	43	55	-22%
Program attendees	332	478	-22%



Finance, building and governance

I continued to work with the Property Committee on updating our Financial Plan and 10-year capital budget. I have been working with Town of Perth and Honeywell staff to further answer questions regarding the library's possible participation in the Honeywell energy and capital replacement program that is currently being undertaken by the Town. The Property Committee has scheduled an additional meeting on June 6 to evaluate this project, and we plan to bring a recommendation to the Board at the June 19 meeting. I have also scheduled presentations on the Library's new strategic plan at meetings of all three municipal Councils in May and August.

Programming, staff and services

The How To Fair was a success, with around 50 attendees and 15 community volunteers who manned stations throughout the library. Special thanks to the Friends for providing food for volunteers and manning the button station. We have launched a new Spanish conversation group on Wednesday evenings with the assistance of volunteer facilitators who are fluent in Spanish. This has been a request since the launch of the French conversation groups, and there is significant interest. The group will meet in May and June and then evaluate re-starting in the fall. Lanark Community Programs has completed their annual income tax clinics for this year, where they provide free assistance with completing income tax returns for those with low income. The library will continue to be a pickup/dropoff point for this program throughout the year. Our OverDrive site has been updated as of May 1. The new site makes it more intuitive to find and borrow eBooks, as well as updating the look of the site and making it more accessible.

The BIA has loaned us the Community Collaborative Mandala artwork created during last year's Stewart Park Festival. It will be displayed in the library to help promote this year's festival. The Perth and District Community Foundation is undertaking a 'Vital Signs' community survey project. We are working with the PDCF to provide library statistics and a location to pickup/drop off surveys. The Local Immigration Partnership (LIP) has hired an English as a Second Language support person to assist local refugee groups. We have provided information on what resources and programs the library has available for ESL learners, and connected the LIP with the other libraries in the area to do the same.

Brian Echlin, our caretaker, will be retiring on June 23. This position will be posted shortly. Our May staff meeting will also go over emergency procedures.

Children's Specialist Report: Babytime and Storytime wrapped up again this month with the next sessions starting in May. I added another class visit to the monthly rotation - a Grade 5 class looking for Historica information as well as regular visits to inspire the love of reading. There were a total of six class visits this month, including two classes who had a Silver Birch Voting Party - they voted for their favourite Forest of Reading book, ate cake, played board games and picked out books to sign out. It was a blast! I attended two Welcome to Kindergartens this month with more to come next month. The goal is to sign up kids for cards, talk up the TD Summer Reading Club and in some schools, read a story. I have also started distributing the TD Summer Reading Club invitations and reading recommendations to our schools. The 712 Club continues to evolve into a creative space with crafts, Cubetto, LEGO and Littlebits, plus other manual building block materials. The Read2gether Book Club met - we had six out of nine members attend and had a very lively discussion. Cubetto also made an appearance at the How To Fair where several families got to test run him in the morning. Letters were sent out to potential service club donors for the

Summer Literacy Program this year, with some already responding with cheques. There was also a PA Day where we ran "Board at the Library" for parents and children.

17-36 The May 2017 CEO's report was received on a motion by George Sachs and seconded by Heidi Taber.

Carried.

Financial Report

17-37 The April 2017 monthly financial report was received on a motion by Heidi Taber and seconded by Carol Rigby.

Carried.

Correspondence and communications

- a. Letter from Eleanor McMahon
- b. News article – Humm Speaking Volumes

Advocacy Reports

Carol Rigby spoke to friends at a dinner about the library, the renovations and the need for support if wanting longer hours.

Ted has been using the museum passes and ongoing advocacy to his circles.

George Sachs spoke about the passes and the 3D printer to the other coaches in Little League.

Committee reports

- a. Property – minutes of May 8th meeting were presented and reviewed.

17-38 The property report was received on a motion by Heidi Taber and seconded by George Sachs.

Carried.

- b. Policy – none

Policy Review - none

Unfinished/New Business

- a. 2016 Annual report

17-39 The 2016 Annual Report was approved as amended with a motion by Richard Morris and seconded by George Sachs.

Carried.

- b. 2017-2021 Financial Plan - referred to policy committee for further edits.
- c. Transfer from Book Reserve – proposal presented and reviewed

17-40 The withdrawal of \$7,500 from the Book Reserve to use as per the proposal was approved with a motion by Carol Rigby and seconded by Ted Parkinson.

Carried.

- c. Transfer from Literacy Reserve to PDCF

17-41 The additional amount of \$15,525 in the Literacy Reserve is to be transferred to Perth and District Community Foundation, approved with a motion by Heidi Taber and seconded by Richard Morris.

Carried.

e. SOLS Trustee Meeting Report (Ted Parkinson) – Ted reported on topics discussed and reports that we are comparatively doing well.

Upcoming dates

Property Committee – Monday, June 5 @ 6:00 pm

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

Library Board Meeting – Monday, June 19 @ 5:30pm

17-42 Motion to adjourn moved by Carol Rigby at 6:28 pm.

Chairperson

Secretary-Treasurer