

## **REGULAR MEETING – Sept 19, 2011**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Sept 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  
N. Fennell, Town of Perth  
J. Wickware, Drummond/North Elmsley  
M. Burnham, Councillor, Tay Valley  
C. Reed, Councillor, Drummond/North Elmsley  
M. Lamping, Secretary-Treasurer

Absent with permission:

R. Darling, Councillor, Tay Valley  
N. Gibb-Carsley, Perth

Absent:

A. McLean, Drummond/North Elmsley

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

### **DECLARATION OF INTEREST**

None

### **APPROVAL OF PREVIOUS MINUTES**

**11-32 Moved by M. Burnham and seconded by N. Fennell that the minutes of the June 20, 2011, meeting be approved as circulated.**

**Carried.**

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

None

## **DELEGATIONS**

S. Snyder children's librarian gave a report on this years summer program which follows.

### **CHILDREN'S SUMMER ACTIVITIES REPORT 2011**

This is the twenty-eighth year of the summer calendar of events, the twenty-second year for the literacy program and the eleventh year of our reading readiness program.

This year we hired eight students: Jane Best, Joleen Kostick, Adam Noonan, Kathryn Papke, Graeme McTavish, Emma McTavish, Morgan Donnelly, and Kim Ryan. Graeme was hired in June to organize the literacy program schedule and, particularly, to liaise with the parents. Kathryn and Morgan ran the activities program upstairs again this year.

The summer calendar of events was well received and, including the literacy program, our total summer daily attendance was 2,075.

Our theme for 2011 was "Splash!! Celebrate Summer". The library was decorated with a Make a Splash sign, Snoopy, Woodstock and other bird friends in a bird bath, a whale, a squid, turtles and Verdi the snake. Booklets, posters and stickers reflecting the theme were donated by the TD Bank. This program is used in Canadian libraries and the hand-outs were given as extra incentives for summer reading. Each time a child read a book he/she got a paper "fish" to write his/her name and the name of the book on. These were then displayed all over the library.

We ran the "Read to Ride" contest again this year. For every book that was read the children received a ballot that was then entered in a draw to win one of two bicycles. The bicycles were donated by Canadian Tire and the Friends of the Library. These bikes were awarded at the end of summer party on August 24<sup>th</sup> and the winners were Reid Delong and Evey Nykl. The bike prizes were a great draw for reluctant readers and kids who were not in the literacy program a total of 4,584 books were read over the summer.

The tutoring programs of "Reading Readiness" for kindergarten students enrolled 66 children and "One-on-One" for children in grades one, two and three enrolled 59 for a total of 125 children. This total included 61 boys and 64 girls.

All the summer programs were a great success this year. Because of the extensive pre-planning and the excellent student staff I feel the children of Perth, TayValley Township and Drummond and North Elmsley Township were very well served. A detailed break down is available for anyone interested.

## **CORRESPONDENCE AND COMMUNICATIONS**

1. Card from Graeme McTavish on behalf of the staff and children thanking the board for there support of the summer program.
2. Letter from Kenneth Smith barrister advising of a donation to the libray from the estate of Robert Everett Bolton.

3. A letter from The Federation of Ontario Public Libraries regarding a survey which the CEO completed.

## LIBRARIAN'S REPORT

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

### Usage statistics:

Metric	June 2011	June 2010	Percent change
Total circulation	12,288	12,968	▼ 5.2 %
- % Perth	40.7%	40.7%	No change
- % Drummond/NE	27.4%	26.3%	▲ 4.2%
- % Tay Valley	25.7%	25.5%	▲ 0.8 %
- % other	6.2%	7.6%	▼ 18.4%
Public computer sessions	873	1,025	▼ 14.8%
Wireless sessions	200	150	▲ 33.3%
Electronic uses	12,381	5,920	▲ 109.1%
Website visits	6,811	NA	NA
People entering	8,986	8,688	▲ 3.4%
Questions answered	619	NA	NA
Volunteer hours	84	NA	NA
Programs	0	NA	NA
Program attendees	0	NA	NA

