

REGULAR MEETING – April 18, 2011

A regular meeting of the Perth and District Union Public Library Board was held on Monday, April 18, 2011, at 4:30 p.m.

In attendance were:

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

Absent with permission were:

R. Darling, Councillor, Tay Valley

J. Gemmell called the meeting to order at 4:34 p.m.

E. Goldman introduced Sharon Echlin, who is doing a co-op placement at the library.

E. Goldman was recognized for her talk at the Rotary Club meeting in the morning

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

11-14 Moved by N. Fennell and seconded by B. Sutton that the minutes of the March 21, 2011, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

None

CORRESPONDENCE AND COMMUNICATIONS

A letter from the Ministry of Tourism and Culture regarding the financial support from the government to library services.

E. Goldman elaborated on the letter for the board.

LIBRARIAN'S REPORT

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

Usage statistics:

Metric	March 2011	March 2010	Percent change
Total circulation	13,787	12,467	▲ 10.6%
- % Perth	42.3%	42.2%	No change
- % Drummond/NE	25.9%	26.1%	▼ 1%
- % Tay Valley	24.9%	24.1%	▲ 3.3%
- % other	6.9%	7.6%	▼ 9.2%
Public computer sessions	1,037	833	▲ 24.4%
Wireless sessions	180	150	▲ 20%
Electronic uses	19,989	2,902	▲ 588.8%
Website visits	8,134	NA	NA
People entering	11,157	9,218	▲ 21.0%
Questions answered	722	NA	NA
Volunteer hours	86	NA	NA
Programs	5	NA	NA
Program attendees	102	NA	NA

Services and programming:

Thank you to the board members (John, Brian, and Neil) who helped move furniture on April 6. We are rearranging storage areas in order to create a group study room for the public on the first floor and a staff workroom on the second floor. Some of the extra shelving will hopefully become a display case for the lobby.

We hosted a student from the YAK for an afternoon of job shadowing to learn more about the library profession.

Our March break programming included a different event each day: screenings of two kid-friendly movies, a maple syrup story and craft, Sounds Abound with Rebecca, and the inaugural Paws for a Story program with Chance the library dog. Chance is now visiting the library every other Saturday to help kids learn to read. Please see Susan Snyder's attached report for more details.

Several staff members are involved in planning for summer reading programs. This year we will have summer reading for teens (coordinated by Laurie Murray) and adults (coordinated by Rachel Warren) as well as for kids. The themes are water-related and each group will have its own programming and prizes.

Outreach/meetings:

- Wanda Proulx, Lanark Library. I have offered to visit the Lanark Library periodically to give staff some much-needed technology training and have currently been helping them set up Overdrive access.
- Robert Haller, Tay Valley CAO
- Lang Britchford, Town of Perth (re: library funding spreadsheet)
- Karen Rennie, Perth Museum; Brent McLaren; and Ralph Willsey (heritage projects)
- Isabelle Anderson, Toy Pocket
- Teleconferences, direct deposit setup
- Ontario Library Association Super Conference Planning Committee
- Ontario Library Association Technology Lending Library Committee

Marketing/website:

I was interviewed by Maureen Pegg on Lake 88 on March 1. The archived interview is available on their website.

We are posting regular content to our Facebook and Twitter pages. You do not have to have a Facebook or Twitter account to view our sites: www.facebook.com/perthlibrary and www.twitter.com/perthlibrary

Professional development and training:

We welcome Sharon Echlin on board as a page. She replaces Rachel Warren, who is concentrating her hours in the assistant library clerk position now. Sharon is also our co-op placement student from Mohawk College's library technician program during April.

I attended a teleconference on "Revitalizing Your Friends of the Library Group" from the Friends of Canadian Libraries association and a webinar on strategic planning through the Education Institute.

Susan Snyder attended a webinar called "Libraries Are Essential: Connecting to Youth in Your Community," presented by Library Journal.

The Public Library Association, which normally has conferences every other year and a spring symposium in between, hosted the spring symposium virtually this year. We registered for access, which will allow the entire staff to view archived programs when they have time. Topics including everything from, "When School Is Out, the Library Is In" to "Can Your Library Provide Electronic Content People Want and Need?"

