

## **REGULAR MEETING – May 16, 2011**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, May 16, 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

M. Burnham, Councillor for Tay Valley was present sitting in for R. Darling

J. Gemmell called the meeting to order at 4:32 p.m.

### **DECLARATION OF INTEREST**

None

### **APPROVAL OF PREVIOUS MINUTES**

**11-21 Moved by B. Sutton and seconded by N. Fennell that the minutes of the April 18, 2011, meeting be approved as circulated.**

**Carried.**

### **BUSINESS ARISING FROM THE MINUTES**

None

### **DELEGATIONS**

None

## CORRESPONDENCE AND COMMUNICATIONS

None

**11-22 Moved by B. Sutton and seconded by C. Rigby that the notice of motion from last month be passed; that motion being:**

**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.**

**Carried.**

## LIBRARIAN'S REPORT

### Usage statistics:

Metric	April 2011	April 2010	Percent change
Total circulation	11,568	10,496	▲ 10.2%
- % Perth	43.7%	41.0%	▲ 6.6%
- % Drummond/NE	25.1%	25.9%	▼ 3%
- % Tay Valley	23.9%	25.6%	▼ 6.6%
- % other	7.3%	7.6%	▼ 3.9%
Public computer sessions	1060	795	▲ 33.3%
Wireless sessions	180	150	▲ 20%
Electronic uses	19,854	4,890	▲ 306%
Website visits	7,404	NA	NA
People entering	9,404	7,171	▲ 31.1%
Questions answered	628	NA	NA
Volunteer hours	105	NA	NA
Programs	14	NA	NA
Program attendees	274	NA	NA

### Building

The roof of the library sustained a small amount of damage during the windstorm on Thursday, April 28. One sheet of metal came off and blew across Drummond Street, luckily not hurting anyone or anything, and about three others were bent back. McKay Roofing came the next day and nailed everything back down, applying temporary patches to any holes. We have receive a quote for repairs from them but are waiting to find out if the Town of Perth's insurance will cover any of the expense.

The library in Kemptville is holding its grand opening on May 28.

### **Services and programming**

As always, we are attending “Welcome to Kindergarten” nights at each elementary school in the district to read stories and provide information about early literacy. This year, we are sending a second staff member who is registering kids for library cards on site. Susan Snyder and I attended the first of these, at Drummond School, in April. We have found that most kids at the non-Perth schools do not yet have library cards.

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We participated in both the children’s and regular events at the Festival of the Maples on April 30. Susan Snyder, Marina Ramsden, and Heidi Taber performed an original puppet show about maple syrup-making, with set designed and painted by Laurie Murray. The group performed twice at the Crystal Palace, drawing a crowd of about 65 people. In addition, the library had a table outside the Perth Museum, where we gave out information about library services, including some of our e-resources like Overdrive and Ancestry, as well as our upcoming summer reading programs for kids, teens, and adults. Penelope Bass, Laurie Murray, Sharon Echlin, and I staffed the table at various times during the day, and several members of the Friends of the Library also helped out: Frank Roy, Theresa Phillips, and Loretta Erion. Frank very kindly baked 30 loaves of bread for us to sell as a fundraiser. We handed out fliers to recruit new members for the Friends.

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Thanks to the hard work of Brian Echlin, with help from John Gemmell, Neil Fennell, and Brian Sutton, we moved several pieces of furniture and installed new shelves upstairs. The shelves are part of the Trillium grant Faye Cunningham applied for in 2010 and were installed in the teen area and adult fiction area, allowing us to remove non-matching Ikea shelving that had been in place. The old shelving is now in various staff areas, which has allowed us to implement a more efficient system for the organization and retrieval of books people have reserved.

Shelving moved out of the room that is becoming a group study room is now near the elevator as part of a new literacy resources area. This brings together the Share the Stories boxes, Ready for Reading information wall, programming resources collection, and parenting collection, which previously were scattered around several locations. We think this change will help parents, teachers, and caregivers gain access to our very strong collection of literacy resources.