Metric	July 2011	July 2010	Percent change
Total circulation	13,876	13,747	▲ 0.9%
- % Perth	40%	38.6%	▲ 3.6%
- % Drummond/NE	24.1%	24.9%	▼ 3.2%
- % Tay Valley	28.1%	29.3%	▼ 4.1%
- % other	7.7%	7.3%	▲ 5.5%
Public computer sessions	1,043	1,137	▼ 8.3%
Wireless sessions	450	300	▲ 50%
Electronic uses	6,211	2,280	▲ 172.4%
Website visits	4,716	NA	NA
People entering	11,963	11,158	▲ 7.2%
Questions answered	937	NA	NA
Volunteer hours	80	NA	NA
Programs	39	NA	NA

Program attendees	572	NA	NA
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Metric	August 2011	August 2010	Percent change
Total circulation	13,775	14,571	▼ 5.5%
- % Perth	37.1%	41.1%	▼ 9.7%
- % Drummond/NE	27.4%	25.1%	▲ 9.2%
- % Tay Valley	28.4%	27.5%	▲ 3.3%
- % other	7.1%	6.3%	▲ 12.7%
Public computer sessions	1,166	1,194	▼ 2.3%
Wireless sessions	450	300	▲ 50%
Electronic uses	4,543	2,301	▲ 297.4%
Website visits	4,764	NA	NA
People entering	12,325	10,881	▲ 13.3%
Questions answered	914	NA	NA
Volunteer hours	78	NA	NA
Programs	37	NA	NA
Program attendees	468	NA	NA

## Finance

We have received our \$4,176 cheque from SOLS as part of this year's provincial capacity building grant. We also received a \$2,000 bequest from the estate of R. Everett Bolton, a longtime patron. I am hoping to use these extra funds to revamp our public computing area so we can have more machines and set them up in a way that will allow us to teach classes and do computer tutoring.

The Friends of the Library sold nearly 500 tickets throughout the summer for their first fundraiser of the year, a raffle for dinner at Maximilian and PPAC tickets. They have two more fundraisers planned: A second raffle, this time of a donated quilt, and a holiday bake sale in November, which is being coordinated by Penelope Bass. Besides supporting the prizes for the summer programs for kids, teens, and adults, the Friends also gave us a sizeable (\$1,500) donation this summer toward a collection of Great Courses audio books and DVDs, which will be circulating soon. These are recorded lectures by well-regarded university professors and are expected to be popular with our patrons.

## Building

Over the summer, the tutors used the newly cleared out group study room as their office. Now that summer programs have concluded, the space is available to the public for quiet

study, tutoring, or test-taking. We did proctor several exams over the summer due to construction at Algonquin College, but it's not likely we will have much proctoring business now that their new building is open.

Also due to the Algonquin College construction, we were offered four free metal magazine shelves from their library. These are the type that displays the current issue face out, with older issues under the shelf. Thanks to Neil Fennell and Brian Sutton for helping move the shelves. They have really improved the look of that area and also gave us some surplus shelving that we used to relieve space pressure on the large print books and adult audiobooks.

Charlotte Reed, Brian Echlin, and I did a walk-around of the building in August to determine priorities for maintenance and repairs. We are working on getting bids for a couple projects, with first priorities to the lobby lights and the lower roof. We also discussed some potential beautification projects for the front. Anna France, who has helped with our gardens in the past, agreed the large juniper tree to the left of the entrance should be removed, ideally before winter. I also spoke with Heather Hansgen at the BIA and got us on the list for a flower barrel that could be placed between the library and the Chamber of Commerce. Heather is going to investigate whether the town might be willing to place a garbage can outside either our building or the Chamber of Commerce.

### **Programming and Services**

Our first year of expanded summer reading was very successful. We had about 15 adults participate and 22 teens. Each group read dozens of books, and each book acted as an entry in the grant prize drawing. Gillian Martin won the teen prize of an iPod, and Tammy Presland won the adult prize of a Kobo e-reader. In addition, we held programs for both age groups including:

For adults: Intro to Reiki, Ecotourism, Local Water Fact & Fiction, and the screening of *Jaws*

For teens: Get Your Boat License, An Afternoon with Tim Wynne-Jones, and the screening of *I Am Number 4*

Based on summer programming, we decided to start book clubs for teens and adults this fall. The adult book club already has a dozen members, well beyond our expectations. We are also hosting two special adult programs this fall: a flower arranging workshop with Sylvia Van Oort and a presentation by author Anne Raina.