The next in-person PLA conference is in March 2012 in Philadelphia. I will be moderating a panel discussion made up of representatives from libraries that have won the "Best Small Library in America" award in the last few years.

Report on March Break 2011

We had two movie afternoons showing Toy Story 3 on Monday, March 14th and Where the Wild Things Are on Friday, March 18th. A total of 45 children attended.

On Tuesday, March 15th Rebecca Warden held a music workshop called "Sounds Abound" for children 4 – 7 years old. Rebecca conducted a fun filled, lively, enthusiastic music session with 35 participants.

On Wednesday, March 16th I conducted a session called "Everything Maple" with 12 children attending. We watched a short puppet dvd on how to make maple syrup. Next there were relay races with two teams first tapping a tree and then transferring bean bags from sap buckets. Children then made a maple leaf puppet.

Thursday, March 17th we started a new program called "Paws for a Story". Judy Stewart brought her golden retriever, Chance, to the library and children read to him on a one-to-one basis. This was very well received and we hope to continue this program throughout the year. I invited some of the children from the summer remedial reading program and I got this email thank you from Kelsey's mother:

"Thank you Sue for inviting Kelsey to read. What a great idea, Kelsey enjoyed the experience. We are very fortunate to have such an innovative library team in our community. Kelsey is anxiously awaiting the summer reading program, she really benefited from that experience and a bonus was she really enjoyed it and can't wait for this year."

Total attendance for March Break 2011 was 102.

Susan Snyder, Children's Librarian



E. Goldman explained social media to the board members in regards to Facebook and Twitter.

ADVOCACY REPORTS

A. McLean discussed the SOLS meeting he attended in Cornwall and handed out a report to the board members. J. Gemmell is to check with the Town and Townships in regards to volunteer liability.

C. Rigby took part in a virtual seminar regarding strategic planning and has a PDF of it and will forward if any members who would like to see it.

C. Reed encourages members of her class to use the library for source information

PROPERTY COMMITTEE

**11-15 C. Reed moved that the board approve the use of approximately \$1500.00 from the contingency reserve fund to pay for direct deposit services for the staff for 2011, with the intention of adding this item to the regular budget in future years. The motion was seconded by N. Fennell.
Carried.**

POLICY COMMITTEE

C. Rigby advised that the policy committee had met since the last regular meeting. The policy committee is to meet on May 9 for discussion.

11-16 J. Wickware moved that we hire Sharon Echlin as library page for 9 hours

per week at \$10.25 per hour, with a 3 month probationary period, employment began March 29, 2011. C. Rigby seconded the motion. Carried.

A notice of motion was brought forward by C. Rigby and seconded by B. Sutton that section 9 be amended to add a second sentence reading, "A quorum is defined by the Public Libraries Act as a majority of the board" and that section 4 be amended to read, "Board Members are those appointed by the Member Municipalities in accordance with the Union Public Library Agreement."

UNFINISHED AND NEW BUSINESS

Technology policy review:

E. Goldman gave an overview of the e-mailed circulated documents.

11-16 B. Sutton moved that policy E-08 as follows be accepted and C. Reed seconded the motion

Users of the library's computers and/or wireless network are responsible for assessing the accuracy, reliability, and legality of information they access. The library has linked recommended online resources to its website but is not responsible for the content of these sites or others accessed via the library's network connection. As time and knowledge permit, staff may provide limited assistance with use of the internet or assessment of information. Staff cannot handle users' laptops or mobile devices.

Users are responsible for any infringement of legislation governing access to information, including copyright and intellectual property rights and activities in violation of the Criminal Code. Use of library workstations or networks for illegal, actionable, or criminal purposes is prohibited. Users agree to respect the privacy of others accessing the internet at the library and not to access material that may reasonably be construed as obscene or offensive.

Parents or guardians are responsible for their child's use of the internet up to age 14. The library does not restrict the access of children to any information, resources, or facilities in the library. The library has not installed filtering software on its computers or network.

