

REGULAR MEETING – June 20, 2011

A regular meeting of the Perth and District Union Public Library Board was held on Monday, June 20, 2011, at 4:30 p.m.

In attendance were:

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

Absent with permission:

R. Darling, Councillor, Tay Valley

Absent:

N. Fennell, Town of Perth

J. Gemmell called the meeting to order at 4:30 p.m.

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

11-25 Moved by M. Burnham and seconded by B. Sutton that the minutes of the May 16, 2011, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

None

CORRESPONDENCE AND COMMUNICATIONS

1. Card from the Perth & District Chamber of Commerce thanking for our donation of books and tote bags to the Perth Bike Rodeo.
2. Letter from Tay Valley Township advising that M. Burnham will attend meetings during the summer for R. Darling.
3. A thank you from Mohawk College for letting Sharon Echlin do her field placement in the library.

LIBRARIAN'S REPORT

Usage statistics:

Metric	May 2011	May 2010	Percent change
Total circulation	12,012	10,933	▲ 9.9%
- % Perth	43.4%	39.5%	▲ 9.9%
- % Drummond/NE	25.8%	27%	▼ 4.4%
- % Tay Valley	24.3%	25.6%	▼ 5.1%
- % other	6.4%	8%	▼ 20%
Public computer sessions	848	979	▼ 13.4%
Wireless sessions	180	150	▲ 20%
Electronic uses	21,258	4,862	▲ 337%
Website visits	7,983	NA	NA
People entering	8,713	6,950	▲ 25.4%
Questions answered	686	NA	NA
Volunteer hours	108	NA	NA
Programs	14	NA	NA
Program attendees	302	NA	NA

Finance

The levies for 2011 have been calculated and the results shared with the municipal treasurers.

We have gone live with our new payroll services through ADP. All staff members are now utilizing direct deposit.

As mentioned last month, Ontario is providing a \$1.9 million capacity building grant to libraries this year. We have received further information about how the \$4,176 can be spent, and there are few restrictions. I am looking into using it to create a new setup for

the public computers that will allow us to teach people computer skills. The money has to be spent by March 2012.

Donations to the Summer Literacy Program amounted to \$30,000 this year, primarily from the Jim Noble/RBC Dominion Securities Golf Classic, which brought in \$20,500. We also received grants from Service Canada and Canada Heritage, which are paying for portions of two student positions. The total amounts to more than our required budget. We are spending some to give the returning tutors much-deserved raises and to hire an additional tutor so we can accommodate more children.

Film Night International will be donating \$5,400 total to the library this year. About \$1,700 of that will go to DVDs. The remainder will be spent on a table for the new group study room and possibly some new chairs or other furniture.

The Friends of the Library had their first meeting of 2011. They will be doing the Evening on the Town raffle again this summer, with tickets to Maximilian and PPAC shows. They are also planning to do a bake sale/quilt raffle in the fall. They have donated \$500 for summer reading prizes, \$500 to the literacy program, and \$500 for our new colour printer. They have also committed to providing seed money for new book bags and USB drives that we will sell on their behalf as a fund raiser.

Services and programming

We attended Welcome to Kindergarten nights at all the schools, including five in May. Altogether, we handed out more than 60 new library cards, representing close to half of the incoming class of junior kindergarteners. We will be tracking whether these cards are used to see if this is an effective way to promote membership.

We have been busy planning a full suite of events for summer reading. This year, in addition to the children's "Read to Ride" program, we are having summer reading for teens and adults. In both programs, participants get a drawing slip for each book they read or other library resource they use. There are several events planned (see newsletter for details) and grand prizes provided by the Friends.

Scheduling for the one-on-one sessions in the Summer Literacy Program is well underway. We expect 116 kids to participate.

We have moved the new fiction books downstairs on a shelf with the new nonfiction as a way to better merchandise the collection. The idea is to create a convenient, browsable area for our more popular material – new books, DVDs, and audiobooks. The rearranging of space also opened up the entryway more, as well as the area by the public computers. We moved one of the research computers upstairs to replace the upstairs catalogue computer, which was not working. It was rarely used, so now a single machine can function as catalogue, research station, and scanning station. The new-to-us scanner is a donation and will be used to support the Perth Museum's summer project to digitize photographs, along with everyday use.