For kids this fall, we have two changes: First, we are continuing the successful 7/12 Club from the summer for kids 7-12 with monthly programs in the fall. This marks the first time we have offered programs for this age group outside summer and March Break.

Second, we have launched a new partnership with the Ontario Early Years Centre. After 30 successful years, the Toy Pocket ceased operation this year. In their space, we are welcoming OEYC's Perth playgroup, which previously met at Taycare. OEYC was looking for a more central space, and we were looking for a group with which we could

more closely coordinate our programming. This fall, we will be offering our story time and toddler time sessions from 9:30-10 a.m., and they will be followed by playgroups from 10-11:30 a.m. on Wednesdays and Thursdays. Sue Snyder has worked with Leanne Dwyer from OEYC to coordinate themes so kids who participate in both will have a seamless experience. OEYC is also taking over the craft part of the program, so we can focus on literacy activities. OEYC will be using part of the Toy Pocket's storage space.

### **Outreach/meetings:**

- Adult Learning and Training Centre
- Canada World Youth planning session
- Farewell party/meet-and-greet for Madeline Bouvier and Pauline Fitchett at the Chamber of Commerce
- Friends of the Library
- Garlic Festival
- Jeff Kohl (strategic planning facilitator)
- Jim Noble (organizer of golf tournament that supports literacy programs)
- Lanark County librarians meeting (with Smiths Falls and Carleton Place)
- Lanark North Leeds Enterprise Centre
- Ontario Early Years Centre – children's programming staff and data/planning staff
- Ontario Library Association Super Conference planning session
- Perth Farmers Market (with Friends)
- Perth History Committee (Perth Museum, Algonquin College)
- Renfrew County librarians meeting
- Robert Haller (Tay Valley Township CAO)
- Royal Canadian Legion Branch 244 (advising on library projects)
- September Scribailo (YAK youth centre)
- Stewart Park Festival
- Sue Higgins (North Grenville Public Library CEO)
- Tay Valley Council (presentation of annual report)
- Wanda Proulx, Lanark Highlands Public Library (advising on website)

The Perth Museum was awarded a grant from the provincial Museum Technology Fund, which we supported. This will be used to launch several district-wide indexing and digitization projects leading up to Perth's 200<sup>th</sup> anniversary in 2016.

I met with the Lanark North Leeds Enterprise Centre and the Adult Learning and Training Centre late in the summer to discuss partnership opportunities. Both organizations are located in Smiths Falls but serve people in the entire area. I have offered use of our group study room, meeting room, and potentially computers for training they may want to offer in Perth or for their clients to meet with tutors/counsellors.

**Marketing/website:**

We conducted a survey this summer, with 411 responses. See the attached report for details. This survey was distributed at our front desk, as well as on our website, Facebook page, and Twitter feed and at events around town including the Farmers Market, Stewart Park Festival, and Garlic Festival. Mark Burnham helped distribute it to some lake association meetings early in the summer.

While I was unable to attend the Perth Fair due to visiting family, the Rotary Club kindly distributed our children's literacy brochures at their booth. I have been asked to join the Rotary Club and am in the process of doing so.

**Staff and professional development:**

Sharon Echlin completed her library technician program at the end of August. It is a great benefit to the staff to have someone with this training on board.

Julia Bryant submitted her resignation in the first week of September. She is very involved in school activities and did not feel she could commit to her hours at the library. The page position has been advertised, and interviews will be scheduled for the week of September 19. Julia's last day is September 20.

Marc-Andre Arseneault and Alejandro Nunez Maldonado spent six hours a week with us from July-September as part of the Canada World Youth program. They developed and led an adult program on ecotourism and told a Honduran folk tale to the kids enrolled in the summer events. They also helped with projects like copying, cutting crafts, and relabeling books. Marc and Alejandro will next be spending three months in Honduras.

Luis Murray will be doing a co-op placement here in the fall. He is in his final semester at PDCI. Luis will primarily be working on some changes to our website that should make it easier for the entire staff to contribute and for us to update the site more often.

