

REGULAR MEETING – Nov 21, 2011

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Nov 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
E. Goldman, Head Librarian
R. Darling, Councillor, Tay Valley
J. Wickware, Drummond/North Elmsley
A. McLean, Drummond/North Elmsley
M. Lamping, Secretary-Treasurer
C. Reed, Councillor, Drummond/North Elmsley
N. Gibb-Carsley, Perth
N. Fennell, Town of Perth

J. Gemmell called the meeting to order at 4:33 p.m.

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

11-39 Moved by B. Sutton and seconded by N. Fennell that the minutes of the October 17, 2011, meeting be approved as circulated.
Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

None

CORRESPONDANCE

1. A letter from Foodsmiths regarding the Bring Your Own Bag project and that the library will be receiving the proceeds.
2. A newsletter from the CFUW group noting that they had visited the library and discussed early literacy with Susan Snyder.
3. A letter from the Federation of Ontario Public Libraries regarding membership. Following discussion the CEO is to check with other libraries our size to see if a group could look into a pricing change.

LIBRARIAN'S REPORT

Perth & District Union Public Library
Librarian's Report
November 21, 2011

Usage statistics:

Metric	October 2011	October 2010	Percent change
Total circulation	10742	11806	▼ 9 %
- % Perth	42.70%	41.90%	▲ 1.9%
- % Drummond/NE	24.50%	25.50%	▼ 3.9%
- % Tay Valley	27.7%	25.60%	▲ 8.2 %
- % other	5.10%	7.00%	▼ 18.7 %
Public computer sessions	749	1018	▼ 27.1 %
Wireless sessions	300	150	▲ 100 %
Electronic uses	19235	8332	▲ 130.9 %
Website visits	NA	NA	NA
People entering	9890	8677	▲ 14.0 %
Questions answered	714	NA	NA
Volunteer hours	75	NA	NA
Programs	18	NA	NA
Program attendees	364	NA	NA

Strategic planning

The strategic planning process continued with a meeting of the community committee, plus board and staff members, on October 18 to discuss preliminary results and vision and mission statements. We are still crafting vision and mission statements. Meanwhile, the staff has been divided into four committees that will each take one of the strategic directions and develop a list of potential tasks to accomplish in the next five years to make progress toward that goal. Staff will be analyzing and prioritizing their ideas before a final selection is made. The board is responsible for defining these tasks for the fifth strategic direction, related to funding.

Building & finance

The fire door at the top of the stairs (just outside the meeting room) has been repaired by Healey's in Smiths Falls. Luckily, they were able to glue it back together instead of having to replace the entire door, so the cost should only be a few hundred dollars.

We have received an estimate from McKay Roofing to redo the lower part of the flat roof, which is leaking through to the overhang (though not into the building). The cost of this work would be approximately \$10,000. I have not been able to schedule a meeting with Rick's Roofing, while Clean Sweep apparently does not do flat roofs.

For the lighting in the lobby and a few other current electrical needs, I met with Crawford Lighting last week and am awaiting an estimate. They advise that we could replace the lobby lights with LEDs in a similar style. The bulbs are expensive but last much longer than either traditional or fluorescent bulbs. Similar lights have recently been installed in the Perth Town Hall, for comparison. The other work will be covering the outlet in the meeting room that can affect the server, cabling the room with the server so there is an outlet on the other wall for staff use, and installing a new pole near the public computers so we can move the computers away from the wall. The additional computers and desks for this setup will come from the provincial capacity building grant received this year.

A draft of the budget is attached to this report, based on maintaining a 3 percent increase in the operating levy request from each municipality. This comes from guidance of 3 percent from Drummond/North Elmsley, no guidance from Tay Valley, and 2 percent from Perth. We need at least two of the three municipalities to approve the budget.

The salary figures in the budget are based on what we estimate to be the maximum potential increase for next year. The Town of Perth is still in its negotiating process, so we haven't seen the pay panels yet. We expect to get these in the next few weeks. For this reason, I am asking the board to defer approval of the budget until the December meeting. The municipalities are OK with this. The budget hearing will be scheduled for late January as usual. We have been asked to present to the Perth Town Council on January 26.

Programming and services

Fall programming has been progressing well, with all programs at capacity, including the new book clubs for teens and adults. The playgroup meeting after storytime on Wednesdays and Thursdays has been very popular. Because of baby time moving to Tuesday, we inadvertently caused a conflict with the Health Unit's baby talk program, which attracts much of the same crowd and met at 10 right when our program ended. We have since invited the Health Unit to hold its program at the library so parents can attend both. This began November 8.

We hosted two adult programs in October besides the book club. Sylvia Van Oort led a very successful flower arranging workshop and has been invited back for one with a holiday theme in December. Local author Anne Raina spoke about her book, *Clara's Rib*, about her sister's experiences in an Ottawa tuberculosis ward. One of the women in attendance had a family member who had known Raina's sister at the hospital in the 50s. Coming up on November 29, we will host another local author, Kay Rogers, speaking about her book, *Voices of Pike Lake*.