Outreach/meetings:

- Perth Town Council (annual report)
- Drummond/North Elmsley Council (annual report)
- Welcome to Kindergarten nights, Glen Tay, North Elmsley, Queen Elizabeth, Stewart, and St. John schools
- Policy Committee
- Perth history committee (Perth Museum, Algonquin College)
- Sue Cavanaugh, Ontario Early Years Centre
- BestStart (Lanark County literacy providers)
- Ontario Library Association Super Conference Planning Committee
- Ontario Library Association Technology Lending Library Committee
- SOLS consultation on provincial grant
- EcoPerth
- RotaryFest (The library hosted a table with Sue Snyder and her son, the Wickwares, and the Rigbys)
- Film Night International
- Canada World Youth work placement providers meeting

Please note: The final annual report presentation to council is scheduled for June 28 at 6 p.m. (Tay Valley).

We have submitted a grant to the TD Friends of the Environment Fund that would bring a hands-on animal program called “Wetlands & Wildlife” to Lanark County in August. We submitted the grant on behalf of area libraries; the program would be presented in Perth, Smiths Falls, Almonte, Pakenham, and Lanark, as well as at Murphy’s Point Provincial Park. We are also waiting to hear about the grant submitted with the Perth Museum for digitization projects. The latter project will launch this summer on a small scale regardless of grant results.

Marketing/website:

Our Facebook site is starting to see more activity, and we have set up a secondary page for teen library users. Laurie Murray will use this to promote discussion of books among teens during summer reading.

We have produced a new brochure to advertise OverDrive e-books, with more detailed instructions on use of this resource.

Our first newsletter has just been released (copies at the front desk and online). It advertises our summer slate of programming and highlights other services. We plan to produce the newsletter on a quarterly basis.

Staff and professional development:

Rachel Warren has been doing two co-op placements as part of her library technician program at Mohawk College. While still maintaining hours here, she spent three weeks at the Smiths Falls Public Library and three weeks at the St. John Catholic School library.

Sharon Echlin is also completing her second placement in the program, at the Algonquin College Learning Resource Centre.

Seven of our tutors from last summer have returned for the Summer Literacy Program, headed up once again by Graeme McTavish. In addition, with extra funds raised, we have hired an eighth tutor, Jolene Kostick, so we can fit in more students.

Ariel Kleber, who is in the master's program in library science at Dalhousie University, will be doing some volunteer work for us on weekends this summer. She will help with summer reading, evaluate our French collection, and work on readers' advisory projects.

We are hosting two students as part of the Canada World Youth program. One Canadian and one Honduran will work at the library two mornings a week and at YAK in the afternoons. They will present three programs as part of summer reading and will also develop informational brochures to support other Canada World Youth projects in Perth this summer, which mostly involve food gardening.

We are sadly saying goodbye to our high school co-op student, Lisa Keaney, who has been here 25 hours a week for four months. Lisa has helped with a huge number of tasks, including relabeling adult fiction and many of the mystery, science fiction, and fantasy books; cutting out too many crafts to count; preparing brochures and bookmarks; and more recently working on her own set of bookmarks and display suggestions on the summer reading theme of water.

B.Sutton thanked the head librarian for her work on the newsletter.

ADVOCACY REPORTS

C. Reed spoke to her township about the library.

C. Rigby attended the CLA convention in Halifax and will advise the board when it is up on line for those interested.

J. Wickware spoke about the fundraising done by Jim Noble especially in regards to the RBC golf and dinner

B. Sutton discussed the library with patrons of his local coffee shop.

M. Burnham asked people as to why they did not have a library card.

PROPERTY COMMITTEE

After discussion C. Reed volunteered to be alternate Chair of the property committee. The alternate chair of the board is to be one of the committee chairs.

POLICY COMMITTEE

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

After a discussion lead by E. Goldman.

11.26 C. Rigby moved that policy E.02, E.14, E.15, and E16 to follow be passed as presented. J. Wickware seconded the motion.

Policy No. E-02

Policy Title: **Community Space**

Category: Operational Policies: Facilities

Policy:

The library has first priority for use of its two meeting/programming spaces. When not otherwise in use, the library opens these spaces for use by outside groups:

- 1) Marguerite Frizell Room on the second floor of the library, with space for large or small groups
- 2) Group Study Room on the first floor of the library, with space for individuals or small groups

Access to both spaces is available only during hours when the library is open to the public.

