

REGULAR MEETING – April 16, 2012

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Apr. 16, 2012, at 4:30 p.m.

In attendance were:

J. Gemmell, Deputy Mayor, Town of Perth
C Rigby, Tay Valley via Skype
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

12-10 Moved by B. Suttton and seconded by J. Wickware that the minutes of the March 19, 2012, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

None

CORRESPONDANCE

None

LIBRARIAN'S REPORT

Librarian's Report
April 16, 2012

Usage statistics:

Metric	March 2012	March 2011	Percent change
Total circulation	11530	13787	▼ 16.4 %
- % Perth	45.9%	42.3%	▲ 8.5 %
- % Drummond/NE	22.5%	25.9%	▼ 13.1 %
- % Tay Valley	26.9%	24.9%	▲ 8 %
- % other	4.7%	6.9%	▼ 31.9 %
Public computer sessions	866	1037	▼ 16.5 %
Wireless sessions	350	180	▲ 94.4 %
Electronic uses	24938	19989	▲ 24.8 %
Website visits	8201	8134	▲ 0.8 %
People entering	10740	11157	▼ 3.7 %
Questions answered	737	722	▲ 2.1 %
Volunteer hours	46	86	▼ 46.5 %
Programs	9	NA	NA
Program attendees	175	102	▲ 71.6 %

Building & finance

The budget has been approved by all three municipalities. The audit has been completed and distributed to municipalities.

Industry Canada has cancelled the Community Access Program as of March 31. This is the program that has historically funded our public computers, amounting to \$2500-\$3000 each year in grant funding, which doubled our technology budget.

The property committee met on April 10 to review priorities for 2012.

We have received a quote from ThyssenKrupp to replace the emergency phone in the elevator and will schedule that work as soon as possible.

The trees by the front door should be removed in April. Brian has removed the remaining juniper from the Drummond Street side of the building. We have ordered saplings from EcoPerth to plant along the Herriott and Drummond sides of the building and will receive those the first week of May.

Programming and services

About 150 kids participated in March Break programming. We had two very active sessions of the 7/12 club, two movie screenings with our new sound system, a fully booked visit from Chance the Library Dog, and a packed crowd of 70 for a show by magician Chris Pilsworth.

Sue Snyder and Rachel Warren met with the library technicians who cover our service area for both the Upper Canada District School Board and Catholic Board. For Upper Canada, there is one person who covers all five elementary schools in our area. We are hoping to strengthen ties with the school libraries, as outlined in the strategic plan, both to give the kids who have little access at school more options for reading and research material and to get information about the library out to this population. We will also be attending all six Welcome to Kindergarten nights in April and May, giving kids library cards on site.

Marketing and community:

Annual presentations to councils have been scheduled:

Perth: May 1 at 5:15 p.m.

Drummond/North Elmsley: May 15 at 2 p.m.

Tay Valley: May 15 at 7 p.m.

The strategic plan is available on the website, and an article should appear in this week's Perth Courier. A radio interview with Lake 88 is scheduled for Tuesday, April 17.

The Perth Courier ran an article about the launch of the perthhistory.ca heritage portal, our project with the Perth Museum and Algonquin College. As the grant funding a staff member for that project has run out, it will now be run by library volunteers.

The Lanark Renfrew Local Immigration Partnership, for which I have been on the steering committee, released its strategic plan on March 30. Over the next year, the committee will be working to implement aspects of this plan, including gathering information resources that would be helpful to newcomers and making sure frontline service providers, like libraries, get proper training to help newcomers. The Smiths Falls LIP will be releasing its strategic plan on April 20.

The YAK youth centre has a new executive director, Tara Cameron. I met with her and program coordinator Donna Stratton to discuss collaborations.

I am serving on a committee of the Lanark County Planning Council for Children, Youth, and Families that is exploring ways to improve awareness, collaboration, and integration of services and programs for that population throughout the county.

Staff and professional development:

We held a staff meeting on March 29 to discuss this year's projects for the strategic plan.

ADVOCACY REPORTS

None

PROPERTY COMMITTEE

R. Darling discussed the circulated Property committee meeting minutes reviewing the projects from 2011 as well as the priorities for 2012 namely ; replacing the lower part of the roof, installing the new emergency phone in the elevator, conducting an energy audit to identify other need work that could save money for the library.

