

REGULAR MEETING – March 19, 2012

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Mar 19, 2012, 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
C. Reed, Councillor, Drummond/North Elmsley
M. Lamping, Secretary-Treasurer
N. Gibb-Carsley, Perth
N. Fennell, Town of Perth

J. Gemmell called the meeting to order at 4:35 p.m.

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

12-06 Moved by R. Darling and seconded by B. Sutton that the minutes of the January 16, 2012, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

Serena Fortin from Howard Allan Office presented to the board a copy of the 2011 draft financial audit

Following a discussion regarding the 2011 year end

12-07 B. Sutton moved that the surplus generated be moved to the contingency reserve. R. Darling seconded the motion.

Carried

CORRESPONDANCE

- 1. A letter from Eco Perth advising of the \$425.85 cheque for payment for the first year of the solar PV system on the library roof.**
- 2. A letter from Diane Gregoire expressing concerns in regards to the yoga classes being held in the library.**

LIBRARIAN'S REPORT

Perth & District Union Public Library
 Librarian's Report
 March 19, 2012

Usage statistics:

Metric	January 2012	January 2011	Percent change
Total circulation	10671	11501	▼ 7.2 %
- % Perth	44.4%	43.3%	▲ 2.5 %
- % Drummond/NE	24.6%	26.2%	▼ 6.1 %
- % Tay Valley	25.3%	24.4%	▲ 3.7 %
- % other	5.7%	6.1%	▼ 6.6 %
Public computer sessions	731	817	▼ 11.8 %
Wireless sessions	300	180	▲ 66.7 %
Electronic uses	24067	19290	▲ 115 %
Website visits	8376	7200	▲ 16.3 %
People entering	10347	10021	▲ 3.3 %
Questions answered	679	736	▼ 7.7 %
Volunteer hours	72	NA	NA
Programs	11	8	
Program attendees	207	130	▲ 59.2 %

Metric	February 2012	February 2011	Percent change
Total circulation	10544	12088	▼ 12.8 %
- % Perth	44.1%	42.4%	▲ 4 %
- % Drummond/NE	24.5%	29.3%	▼ 16.4 %
- % Tay Valley	26.3%	22.2%	▲ 15.6 %

- % other	5.1%	6.1%	▼ 16.4 %
Public computer sessions	759	848	▼ 10.5 %
Wireless sessions	300	180	▲ 66.7 %
Electronic uses	27752	17096	▲ 62.3 %
Website visits	8546	7599	▲ 12.5 %
People entering	10245	9517	▲ 7.6 %
Questions answered	827	783	▲ 5.6 %
Volunteer hours	46	25	▲ 84 %
Programs	11	NA	NA
Program attendees	166	260	▼ 36.2 %

Building & finance

The budget has been presented to all municipalities, and we are awaiting word on its approval.

The emergency telephone in the elevator started sending false alarm signals and had to be removed. Until it is replaced, there is a buzzer in the elevator that could be used by someone trapped in there, although there would be no way to communicate with that person. It is a legal requirement to have the phone replaced; I am awaiting more information from ThyssenKrupp.

The audit is underway. Serena Fortin from Allan Accounting will be at the March board meeting to review the draft audit.

I met with Elaine Turner from the Perth and District Community Foundation and with Jim Noble, who runs the golf tournament, about the establishment of our children's literacy fund. We are still collecting all the necessary paperwork, but this is moving forward. The fund will be publicized in the spring, and Jim is lining up donors. He has been exceptionally generous in helping the library raise substantial funds, so I am hoping both library staff and board members can be more actively involved in supporting the golf tournament, which is generally in early June. This could take the form of attendance or helping make phone calls or prepare invitations in advance.

The Friends of the Library group has elected a new president, Andre Frommer. Andre and his wife, Joan, are new Friends who bring with them a great deal of fundraising and business experience. The Friends will be more actively seeking new members at the Volunteer Fair on April 19 and Festival of the Maples on April 28. (The will share the library's table at both events.)

Programming and services

Winter storytime sessions wrapped up the third week of February and will start again in April. A full slate of March Break programming is planned, including two movies, two meetings of the 7/12 Club, and visits from a magician and Chance the Library Dog. A number of kids and teens have been participating in the Forest of Reading program, which wraps up in April. The teen and adult book clubs also continue, and we will be hosting a series of free introductory yoga workshops in March and April.