The project we are engaged in with the Perth Museum to create a digital local history portal is moving forward with the hiring of Hannah Cody. Hannah is a recent graduate with a certificate in museum studies and will work out of the museum for the next six months to create the structure for a successful long-term project. She is funded by a Museum Technology Fund grant from the Ministry of Tourism and Culture. We are coordinating with other groups in the area to make sure other digitization projects are coordinated with this one.

Marketing and technology:

We upgraded our website the last week of October in an attempt to gain the ability to install Wordpress, the software we want to use for the site. However, difficulties with our current hosting service have since prompted me to open a parallel account with another provider for the time being. We will wait until the new website is complete before making the switch, but I expect we will move to Dreamhost instead of VIF in the long term. The cost for Dreamhost is \$1 less each month and it comes with many more services.

We now have a Kobo Touch eReader for use by staff to demonstrate downloadable ebook services to patrons. All staff have been trained on its use. Rachel Warren was very helpful in leading some of the training. We plan to get a Sony eReader as well once a new version comes out later this year.

Community

I have joined the Rotary Club, as well as two other local committees: The Lanark County Planning Council for Children, Youth, and Families, and the Town of Perth Community Development Committee. All are ways to get the library's name and services out there and to demonstrate that our commitment to the community stretches beyond the building. I also participated in focus groups for the Lanark County sustainability planning process.

I spoke to the Probus Club in early October and received some good feedback on library services. This led to early discussions of a potential partnership with the Canadian Federation of University Women to enhance our services to book clubs.

I attended the Leeds & Grenville SOLS librarians meeting in Prescott. There has been some discussion of the possibility of creating an open-source integrated library system consortium in the region, as many libraries are still using systems that don't offer web access. I am not sure yet whether this is something we would participate in, but I will be

leading a workshop in Perth on December 5 for libraries in Lanark, Renfrew, Leeds & Grenville counties to offer background on the options. I am also continuing to help area libraries with technology issues and have done some website development and training for the Elizabethtown-Kitley Township library.

The new CAO of Perth, John deRosenroll, came to the library for a tour on October 28 and got set up with a library card.

Sue Snyder has been hosting students from the new early childhood education program at Algonquin College. They are visiting the library in small groups to learn about the resources we have and get background in the Every Child Ready to Read program.

Staff and professional development:

All staff performance evaluations were conducted the week of November 14. In conjunction with this, I distributed new job descriptions. These standardize work to create a single job description for each class, rather than one for each individual. In addition, I have altered titles to bring them more in line with what is in use in other libraries presently. The former library clerks are now library technicians, while the former assistant library clerks are now library assistants. Sue Snyder's title has changed to library specialist.

Sue Snyder presented at a Lanark County conference for daycare providers on October 22. Her "make and take" session demonstrating craft activities with an early literacy emphasis received very positive feedback.

Sharon Echlin has completed the requirements for her library technician diploma from Mohawk College and will graduate on December 19.

Marina Ramsden attended a webinar about Ancestry Library Edition and provided materials to the rest of the staff. Rae Ann Prosser Cochrane attended a webinar about patron-initiated interlibrary loan services, which we will consider implementing next year. Rachel Warren attended several readers advisory webinars through Library Journal.

I am now the Eastern Region Councillor for the Ontario Public Library Association and will attend my first meeting in that capacity on November 28. My other OLA duties, planning conference sessions for the Ontario Library Information Technology Association, will finish up in February.

We have two new teen volunteers. Mitchell Cadden is working on shelf reading, and Isabelle Hollis, who spent Take Your Child to Work Day at the Library (although her parents do not work at the library) will be helping with labelling projects and crafts.

ADVOCACY REPORTS

- J. Gemmell discussed the library at budget meetings
- C. Reed promotes the library at council meetings
- R. Darling communicates the programming at the library to friends
- A. McLean discussed the library at the SOLS meeting in Kemptville

PROPERTY COMMITTEE

POLICY COMMITTEE

UNFINISHED AND NEW BUSINESS

11-40 B. Sutton moved that motion 11-36 be modified to include closure on Dec 27 and Jan 2 to comply with the union agreement and it was seconded by A. McLean.

Carried.

11-41 It was moved by B. Sutton and seconded by N. Gibb-Carsley that the board contributes \$500.00 to the staff Christmas meal.

Carried.

11-42 C. Rigby moved that the board pay \$475.00 to provide staff service gifts to the part time staff members. The motion was seconded by J. Wickware.

Carried.

E. Goldman updated the board as to the current status of the strategic plan advising that the staff is working on their part and the boards input is next.

After a discussion lead by the CEO regarding the 2012 proposed budget.

11-43 R. Darling moved that the board recommend to the Town and the Townships that they amend their agreement to remove the current cap on the Capital Reserve. C. Reed seconded the motion.

Carried

Next regular meeting is Dec 19, 2011.

11-44 Motion to adjourn by N. Fennell at 6:10 p.m.

Chairperson

Secretary-Treasurer