POLICY COMMITTEE

C. Rigby advised discussed the following notice of motions brough forward from the Policy Committee

Notice of Motion #1 under item 10, Committee Reports, April 16, 2012

Whereas the Policy Committee has been reviewing the whole of the Governing Documents of the Perth and District Union Library Board, including the by-laws,

And whereas By-law 1, Procedural By-law, contains no specific provision for adoption and amendment of policies by the Board,

Moved that By-law 1 be amended as follows:

- After section 16, Amendment of by-laws, insert a new section 17, headed Adoption and Amendment of Policies;
- The text of this section to read: All additions or changes to library policies shall be brought to the Board for review and approval.
- Re-number Section 17, Amendment of the Union Public Library Agreement, as Section 18;
- Re-number Section 18, Coming into effect, as Section 19.

Notice of Motion #2 under item 10, Committee Reports, April 16, 2012

Whereas the Policy Committee has been reviewing the whole of the Governing Documents of the Perth and District Union Library Board, including the by-laws,

And whereas By-law 3, Financial Policy and Procedures, is by nature chiefly operational policies and procedures,

Moved that By-law 3 be amended as follows:

- changing the name of the by-law to read: *Financial Management Principles*
- deleting definitions ii, iii, iv, vi, vii, viii, and renumbering v as ii.

- changing the heading of Section 2 from Policy to Financial Management Principles; and
 - striking out section 3, Procedures
 - and that section 4 be re-numbered section 3;
- and that By-law 3, Section 3 (Procedures) be moved to the Library's operational policy and procedures manual.

The final version of By-law 3 to read as follows:

By-Law #3 Financial Management Principles

Adopted: October 21, 2002

Amended: May 14, 2012

Definitions:

- i) *Board* shall mean the Perth and District Union Public Library Board
- ii) *Library* shall mean the Perth and District Union Public Library

1 Statement of intent

The Board is responsible for ensuring effective management of the Library's finances.

2 Financial Management Principles

The Board shall adopt policy to ensure that:

- a) The finances of the Library are managed in an efficient and accurate manner.
- b) The finances are managed in accordance with generally accepted accounting principles.
- c) There is a sound basis for long-term financial management of the affairs of the Library.

3 Coming into effect

This by-law shall come into force on the date when enacted by the Board.

Approved by the Perth and District Union Public Library Board on the 21st day of October, 2002.

Chair Signed by Cathie Ritchie

CEO Signed by Faye Cunningham

Revised by the Perth and District Union Public Library Board on the 14th day of May, 2012

Chair Signed by John Gemmell

CEO Signed by Elizabeth Goldman

Notice of Motion #3 under item 10, Committee Reports, April 16, 2012

Whereas the Policy Committee has been reviewing the whole of the Governing Documents of the Perth and District Union Library Board, including the by-laws,

And whereas By-Law 4, Procurement Policy and Procedures, is by nature chiefly operational policies and procedures,
Moved that By-law 4 be struck from the By-laws of the Library Board, and moved to the Library's operational policies and procedures manual.

UNFINISHED AND NEW BUISNESS

E Goldman led the discussion regarding Policy No. E-18 Patron Code of Conduct advising that the change has to do with smoking within 9 metres of any entrance to the library in line with the policy of the Town of Perth. Following discussion.

12.11 Moved by B. Sutton and seconded by C. Reed that the changed policy be accepted as circulated.

Carried

The CEO advised of suggested changes to the Policy No. C-2 Procurement and after discussion it was decided to bring forward a motion to change the policy after the notice of motions have been addressed at the next regular meeting.

E. Goldman advised that Mark Burnham will be attending the summer meetings replacing R. Darling.

12.12 Moved by B. Sutton and seconded by N. Fennell that the library be closed on July 2 for Canada Day.

Carried

E. Goldman distributed copies of the Financial Plan and discussed the aspects of it with the board for their consideration.

Next regular meeting is **May 14, 2012**.

12-13 Motion to adjourn by N. Fennell at 5:50 p.m.

Chairperson

Secretary-Treasurer