

## Regular Meeting– November 21, 2016

A regular meeting of the Perth and District Union Public Library Board was held on Monday, November 21, 2016 at 5:30p.m.

In attendance were:

John Gemmell, Deputy Mayor, Town of Perth  
Ted Parkinson, Drummond/North Elmsley  
Carol Rigby, Tay Valley  
Erika Heesen, CEO  
Lynn Marsh, Secretary-Treasurer  
Jennifer Dickson, Councillor, Tay Valley, **Acting Chair**  
George Sachs, Councillor, Drummond/North Elmsley  
Lynda Kanelakos, Town of Perth  
John Kalbfleisch, Drummond/North Elmsley

Regrets:

Heidi Taber, Tay Valley  
Richard Morris, Town of Perth

John Gemmell called the meeting to order at 5:38 p.m.

**Declaration of interest - none**

### Approval of previous minutes

**16-57 The minutes of the October 17, 2016 meetings approved by a motion from Jennifer Dickson and seconded by John Kalbfleisch.**

**Carried.**

### Additions and approval of agenda

**Delegations – none.**

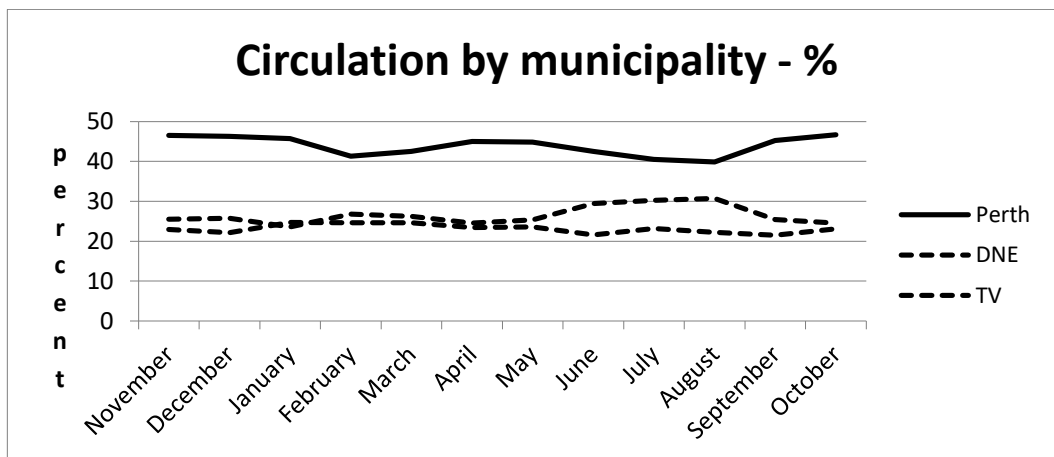
### CEO's Report

Perth & District Union Public Library  
CEO's Report  
November 2016

#### Usage statistics:

Metric	Oct 2016	Oct 2015	Percent change
Total circulation	9,708	9,366	▲ 3.7%
- % Perth	46.7%	44.9%	▲ 4%
- % Drummond/NE	23.1%	24.2%	▼ 4.5%
- % Tay Valley	24.5%	25.6%	▼ 4.3%
- % other	5.7%	4.7%	▲ 21.3%

Membership	6,334	6,987	▼ 9.4%
- % Perth	41.6%	40.8%	▲ 2%
- % Drummond/NE	25.4%	26.3%	▼ 3.4%
- % Tay Valley	27.8%	28.1%	No change
- % other	5.1%	4.8%	No change
Public computers	839	745	▲ 12.6%
Teen computers	298	171	▲ 74.3%
Wireless sessions	450	450	No change
Electronic uses	6,520	4,799	▲ 35.8%
E-book downloads	1,386	1,044	▲ 32.8%
Website visits	1,230	n/a	n/a
People entering	9,573	9,669	▼ 0.9%
Questions answered	519	599	▼ 13.4%
Volunteer hours	106	83.5	▲ 27%
Programs	55	35	▲ 57%
Program attendees	394	301	▲ 31%



### Finance, building and governance

Work on our draft 2017 budget has been ongoing, and our 2016 Public Library Operating Grant has been received from the province. I am pleased to report that we have received \$1500 from Rotary to update and expand our Share the Stories bags. In addition, we were the lead applicant in a successful joint application from the libraries of Lanark County for a grant from the Innovation, Science, and Economic Development Canada's Youth Internships Program. This program allows us to hire a youth intern for 500 hours to evaluate and report on recommendations for adaptive technology and public computer management in all of our libraries. This grant fully covers the wages of the intern.

As part of our participation in the Toronto Public Library's technology benchmarks study, we will be receiving a "kick starter fund" of \$10,000 to purchase new technology based on our toolkit assessment and community needs. These must be purchases of technology that we do not currently have at the library, and Toronto Public Library will make these purchases in September 2017. Examples of possible purchases include a 3D printer, tablets for lending, etc.

The strategic plan renewal process is well underway, with both the community committee and board/staff completing a visioning exercise and identifying future priorities. A rough draft of the new strategic plan has been completed, and I expect to bring this back to the Board and Community Committee in December following our renovation closure.