The Frizell Room may be rented for a minimum fee of \$40 for up to three hours of access, plus \$10 for each additional hour or portion thereof. The library provides tables and chairs for use in this room, and renters may request to use the library's projector for presentations. Electrical outlets and wireless internet are available. A maximum of 80 people may be in the room at one time, depending on setup. Renters must reserve and pay for use of the room in advance. Applications are considered on a first-come, first-served basis. Rental fees may be refunded if the reservation is cancelled at least 72 hours in advance.

The Group Study Room is available free of charge for groups of up to 8 people. A table and chairs are available in the room, along with power outlets and wireless internet. The room may be reserved up to one week in advance for a block of up to 2 hours. When not reserved, the room is available on a first-come, first-served basis. Those using the room must sign in at the information desk. Use will be limited to 2 hours if others are waiting.

The library reserves the right to refuse a rental or reservation request and to cancel any reservation.

The library is not responsible for personal injury or damage or for the theft or loss of clothing or equipment of anyone using the library's meeting space. The user is responsible for the conduct and supervision of all persons admitted to the room and must see that all regulations are strictly adhered to. The user is responsible for the payment of all costs incurred as a result of damage to any library property.

Exit doors must be kept free from obstruction. Smoking and the consumption of alcoholic beverages in the library are prohibited.

The library can provide chairs and tables but cannot guarantee the room will be set up in advance. Users must leave the room in the same condition as it was found (garbage removed, chairs returned to their original positions and straightened, etc.) No user may store any materials in the room between bookings.

Policy No. E-14

Policy Title: **Membership**

Category: Operational Policies: Public Services

Policy:

Perth & District Union Public Library provides free membership to residents and property owners in any of the member municipalities of the union: the Town of Perth, Drummond/North Elmsley Township, and Tay Valley Township. This includes full-time residents as well as owners of properties in the area who may not live in the district full-time. Non-residents may use the library upon payment of the fee outlined below.

Anyone applying for membership must provide proof of identity and proof of residence. A valid Ontario driver's license showing current address is sufficient for proof of both identity and residence. In other cases, applicants must show photo ID plus a document with current address. If no photo ID is available, a second document may be used to establish identity. Examples of acceptable documentation include but are not limited to:

Proof of identity

1. Driver's license
2. Health card
3. Student ID card
4. Senior ID card
5. Passport
6. Citizenship card
7. Employer-issued photo ID

Proof of residence (showing current address)

1. Lease
2. Utility bill
3. Municipal property tax bill
4. Personal letter with postmark within one month
5. Bank statement

Those under 14 must be accompanied by a parent or guardian when applying for a library card. In these cases, the parent/guardian's proof of identity and residence demonstrates the child's qualification for membership. Parents/guardians are responsible for any fines, damage, or loss resulting from children's use of the library.

An individual who is unable to verify his or her address may receive a temporary card allowing the loan of a single item on the initial visit. Proof of residence will be required for any subsequent loans.

Cards must be renewed on an annual basis, with members providing proof of current address. Change of address must be reported to the library promptly. Those who have moved out of the district or have lost their library card should contact the library to cancel their membership.

Non-residents must provide proof of identity and a permanent address. The charge for non-resident annual members is \$35 per year for adults and \$15 per year for students over age 18. Students under age 18 who can prove enrolment in a school in one of the member municipalities are eligible for free membership. Enrolment may be demonstrated by possession of a current student ID card, grade report, or letter on official letterhead from the school.

Summer residents who do not own property in the member municipalities may pay \$20 to obtain a card giving full membership privileges from June 1 through September 30.

Membership is not transferrable, and members may not have more than one card. The charge for replacement of a lost card is \$2.

Users who do not abide by the library's policies risk having their membership suspended.

The protection and disclosure of personal information about library members is governed by policy E-16: Confidentiality and Privacy of Borrower Records.

Policy No. E-15

Policy Title: **Borrowing**

Category: Operational Policies: Public Services

Policy:

Anyone with a valid membership card for Perth & District Union Public Library is eligible to borrow items for use outside the library. See policy E-14: Membership for regulations governing obtaining a valid library card.

Only members in good standing may borrow items from the library. Those with fines over \$20, items long overdue, or expired membership may not borrow items. Privileges will be restored when all outstanding accounts have been settled. Users who do not abide by the library's policies risk having their borrowing privileges suspended.

While the library encourages library cardholders to use their cards for checkout, items may also be borrowed by presenting photo ID.

