

Regular Meeting– June 19, 2017

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Monday June 19, 2017 at 5:30p.m.

In attendance were:

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

Erika Heesen, CEO

Lynn Marsh, Secretary-Treasurer

Jennifer Dickson, Councillor, Tay Valley

George Sachs, Councillor, Drummond/North Elmsley

John Kalbfleisch, Drummond/North Elmsley

Richard Morris, Town of Perth

Lynda Kanelakos, Town of Perth

Carol Rigby, Tay Valley

Heidi Taber, Tay Valley

Regrets:

Ted Parkinson, Drummond/North Elmsley

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

Declaration of interest - none

Approval of previous minutes

17-43 The minutes of the May 15, 2017 meeting approved as amended by a motion from Jennifer Dickson and seconded by Richard Morris.

Carried.

Additions and approval of agenda

17-44 The agenda approved as amended by a motion from Carol Rigby and seconded by John Kalbfleisch.

Carried.

Delegations

a. Friends of the Library

Martina Flanagan from the Friends of the Library spoke about their membership and meetings having healthy attendance. She gave us the highlights of their fundraising events as well as the events and programs they support. The Board expressed their appreciation for all they do to both fundraise and advocate for the library.

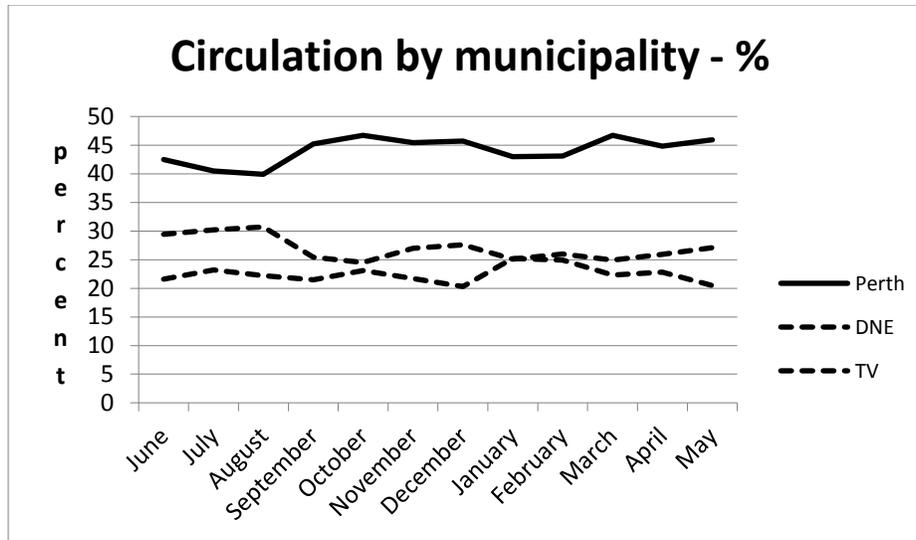
b. Honeywell: Scott McLeish, Business Development Manager and Geoff Wachob, Project Manager

The Honeywell representatives were present at the meeting in order to answer any questions from the board with regards to their proposal.

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

Usage statistics:

Metric	May 2017	May 2016	Percent change
Total circulation	9401	9116	3%
• % Perth	45.9	44.8	2%
• % Drummond/NE	20.5	23.6	-13%
• % Tay Valley	27.1	25.3	7%
• % other	6.5	6.3	3%
Membership	5975	5930	1%
• % Perth	41.7	41.2	1%
• % Drummond/NE	25.3	25.9	-2%
• % Tay Valley	27.8	28.2	-1%
• % other	5.2	4.8	8%
Public computers	805	859	-6%
Teen computers	190	128	48%
Wireless sessions	450	450	0%
Electronic uses	4712	4373	8%
E-book downloads	1565	1344	16%
Website visits	1005	1349	-26%
People entering	10556	10,031	5%
Questions answered	605	785	-23%
Volunteer hours	121.5	101	20%
Programs	56	62	-10%
Program attendees	425	451	-10%



Finance, building and governance

The 13th Annual Jim Noble/RBC Dominion Securities Golf Classic raised \$117,000 for the library's children's literacy programs this year. A sincere thank you to Jim and his amazing staff! We have also received grants from Young Canada Works and Canada Summer Jobs and donations from local service clubs totalling approximately \$11,000. I have also applied for a grant from the Commonwell to purchase books for children in the Summer Literacy Program.

The water heater in the Fire Hall sprung a leak and has been replaced. Some baseboard and ceiling repair may be necessary, and I and Town staff will be keeping an eye on it. The library second floor air conditioner also broke down in June. A temporary fix has been made, and we hope this will get us through the summer months, but it will need to be replaced in the near future.

The 2016 Annual Report has been distributed online and in the library. I also presented to Tay Valley regarding library updates and the strategic plan. Due to the water heater leak and clean up, I was forced to reschedule the presentation to Drummond/North Elmsley Council.