I completed a six-week online course about advocacy through the Public Library Association. Hopefully this will provide a good basis for whatever point we are ready to start working on plans to expand the building. I also attended OLA's Annual Institute on the Library as a Place in Toronto in July. The topic was building projects. Continuing on that theme, I met with Sue Higgins, CEO of the North Grenville Public Library, toured her new facility, and gathered lots of information about how she got the building accomplished.

## **ADVOCACY REPORTS**

C. Rigby attended the local roads meeting and advised those present as to what the library has to offer.

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 a number of people in his area

M. Burnham took the survey to a number of meeting he attended.

## **PROPERTY COMMITTEE**

C. Reed presented the board with a list of items that the board will need to address this year or next.

1. The fluorescent pot lights in the entrance hallway and in the library itself at the main doorway and over the circulation desk require replacement. Lights are no longer available for this type of fixture and Brian has only a few remaining . Their lifetime is approximately two years and the existing bulbs have been in place for almost that time. It is not known whether there has to be rewiring done or whether just some new type of fixture needs to be put in place.
2. The roof is flat with a tar/stone texture treatment on it and is in two heights. The lower roof that circles most of the building needs to be redone as it has been leaking for some time, particularly over the walkway leading to the staff entrance. The underside of this roof is a wood finish and it is deteriorating because of this leak.
3. One of the air conditioning units is 30 years old and needs replacing. It conducts air to the ground floor level.
4. The computer server continues to overheat because of its location for security purposes. There is a requirement to plan and possibly relocate the wiring to the server.
5. The gas furnaces were replaced in early 2000 and were energy efficient models. However, the condensation in the furnace room, along with the water leaking from the roof is affecting the roof and walls and there is a possibility of water leaking into the control panel. There has been a temporary fix in that a sheet of metal has been placed over the panel box in order for the water to run down the metal and into a pail instead of into the control box.

6. A fire door needs to be replaced. The money is in this year's budget.
7. The elevator is serviced each month as staff is a bit leery of its operation. In August, it should be inspected prior to license renewal. This is expected to be done with no action required by the Board. It may be that this elevator may need replacing in the short term.
8. The plastic handles on some of the windows that are to be used for emergency exits continue to fall off, despite Brian's attempts to reinstall them. A better solution to the problem is required. The windows, themselves, appear to be in good shape.
9. The roof and doors of the building require painting and in some places, sanding and staining. It is not an immediate requirement but should be done possibly within the next 1-2 years.
10. At the main entrance and along the front side of the building, some yard maintenance is required. The three of us on tour thought that the trees/shrubs should be removed and replaced with lawn – either sod or seeded, and a mulch should be placed along the side of the building where grass will not grow because of the overhang of the roof and water runoff.
11. At the front, under the trees, there is an existing post that could be used for a sign to indicate the hours of operation of the library and the geographical and email addresses.
12. At the other side of the entrance near the Chamber of Commerce, work needs to be done to weed the stone terrace/steps and possibly plant some additional flowers. Another option that would be better is to have Perth put in another barrel of flowers in keeping with what is there for the Chamber building. Perhaps this could be done for next year. Then the entrances of the two buildings would be more aesthetic.
13. It was suggested by Brian that the library get the newer bicycle stands similar to what RBC has and install them to replace the older bicycle stands that the library currently has.
14. The entrance to the building requires some work. E. Goldman is going to explore the mutual requirements of both the Chamber and the library to see if a joint solution can be developed.

There is a requirement for improved lighting, a more welcoming entrance, that should be kept in mind when planning for the area. There is a storage cupboard that has been placed in the foyer but it now needs to have lighting, glass and locks installed before it can be used to its potential. The walls are continually used for display purposes and require painting. It would be better to find material upon which displays could be placed without damaging the walls.

15. The large meeting room on the upper floor has conflicting use requirements that make it difficult to use. Activities for children require one type of display/structure/ furnishings,

while use for adult meetings/concerts etc. require another type. We need to find a solution for this. Additionally, this room is in the wrong place and would be better built in another place in the library. This may or may not require extensive work. Some planning, creative thinking needs to go into this prior to work being done.