The library sponsored the appearance of Kingston children's author Sarah Tsiang at the Rotary Club's 65th anniversary event on February 25. Sarah's book, *A Flock of Shoes*, is in the Forest of Reading Blue Spruce category this year. She charmed the crowd and got a lot of people interested in her books.

We have applied for our regular two grants related to hiring staff for summer programs: Young Canada Works and Canada Summer Jobs. We have been lucky enough to get both of these grants for many years. They provide partial funding for one tutor and the person in charge of the general summer programming.

We are also applying for a Healthy Communities Fund grant for a project to bring Baby Time programs to all the libraries in Lanark County. This is something Sue Snyder and Kathy Boelsma (from the Early Years Centre) have been working toward for years, and we recently developed a new concept that we hope would help these programs take hold in other areas. We have discussed the grant and received letters of support from all the other service providers in the region who work with babies. The grant would allow us to hire a part time person for about 9 months to research and deliver Baby Time series in each community in Lanark County and then train library staff to keep programs running.

Two volunteers, Lori Ritchie and Mitchell Cadden, have been doing a complete inventory of the library collection. This has not been done since before we switched to Insignia in 2009 and will help us identify items that are no longer in the collection but are still listed in the catalogue, as well as find other cataloguing errors.

Marketing and community:

The 2011 Census numbers have been released. Our area populations have not changed much:

Town of Perth population decreased 1.1% to 5,840

Drummond/North Elmsley Township population increased 5.2% to 7,487

Tay Valley Township population decreased 1.1% to 5,571

Our total population served is now 18,898

There was an article about the EcoPerth partnership in the Perth Courier on February 22. We received a cheque for \$425.85 from EcoPerth for our 5% of the proceeds of the solar panel's first year of operations. We will spend this money improving our collection as relates to solar panels and environmental issues.

Two young program attendees, Bronwyn and Gavin Peden, had their photo taken by the Courier while attending Baby Time on January 10. I am working with local media on articles about the strategic plan.

We had a table to advertise the Share the Stories boxes and summer literacy program at the Rotary event on February 25. Sue Snyder and one of our teen volunteers, Isabelle Hollis, shared information with a variety of people. Two people in attendance expressed interest in volunteering for the library.

Staff and professional development:

Jill Walters, Laurie Murray, and I attended the OLA Super Conference in Toronto in early February. We came back with many ideas, which we will share with staff at a staff meeting in March. Laurie and Julie Hansen have registered for a Web 2.0 online course through SOLS and will soon be our experts in blogging and social media. Julie will be starting an Excel course, Introduction to Public Libraries, in the summer. Rachel Warren completed her library technician diploma from Mohawk College and continues to keep up with a variety of online webinars on readers advisory topics. I moderated a panel at the Public Library Association conference in Philadelphia in mid-March.

E. Goldman advised the board that as A. McLean has moved to town his seat on the board will have to be replaced by someone from the township.

ADVOCACY REPORTS

N. Gibb-Carsley the language program with friends
C. Rigby discussed the library at dinners

PROPERTY COMMITTEE

POLICY COMMITTEE

C. Rigby advised that the committee met last Monday to discuss the Governing Documents of the library as well as the by-laws. Following a discussion by the board it

was decided the policy committee would meet again to rework the proposed changes to the Governing Documents and present a new notice of motion at the next regular meeting.

UNFINISHED AND NEW BUSINESS

E Goldman led the discussion regarding insurance and possible library liability for events being held in the library. She is to discuss the matter with the insurance broker and report back to the board.

A copy of the revised proposal, for increasing the provincial operating grant to Ontario Public Libraries, was distributed to members for a short discussion and further investigation by the CEO.

.08 Moved by C. Rigby and seconded by N. Fennell that the following e-mail motion be formally approved.

Moved that the Perth & District Union Public Library Board support the library's application for a Healthy Communities Fund grant for the "Baby Time in Lanark County" project. **Carried**

The CEO is to do more research into Library business plans for the next meeting.

Next regular meeting is **April 16, 2012.**

12-05 Motion to adjourn by N. Fennell at 6:15 p.m.

Chairperson

Secretary-Treasurer