The week after Easter, we rearranged the adult fiction collection to separate out genre fiction (mysteries, science fiction, and fantasy). We are currently in the process of making sure all of these books have proper labels and are updated in the catalogue to reflect their new home. We have received very positive feedback so far about this change, which allows people looking for a specific type of book to browse more easily. At the same time, we eliminated the oversize paperbacks. These books will either be added to the collection, used to replace copies in bad condition, or sold through the book sale.

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As mentioned last month, Ontario is providing a \$1.9 million capacity building grant to libraries this year. We have received information about the specific amount of our grant (\$4,176), but we do not have all the details about how it may be used. SOLS has scheduled calls about this in the coming weeks.

**Outreach/meetings:**

- Renfrew County Librarians Meeting (there is no Lanark County meeting)
- Welcome to Kindergarten Night, Drummond School
- Policy Committee
- Perth history committee (Museum, Algonquin College)
- Perth Rotary Club
- Festival of the Maples
- Ontario Library Association Super Conference Planning Committee
- Ontario Library Association Technology Lending Library Committee. The Lending Library is a project that will allow libraries like ours to borrow devices like Sony e-readers so staff can learn how to use them for better patron service. It formally launched in May.

Please note: Annual report presentations to council are scheduled for May 24 at 7 p.m. (Drummond/North Elmsley) and June 14 at 6 p.m. (Tay Valley). The Perth presentation was held on May 3.

After discussions with Lang Britchford, I have agreed to do the calculations for the partner levies this year. I know there has been some feeling in the past that the library should not do this, but I feel if I understand how it is working, I will be able to make better recommendations for changes when the partners renegotiate later this year.

We are supporting the submission of a grant by the Perth Museum for a local history project that will begin with the digitization of photographs in the museum and donated by local people, as well as the development of a history website that will support this and other project. Algonquin College is also a partner.

**Marketing/website:**

The Access to the Internet Policy, approved at the April meeting, has been posted to our website. Users of our public computers will now find it posted in the background of the computer screen. In addition, if they open Internet Explorer, they will find a copy of the policy. Users are asked to click “Accept” at the bottom of this screen before continuing.

The Website and Social Media Policy has also been posted to our website.

We have started using a feature in Insignia called the Kiosk. This allows us to create custom lists on various topics. Our initial use is for new acquisitions, which had previously been typed up and posted to our website as a PDF. Now, users can click on the Kiosk from the catalogue search screen, navigate to the list they want (new mysteries for April, for example) and bring up our holdings to either find the call number or place a reservation. We are working with Insignia to get a price quote for a product that will

allow us to put book cover images into the catalogue. This will enhance the Kiosk feature as well as the overall user experience with our catalogue.

**Professional development and training:**

Sharon Echlin spent three weeks with us fulltime on a co-op placement related to her library technician program at Mohawk College. During her time here, Sharon shadowed everyone on staff, took minutes at a Policy Committee meeting, attended a board meeting, and worked on several projects: investigating some additional features in Insignia – the kiosk and computer booking – and gathering information to help decide whether oversize paperbacks should be integrated into the collection

Rachel Warren attended several webinars. Two from SOLS focused on homework help and on a new e-resource called PebbleGo that contains science information for kids. Rachel also watched a Library Journal webcast, “Video in the Library: Trends and Best Practices.”

**ADVOCACY REPORTS**

J. Gemmell spoke to individuals about the strategic plan.

C. Rigby discussed the strategic plan with a number of people to see if they might be interested in the committee as well as talking to a person about the services of the library.

N. Fennell also discussed the strategic plan with persons in the community.

**PROPERTY COMMITTEE**

No report

**POLICY COMMITTEE**

C. Rigby advised that the policy committee had met since the last regular meeting and that the minutes of the meeting are available for anyone interested.

After a short discussion lead by E. Goldman.

