

REGULAR MEETING – March 21, 2011

A regular meeting of the Perth and District Union Public Library Board was held on Monday, March 21, 2011, at 4:30 p.m.

In attendance were:

J. Gemmell, Deputy Mayor, Town of Perth
C Rigby, Tay Valley
B. Sutton, Tay Valley
R. Darling, Councillor, Tay Valley
N. Fennell, Town of Perth
E. Goldman, Head Librarian
A. McLean, Drummond/North Elmsley
M. Lamping, Secretary-Treasurer

Absent with permission were:

J. Wickware, Drummond/North Elmsley
N. Gibb-Carsley, Perth
C. Reed, Councillor, Drummond/North Elmsley

J. Gemmell called the meeting to order at 4:27 p.m. The chair asked for permission to deviate from the agenda to begin with the auditor's presentation.

Serena Fortin from Allan Chartered Accountants discussed the highlights of the 2010 audit.

11-10 Moved by B. Sutton the surplus of \$10,814.00 be moved to the contingency reserve. It was seconded by R. Darling.

Carried.

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

11-11 Moved by R. Darling and seconded by C Rigby that the minutes of the February 24, 2011, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

Serena Fortin from Allan Chartered Accountants

CORRESPONDENCE AND COMMUNICATIONS

E. Goldman received a thank you note from Tonya MacDonald for use of a laptop in the library to take an exam.

R. Darling left the meeting at 4:50 PM

LIBRARIAN'S REPORT

A. McLean agreed to sit on the SOLS advisory board.

Perth & District Union Public Library
Librarian's Report
February 2011

Usage statistics:

Metric	February 2011	February 2010	Percent change
Total circulation	12,088	10,528	▲ 14.8%
- % Perth	42.4%	42.6%	No change
- % Drummond/NE	29.3%	23.9%	▲ 22.6%
- % Tay Valley	22.2%	26.1%	▼ 14.9%
- % other	6.1%	7.4%	▼ 17.6%
Public computer sessions	848	928	▼ 8.6%
Wireless sessions	180	150	▲ 20%
Electronic uses	17,096	2,706	▲ 531.8%
Website visits	7,599	NA	NA
People entering	9,517	8,193	▲ 16.2%
Questions answered	922	NA	NA
Volunteer hours	25	NA	NA
Programs	16	NA	NA
Program attendees	260	NA	NA

Services and programming:

Two volunteers have begun work:

Marie-Josée Letourneau moved to the area recently and will be applying to library school. In the meantime, she is working on several projects for us, including exploring possible locations for an art exhibition space and helping develop a teen summer reading program. She will be here through the summer.

Lisa Keaney is a co-op student at St. John Catholic High School. She is conducting an inventory of our children's craft and program materials, completing a project to relabel the adult, teen and children's books, and working on other tasks as needed. She will be here through June.

We have also started tracking volunteer hours and will be reporting program attendance monthly instead of annually.

Outreach/meetings:

Rob Lavery, SOLS fundraising consultant
Karen Rennie, heritage manager for Town of Perth
Karen Schecter, CEO, Smith Falls Public Library
Janet Baril, CEO, Carleton Place Public Library
Karen DeLuca, CEO, Arnprior Public Library
Peter Nelson, CEO, Mississippi Mills Public Library
Aubrey Churchill, Reeve, Drummond/North Elmsley
Keith Kerr, Reeve, Tay Valley
Faye Cunningham, Film Night International

I also attended the Perth Museum annual fundraising dinner on February 19.

Technology:

We now have Facebook and Twitter accounts for the library. If you participate in either of these sites or know people who do, please encourage them to follow us @perthlibrary (Twitter) or "like" us on Facebook by searching for the library's name. We plan to use these to market our events and services as well as to promote discussion during special programming.

We received an accessible computer station as part of a CAP grant Faye wrote last year. The computer is on a stand that is easy to move up and down so it can be used at any height. It also has a touch-screen monitor that may be easier for people to use if they find typing difficult. We have ordered a large-type, high-contrast keyboard for those who do want to type and will be seeking additional funding for Zoomtext or equivalent software that can make text and images on the screen appear even larger. Once all the pieces are in place, we will advertise this service to the public.

We are now offering colour printing at a cost of 50 cents per page. The Friends have unofficially agreed to support the purchase of the colour printer, which was need by staff

for signs and brochures. Ongoing expenses will be subsidized by providing public access to the same machine.

Professional development and training:

Rachel Warren attended a SOLS webinars about some of our new Knowledge Ontario databases, including NoveList.

Laurie Murray attended an Infopeople webinar on “Teens, Tweens, and Social Networking.”

I have had a chapter accepted for publication in the forthcoming ALA Editions title, “Bringing the Arts into the Library.”

ADVOCACY REPORTS

C. Rigby discussed the building expansion with friends at a dinner party.

B. Sutton met with the new Tay Valley CAO, Robert Haller. C. Rigby and E. Goldman attended a meet and greet with Mr. Haller at the Tay Valley Township offices.

ROPPERTY COMMITTEE

J. Gemmell advised the board the some eaves troughs had been adjusted on the fire hall to help control water entering the library roof. The library custodian cleaned ice away from the roof drain at the library.

POLICY COMMITTEE

C. Rigby advised that the policy committee has met twice since the last regular meeting. The policy committee is to meet on the 2nd Monday of the month for discussion.

Following a discussion regarding the Governing documents that were e-mailed to board members prior to the meeting

11-12 C. Rigby moved that we accept in principal the plan for revising the Governing Documents. B. Sutton seconded the motion.

Carried.

Policy Review: Procedural Bylaw

After discussion it was decided the E. Goldman would make suggested changes and the board would bring forward a motion at the next meeting for any changes to the bylaw.

UNFINISHED AND NEW BUSINESS

Strategic plan:

E. Goldman gave an overview of the e-mailed circulated document and explained the plan and her suggested timelines.

11-13 Motion to adjourn by A. McLean at 6:25 p.m.

Chairperson

Secretary-Treasurer