Membership is not transferrable. Due to privacy legislation, the library cannot check out a reserved item to anyone other than the person who placed the reservation without express permission. The library cannot provide information about items on a borrower account to anyone other than the borrower, with the exception of parents or guardians of those under 14 years of age. See policy E-16: Confidentiality and Privacy of Borrower Records for more details.

There is no limit to the number of items a borrower may check out on a single card. Certain items in the library are for in-library use only, specifically those on the reference shelf. Items may be renewed up to two times in-person, over the phone, or online so long as no one else has reserved the item. Reservations may be placed in-person, over the phone, or online, and the library will notify the borrower when the item is ready for pickup.

Loan periods are as follows:

Books and audiobooks: 3 weeks

Music CDs: 3 weeks

Video games: 1 week

DVDs: 1 week

Magazines: 1 week

E-books and e-audiobooks downloaded through the library's website may have different loan periods set by the online provider. The library may be able to obtain items not in its

collection from other libraries through interlibrary loan services. The loan periods and fines for these items are set by the lending library.

All items must be returned or renewed on or before the due date. Fines for adult material are 25 cents per day to a maximum of \$7 per item. Fines for children's and teen material are 10 cents per day to a maximum of \$2.50 per item. There are no fines on non-catalogued paperback books.

Borrowers with items overdue for extended periods of time will be contacted by the library and requested to return those items. Items more than 60 days overdue will be declared lost and the borrower charged the full replacement cost. Items otherwise reported lost or damaged beyond repair will be charged to the borrower account. Those with fines exceeding \$20 or long-overdue items on their account will not be able to borrow additional items until the account has been cleared.

Policy No. E-16

Policy Title: **Privacy and Confidentiality of Information**

Category: Operational Policies: Public Services

Policy:

Personal information is defined in *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56* (MFIPPA), in part, as "recorded information about an identifiable individual." In the library context, this may include, but is not limited to, contact information, information on items requested or borrowed, and information related to computer and internet use.

The purposes for which personal information is being requested will be identified to library users before such information is collected and will not be disclosed without the express consent of the user, except under the following circumstances as provided by MFIPPA:

- i. to a parent or guardian of a child under the age of 14
- ii. to the police upon the presentation of a search warrant
- iii. to the police in the absence of a search warrant if approved by the CEO

The collection of personal information will be limited to that required for operation of the library and provision of services. The library will not retain personal information about library use any longer than is required for the provision of services. The library stores information in its database related to items that have been borrowed, returned late, lost, or damaged. Information related to websites visited or other computer use is not retained beyond the day of use. Computer use sign-up sheets are retained for a period of 4 weeks

and then destroyed. When no longer required, all personal information collected by the library will be shredded or deleted electronically.

The library will make all reasonable efforts to protect the integrity and security of its electronic database.

Upon request and proof of identity, an individual shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Nothing in this policy will prevent appropriate library staff from accessing user information for legitimate purposes, such as matters related to the circulation of materials and issues concerning the suspension of privileges.

11-27 C. Rigby moved that the summer students namely: Graeme Mctavish as Literacy Program Coordinator, Jane Best as Literacy Tutor, Emma McTavis as Literacy Tutor, Kim Ryan as Literacy Tutor, Jolene Kostick as Literacy Tutor, Kathryn Papke as Children's Programming Assistant, Morgan Donnelly as Children's Programming Assistant, Adam Noonan as Literacy Tutor be hired at the rate and duration presented to the board and the motion was seconded by M. Burnham.

Carried.

11-28 C. Rigby moved that the CEO be included with the committee to negotiate with CUPE for the upcoming contract. J. Wickware seconded the motion.

Carried.

UNFINISHED AND NEW BUSINESS

The Strategic Plan

After discussion:

11-29 B. Sutton moved and C. Reed seconded that the library be closed on September 21 for the staff to have a day to work on the plan.

Carried.

11-30 C. Rigby moved on behalf of the Policy Committee: Whereas the probationary period of six months for the CEO/Head Librarian will be completed before the next Library Board meeting, the Policy Committee moves that Elizabeth Goldman be deemed to have completed the probationary period in her position as CEO/Head Librarian successfully, and be appointed as a permanent member of Perth & District Union Public Library Staff. J. Wickware seconded the motion.

Carried.

E. Goldman discussed the potential new Survey Questions with the board. She will forward the final version to the board members via e-mail for members' input.

Next regular meeting is Sept19, 2011.

11-31 Motion to adjourn by M. Burnham at 5:50 p.m.

Chairperson

Secretary-Treasurer