**11.23 C. Rigby moved that policy E.05 to follow be passed as presented. J. Wickware seconded the motion.**

The library's function is to provide, preserve, and organize significant books and other materials and to give guidance in their use in order to support and complement formal education; assist informal education; promote and participate in the cultural, recreational and leisure activities of the community; adapt to changing community demands; and provide opportunities for individual self-fulfillment. To this end, the library attempts to maintain a collection with breadth and depth, covering a wide variety of viewpoints and expressions representing the diversity of the community, including those that may be deemed controversial or offensive by some.

The Library Board is responsible, sets this policy, and delegates the selection and deselection of material to the CEO and staff. In endorsing this selection policy, the board stands solidly behind the CEO should controversy arise over any book or material selected for the library.

The library accepts without reservation the statement by the Canadian Library Association on intellectual freedom, reproduced in Appendix A.

Library staff base selection of material on factors such as book reviews and other selection aids; knowledge of the reputation and reliability of the author; fit in the collection; budgetary restrictions; and requests of library users. While supporting the interests, needs, and abilities of the community, the library is in no way restricted by these. The library has a responsibility to foster interest as well as to sustain it. The library does not collect material that solely supports the curriculum needs of formal educational classes.

The library does not advocate all of the ideas and opinions found in its collections. An item's presence in the library does not indicate an endorsement of its contents by the library. Material is judged on the basis of the work as a whole and not by a part taken out of context. An item need not meet all the criteria outlined below in order to be acceptable.

### *General Criteria for Evaluation*

All acquisitions, whether purchased or donated, are considered in terms of the following standards.

- Suitability of subject, style, and format for intended audience and use.
- Present and potential relevance to community interests and needs.
- Insight into human and social conditions.
- Importance as a document of the times.
- Relation to existing collection and other material on the subject.
- Competence, reputation, and purpose of author and/or publisher.
- Attention of critics, reviewers and public.
- Suitability of physical form for library use.
- Budgetary consideration.
- Availability of material through the interlibrary loan system.

### *Suggestions*

Library users are encouraged to suggest titles for addition to the library collection. Purchase of suggested materials will be based on the same criteria as items identified through any other source. The library may recommend that a user obtain access to material not selected for purchase through interlibrary loan services.

### *Donations*

The library accepts gifts of materials for consideration as part of the collection. The same principles of selection which are applied to purchases are applied to gifts, with classification, access, location, and other decisions to be made by the library. The library reserves the right to dispose of donated items not added to the collection. The library does not evaluate materials for tax receipt purposes. The library also welcomes donations of cash directed toward purchase of items for the collection generally. The decision to purchase any specific item belongs solely to the library.

### *Deselection*

To keep the collection attractive and timely, materials are withdrawn when they are worn, out-dated, or no longer useful. Replacement depends on the demand for the title, the availability of more current materials on the subject, and the extent of the coverage of the subject in the collection.

### *Request for Reconsideration*

Requests for the reconsideration of, withdrawal of, or restricted access to a specific item in the collection must be received in writing by the CEO. Responses to these requests are guided by the library's position that people have the right to reject for themselves material of which they do not approve, but they do not have the right to restrict the intellectual freedom of others. Furthermore, it is the right of parents and legal guardians to develop, interpret, and enforce their own code of ethics upon minor children. It is not the library's responsibility to restrict children's access to any of its materials, services, or facilities, and the library will not do so.

## Appendix A

Canadian Library Association

Position Statement on Intellectual Freedom

Approved by Executive Council June 27, 1974; Amended November 17, 1983; and November 18, 1985

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

**Carried.**

The board was advised that both The Town of Perth and Tay Valley Township have passed the budget.

## **UNFINISHED AND NEW BUSINESS**

The Strategic Plan

E. Goldman discussed the need for rescheduling in regards to the plan and that a survey will be carried out first. The meeting of the committee will follow in September at this point.

The CEO suggested that possibly the library could close for one day to allow the staff the meet to work on their portion of the plan.

B. Sutton and C Reed are to be the board representatives to the committee.

The board to finalize the questions on the survey at the next regular meeting.

Next regular meeting is June 20, 2011.

**11-24 Motion to adjourn by N. Fennell at 5:15 p.m.**

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Chairperson

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Secretary-Treasurer