## **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.

**11.33 M. Burnham moved that policy E.17, E.18, to follow be passed as presented. N. Fennell seconded the motion.**

Policy No. E-17

Policy Title: Responsibility for Children's Use of the Library

Category: Operational Policies: Public Services

Adopted: September 2011

Last review: September 2011

### **Children's Use of Library Materials**

For the purposes of library use, children are considered to be those under 14 years of age. Parents/guardians of children under 14 are responsible for items taken out on their child's account, including any fines or fees incurred. Responsibility for children's use of library materials rests with their parents/guardians. 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. There are no restrictions to the types of material children may check out on their cards.

After a library user has turned 14, the library will not provide information about that child's account to a parent or guardian; conversely, after that age, the child will bear full responsibility for fees or fines incurred on the account.

### **Children's Use of Library Space**

While on library property, children are the responsibility of their parents, guardians, or caregivers. Children 5 and under must remain in the company of a caregiver of at least 14 years of age. Caregivers of children ages 6-10 must remain in

the building while children are on site and are responsible for the behaviour of children in their care. Staff members do not and cannot provide child care services and do not assume responsibility for children on library property.

Disruptive, rude, threatening, or abusive behaviour may result in staff asking the child to leave or having the child banned for a period of time. Parents or caregivers who fail to supervise children properly may also have their library privileges restricted or suspended. See Policy E-18: Patron Code of Conduct.

In accordance with the Ontario *Child and Family Services Act R.S.O. 1990 c. C.11*, library staff members have a legal duty to report children who are inadequately supervised. Police and/or the Children's Aid Society may be called in to deal with such situations.

Policy No. E-18

Policy Title: Patron Code of Conduct

Category: Operational Policies: Public Services

Adopted: September 2011

Last review: September 2011

In case of emergency, all individuals must follow instructions of staff.

All persons entering the library must be properly dressed, wearing shirts and proper footwear. The use of rollerskates, inline skates, and skateboards is prohibited on premises.

Smoking and open flames are not allowed in the building or in front of the library entrance. Use of illicit drugs or unauthorized use of alcohol is not permitted.

Users of the library are expected to respect the right of others to use the library peacefully. Users must not harass others in the library or members of the library staff. See Policy D-7: Workplace Violence and Harassment.

Noise at a regular conversational level is acceptable, but library patrons should not shout or speak loudly, whether in person or via cell phone or online. Foul language is prohibited. The library reserves the right to ask a library user to move to the lobby or outdoors to conduct a conversation that has gotten too loud or disruptive.

Members of the public are not allowed behind the library service desk or in staff areas without permission. Users should be mindful of the privacy of others and

should not disrupt other users who are browsing for books or using the public computers.

Deliberate damage, misuse, or theft of library equipment, material, or property is not permitted. Users agree to open all bags for inspection by staff, if so requested.

Cold food and covered beverages are allowed in the library, except at library computers. Hot food and uncovered beverages are prohibited.

Except when explicitly approved by the head librarian, the library premises, indoor or out, may not be used for soliciting donations or signatures on petitions or for the sale of tickets or any other items.

No one may post a flier or bulletin on the library's community information board without approval of the head librarian. The library does not post fliers for for-profit events or for businesses or for events that are not open to the general public. The library reserves the right to remove or refuse to post any flier.

Animals are not allowed in the library except when they are authorized service animals required by individuals with disabilities. Other animals may be allowed in with permission of the librarian if they are participating in a training program or library program.

Photographing, filming, or videotaping at the library is acceptable only with permission.

Parents or caregivers are responsible for the behaviour of children in the library. Children under 10 years of age must not be left unattended. See Policy E-17: Children's Use of the Library. Children are expected to abide by all guidelines set for adult users of the premises.

Those who violate this Code of Conduct may have their library privileges and access to the building suspended. The library reserves the right to ban users from its premises. See Policy E-19: Banning Patrons from Premises.

**Carried.**

## **UNFINISHED AND NEW BUSINESS**

The Strategic Plan

E. Goldman updated the board in regard to the progress of the plan reminding the board of the meeting on Sept 21 and Sept 26.

Next regular meeting is Oct 17, 2011.

**11-34 Motion to adjourn by M. Burnham at 5:30 p.m.**

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Chairperson

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Secretary-Treasurer