Programming, staff and services

The Summer Reading Club launches Saturday, June 17. Everyone is invited to pick up their reading kit (supported by the Friends of the Library, and read to win prizes all summer long. Kids will have a draw for two bikes (donated by Canadian Tire and the Friends) at the end of summer party and teens and adults will have a weekly draw for gift certificates from local businesses. There will be TD Summer Reading Club programs for kids Monday-Thursday at 2pm in July and August.

A Volunteer Appreciation Tea was hosted by the Friends of the Library on May 28. Thanks to George Sachs and Carol Rigby who were in attendance on behalf of the board. Next year, the Friends plan to host this event in April in conjunction with national volunteer week.

Mario Caya has been hired as our new Caretaker. Interviews for a casual page position to cover some summer hours and any on-call needs are currently underway. Our May staff meeting and training on emergency procedures was a success. Staff rehearsed a variety of

scenarios including fire, tornado, and theft. I submitted a session proposal to the 2018 OLA SuperConference on our recent renovation experience.

Children's Specialist Report

In May, information was sent to the Perth and area schools for the Summer Literacy Program. Applications were picked up in June (approximately 138). May was also busy with Welcome to Kindergartens in the remaining four schools. On average, there was about 70% (of the children attending) library card sign up from these events. TD Summer Reading Club invitations and reading recommendations were also handed out at Welcome to Kindergarten and given to the schools to go home with each student. Babytime and Storytime started for the final session this school year and we had five class visits. The 712 Club wrapped up the year with our pizza party and the Read2gether Book Club concluded with feedback from the members for next year. Members were enthusiastic to come back in the fall. OWLS Tutoring wrapped up for the school year - we had an evaluation meeting with the outgoing and incoming coordinators to review feedback from both tutors and parents (which was all very positive). The Children's Librarians of Lanark County met to discuss our Summer Literacy Programs, sharing resources and TD Summer Reading Clubs. I also attended a Best Start meeting this month where the draft recommendations for the Ontario Early Years Centre were discussed. I also attended, along with three other staff members, a day long workshop by the Community Outreach Network where the focus was on networking and learning from other library staff.

17-45 The June 2017 CEO's report was received on a motion by Lynda Kanelakos and seconded by Carol Rigby.

Carried.

Financial Report

17-46 The May 2017 monthly financial report was received on a motion by Heidi Taber and seconded by George Sachs.

Carried.

Correspondence and communications

- a. News articles

Advocacy Reports

Carol Rigby and Richard Morris both spoke to friends about the summer literacy program.

George Sachs and Carol Rigby attended the Friends of the Library volunteer appreciation tea.

Lynda Kanelakos apologized for the delay in the website and reported that her situation has now allowed her to have the time again to work on it.

John Gemmell has been encouraging his wife to use the library, and this month she borrowed books.

Committee reports

- a. Property – minutes of June 5

17-47 The property report was received on a motion by George Sachs and seconded by Richard Morris.

Carried.

- b. Policy – report of June 12

17-48 The policy report was received on a motion by Carol Rigby and seconded by Lynda Kanelakos.

Carried.

Policy Review

- a. 2.G-1 Accessible Customer Service
- b. 2.G-14 Create! Digital Media Lab
- c. 3.D Technology Plan 2017-18

17-49 Updated Policies 2.G-1, 2.G-14 and 3.D were approved as amended by a motion from John Kalbfleisch and seconded by Richard Morris.

Carried

Unfinished/New Business

- a. Honeywell Proposal

17-50 A motion to accept the Honeywell Proposal was put forward by John Gemmell and seconded by Jennifer Dickson.

For the record, the votes were:

For - John Gemmell, John Kalbfleisch, Carol Rigby, Heidi Taber and Jennifer Dickson

Opposed - Lynda Kanelakos, George Sachs and Richard Morris

Carried.

17-51 A motion to accept that motion 17-50 is in compliance with the 2.C-2 Procurement policy section 2.iii was put forward by John Gemmell and seconded by Jennifer Dickson.

For the record, the votes were:

For - John Gemmell, John Kalbfleisch, Carol Rigby, Heidi Taber and Jennifer Dickson

Opposed - Lynda Kanelakos, George Sachs and Richard Morris

Carried.

- b. 2017-2021 Financial Plan (including Capital Budget) & 2.C-1 Financial Management Policy

17-52 The 2017-2021 Financial Plan (including Capital Budget) & 2.C-1 Financial Management Policy were approved as amended with a motion by Richard Morris and seconded by John Kalbfleisch.

Carried.

- c. John Kalbfleisch wished to express his gratitude to Erika for making the room available for his recent book release.

Upcoming dates

Library Board Meeting – Monday, September 18 @ 5:30pm

Policy Committee – Monday, September 25 @ 5:30 pm

Property Committee – Monday, October 2 @ 6:00 pm

17-53 Motion to adjourn moved by John Kalbfleisch at 7:28 pm.

Chairperson

Secretary-Treasurer