The library is not responsible for any liability that may occur as a result of the disclosure of financial or other personal information on the library's computers and/or network. Users should be aware that the public computers and wireless network are not secure and that it may be possible for third parties to obtain information regarding their activities. The library will install software on public computers to ensure they are up-to-date, free of viruses, and regularly cleared of private user data. Records regarding computer and network use may be retained by the library for a period of four weeks.

Users are responsible for any damages, direct, or indirect, arising from the library's provision of internet access. Users are not permitted to alter, tamper with, or damage the library's computer or network equipment or configuration. Users are not permitted to install their own software on library devices.

By using the library's public computers and/or network connection, users agree to the terms outlined above. Failure to comply with this policy may result in the suspension of a user's privileges for access to the internet or to the library.

Carried.

11-17 Moved by C Rigby and seconded by J. Wickware that Policy E-09 as follows be accepted:

Laptops may be borrowed by library cardholders in good standing (no fines or suspensions) age 18 and older. To borrow a laptop, users must provide current photo identification, which will be held by library staff until the return of the computer.

Laptops may only be used inside the library building and must be returned 15 minutes before the library closes for the day. Laptops must be returned in person to a staff member. Users who do not return laptops at the time due may be charged late fees.

Use of library laptops is subject to restrictions and regulations outlined in the library's Access to the Internet Policy (E-08). By borrowing a laptop and accessing the library's network, users agree to the terms outlined in both policies.

The library does not assume responsibility for lost or corrupted files. Users may not save files on the laptops but may use a USB drive or online storage. No information is retained on the laptop after it has been returned.

The borrower is liable in the event that the laptop is damaged, destroyed, or lost during the checkout period. Users should report damages at the time of return.

Carried

11-18 Policy E-10 that follows was passed on a motion by Gibb-Carsley and seconded by N. Fennell.

The library maintains a website at www.perthunionlibrary.ca, offering access to the library's online catalogue and account services; to subscription online resources; and to information and other websites selected by library staff in accordance with the Collection Development Policy (E-06). The library is responsible only for the content of material on its own site and not for any material that users may access via links on the library site.

Copyright to the library's website is retained by the library. The library is not liable for any damages, direct or indirect, arising out of the use of the material on the site.

The library does not retain personally identifiable information about users of its website. When users log in to their library account online to view items out, items reserved, or loan history, information is stored according to terms outlined in the Privacy and Confidentiality of Borrower Records Policy (E-17). The library collects aggregated data relating to use of its website for statistical purposes, including the IP address of the computer accessing the site. Users who contact the library through online contact forms understand that any information they include on the form will be transmitted to the appropriate staff member but will not otherwise be shared.

Features of the library's website, online catalogue, or pages on sites such as Facebook and Twitter may allow users to engage in shared creation of content through posting of comments, reviews, photos, etc. Those participating in such activities, whether library staff or members of the public, are expected to abide by the terms outlined below.

Those posting content are responsible for determining their comfort level with the amount of information they disclose, including such factors as name, age, or image.

The library reserves the right to moderate or remove any comments or other content posted to its sites. Violations of the terms of use of the library's sites include the posting of information that contains copyrighted material; language that is obscene, libelous, derogatory, abusive, threatening, or harassing; and commercial promotion or spam.

By posting content, the user agrees to indemnify the library and its officers and employees from and against all liabilities, judgments, damages and costs (including attorney's fees) incurred by any of them which arise out of or are related to the posted content. These sites may not be used for commercial purposes or for organized political activity.

By using the library website or participating in the library's online forums, users agree to the terms outlined above. Failure to comply may result in the suspension of library privileges.

Carried.

11-19 The Strategic Plan as presented was passed on a motion by N. Gibb-Carsley and seconded by A. McLean.

Carried.

E. Goldman is to prepare a list of responsibilities and time factors for those who are being asked to sit on the committee.

11-20 Motion to adjourn by N. Fennell at 6:05 p.m.

Chairperson

Secretary-Treasurer