We are on track for our renovation closure, where we will be moving shelving, installing a new circulation desk, and making the library layout better for everyone to use and enjoy. There is an overall moving plan in place, and I have been working to complete the detailed plan for packing books, moving shelves, and so on. We have been regularly advertising the closure since the last week of October, and a number of community volunteers have come forward to help as well.

#### **Programming, staff and services**

Both the "Stuff Swap" and Budget Basics seminar were not well attended, and we will focus our efforts on other programming areas. The Knitting Club, adult book clubs, and one-on-one computer training continue to be popular.

**Children's Specialist Report:** This month we registered for the upcoming Forest of Reading Program, beginning in January, in partnership with three school classes. We will do Blue Spruce (4-7 yrs. old), Silver Birch Express, (8-9 yrs. old) and Silver Birch (10-11 yrs.). OWLS Tutoring started this month with Coordinator Silas Jordan and two high school volunteers. The focus is on reading and writing literacy for K-Grade 6. We currently have a wait list of interested families, and so far, we have had great attendance. I held an Early Childhood Educator Workshop for Algonquin students on "Singing to Get Every Child Ready to Read", including a tour of the Children's Department and its resources. There were five class visits this month - four of them being regular monthly visitors and one being a special theme - Community Helpers. I also attended a Babytalk parent/child session at the Perth Dance Studio upon Cindy Goodfellow's (Ontario Early Years Centre) invitation to promote Babytime and library services. There were 18 adults and 18 babies with the result of 5 library card and 6 Babytime registrations. 712 Club was well attended. The "Read2gether Book Club" only had one parent and child (six people had signed up, but had to cancel due to schedule changes). The first PA Day "Board @ the Library" drop-in board game session had four attendees - a good start.

**16-58 The November 2016 CEO's report was received on a motion by Carol Rigby and seconded by John Kalbfleisch.**

**Carried.**

## **Financial Report**

**16-59 The October 2016 monthly financial report was received on a motion by Jennifer Dickson and seconded by George Sachs.**

**Carried.**

## **Correspondence and communications**

- a. Town/Townships regarding 2017 budgetary direction
- b. Letter to Town of Perth from Nora Seymour
- c. News articles

## **Advocacy Reports**

Jennifer Dickson was advocating to Tay Valley Township.  
George Sachs looking at using the library as a meeting space.

## **Committee reports**

- a. Property
- b. Policy

**16-60 The policy and property reports were both accepted on a motion by Ted Parkinson and seconded by Lynda Kanelakos**

**Carried.**

## **Policy Review**

- a. 2.G-8 Borrowing
- b. 2.G-9 Privacy and Confidentiality of Information
- c. 2.G-10 Children's Use of the Library
- d. 2.D-8 Workplace Violence and Harassment
- e. 2.E-2 Community Space
- f. 2.I-01 Records retention policy
- g. 3.G Advocacy Plan

**16-61 New and amended Policies 2.G-8, 2.G-9, 2.G-10, 2.D-8, 2.E-2, 2.I-01 and 3.G were approved on a motion by Ted Parkinson and seconded by John Kalbfleisch.**

**Carried.**

## **Unfinished/New Business**

- a. Draft budget

**16-62 Motion that the Board approve the draft budget option A1 with an increase of 2.02%, as amended. Moved by Ted Parkinson and seconded by Lynda Kanelakos.**

**Carried unanimously.**

**Action item – CEO to send letter to 3 municipalities regarding budget request and to add to it a note regarding the mandatory nature of increases due to pay equity settlements and resulting union contract changes.**

**Action item—CEO to provide Board members with talking points and messaging with exact dollar cost for the increase.**

b. 2.G-7 Membership Policy

Perth Council brought up issue of out-of-town membership fees for teachers. Policy was reviewed by board.

**16-63 Motion to acknowledge that the board finds the current policy sound and appropriate. Moved by Lynda Kanelakos and seconded by George Sachs.**

**Carried.**

c. SOLS Trustee report

Ted Parkinson reported that there was much discussion about budgets, closures, impacts on trustees personally, and importance of solid policy. Next meeting in Arnprior.

d. Staff holiday gathering

**16-64 Request for \$500 from contingency reserve for staff holiday gathering was approved on a motion from John Kalbfleisch and seconded by Ted Parkinson.**

**Carried.**

e. CEO P/A

Carol Rigby noted that it was time to conduct the CEO's annual performance appraisal and that the Board should approve the P/A Committee's terms of reference for this year. The Committee consists of the Chair of the Board and the Chairs of the Property and Policy Committees..

**16-65**

**Moved by George Sachs and seconded by John Kalbfleisch that the annual CEO Performance Appraisal Committee be constituted as per policy 2.D-4, Non-Unionized Personnel Policy.**

**Carried.**

## **Upcoming dates**

Library Board Meeting – Monday, December 19 @ 5:30pm

Property Committee – Monday, January 9 @ 6:00 pm

Policy Committee – Monday, February 13 @ 5:30 pm

**16-66 Motion to adjourn moved by Ted Parkinson at 7:10 pm.**

---

**Chairperson**

---

**Secretary-Treasurer**