

REGULAR MEETING – May 14, 2012

A regular meeting of the Perth and District Union Public Library Board was held on Monday, May 14, 2012, at 4:30 p.m.

In attendance were:

M. Burnham, Councillor Tay Valley
C Rigby, Tay Valley
E. Goldman, Head Librarian
J. Wickware, Drummond/North Elmsley
M. Lamping, Secretary-Treasurer
J. Kalbfleisch, Drummond/North Elmsley
N. Gibb-Carsley, Perth
N. Fennell, Town of Perth

Regrets

J. Gemmell, Deputy Mayor, Town of Perth
B. Sutton, Tay Valley
C. Reed, Councillor, Drummond/North Elmsley

C. Rigby called the meeting to order at 4:32 p.m.

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

12-14 Moved by J. Wickware and seconded by N. Fennell that the minutes of the April 16, 2012, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

Andre Frommer, President of the Friends of the Library spoke to the board regarding the Friends of the Library mission statement, upcoming events and plans for working with the library into the future.

CORRESPONDANCE

None

LIBRARIAN'S REPORT

Usage statistics:

Metric	April 2012	April 2011	Percent change
Total circulation	11058	11568	▼ 4.4 %
- % Perth	43.1%	43.7%	▼ 1.4%
- % Drummond/NE	24.0%	25.1%	▼ 4.4 %
- % Tay Valley	28.4%	23.9%	▲ 18.8 %
- % other	4.7%	7.2%	▼ 34.7 %
Public computer sessions	781	1060	▼ 26.3 %
Wireless sessions	350	180	▲ 94.4 %
Electronic uses	26759	19854	▲ 34.8 %
Website visits	8038	7404	▲ 8.6 %
People entering	10103	9404	▲ 7.4 %
Questions answered	708	628	▲ 12.7 %
Volunteer hours	65	105	▼ 61.4 %
Programs	19	NA	NA
Program attendees	307	274	▲ 12.0 %

Building & finance

The trees by the front door have been removed. Twenty new dogwood shrubs have been planted on the Drummond and Herriott sides of the building. Thanks to Carol Rigby for organizing this effort and to staff and volunteers who helped with the planting. We will be adding a few more shrubs where the old trees were removed.

The emergency phone in the elevator has been replaced.

We received both the Young Canada Works and Canada Summer Jobs grants once again. These fund portions of two of the summer student positions. We are in the process of hiring summer students and expect to have four returning tutors and three new members of the team.

Programming and services

Regular programming continued in April with Baby Time, Toddler Time, and Story Time, the 7/12 Club, and the teen and adult book clubs. In addition, we celebrated the Forest of Reading, a program where kids from around the province read from the same book list and then vote on their favourites. We participated in four programs, from Blue Spruce for kids as young as 4 to White Pine for kids up through 18. Almost 50 kids from all age groups participated in the voting.

We participated in the Festival of the Maples for the second year in a row. The library shared a booth with the Friends of the Library, at which we sold homemade bread as a fundraiser, recruited new Friends, and answered a lot of e-book questions. We performed our original puppet show, "A Visit to the Sugar Bush," with a few modifications from last year. First, we held the puppet show at the library, having found the crystal palace to be a less than ideal space. Second, we had an excellent set of teen volunteers put on the show. This proved to be a great way to bring people into the library on a day when many are nearby but don't walk through the doors.

Marketing and community:

Upcoming annual presentations to councils are:

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

Tay Valley: May 15 at 7 p.m.

At the presentation to the Perth council on May 1, the council agreed to write a letter supporting the reinstatement of the Community Access Program.

The 2011 annual report was completed and is available at the library and on our website. It is being distributed to councils at annual presentations. The document is designed this year to be more readable and give a quick overview of the library's accomplishments, staff, and financial position.

The library and Friends of the Library attended the first Perth volunteer fair on April 19. We advertised for targeted volunteers, especially those with technology skills, and met some people who will really help us get our technology operations streamlined and operating better, as well as helping offer computer classes starting in the fall.

Staff members have attended Welcome to Kindergarten nights at Glen Tay, Drummond Central, North Elmsley, and Queen Elizabeth schools. We will attend these programs at Stewart School and St. John in the coming weeks. At each event, we read stories to the kids going into junior kindergarten and provide them with library cards and information about the importance of practicing literacy skills over the summer. We have handed out 42 cards so far.

The new endowment fund for children's literacy was formally announced on April 30. Jim Noble and I will be interviewed on Lake 88 about the fund on June 7. Jim's golf tournament is June 8.

Staff and professional development:

Staff committees are meeting to work on aspects of the strategic plan. More details about their work will be presented in early fall.

Sue Snyder attended a workshop in Kingston about integrating physical activity and nutrition information into storytime sessions. She has already used some of the material in programming and is in discussions with the Perth & District Food Bank about a potential new program for the fall that brings together nutrition and literacy.

I had an article published in InsideOLBA, the newsletter of the Ontario Library Boards Association. This was part of an article swap between OLBA and the Ontario Public Library Association. The subject was how boards can make the most of their first months with a new CEO.

A union-management committee meeting was held on Monday, April 30. These will be held twice per year in accordance with the collective agreement. Marina Ramsden is the steward.

ADVOCACY REPORTS

C. Rigby discussed the library at her tea clubs and sent a personal letter to the Nunavut MP regarding library funding

N. Gibb-Carsley discussed the Strategic plan at a book club meeting

J. Kalbfleisch asked neighbors what they would like to see in the library

PROPERTY COMMITTEE

The next meeting of the committee is to be held June 12, 2012.

POLICY COMMITTEE

C. Rigby discussed the following motions brought forward from the Policy Committee

Motion #1 under item 10, Committee Reports, May 14, 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.

**12-15 Moved by M Burnham and seconded by N. Fennell that the motion be accepted.
Carried.**

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,

12-16 Moved by M. Burnham and seconded by N. Gibb-Carsley 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

Carried

Motion #3 under item 10, Committee Reports, May 14, 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.

**12-17 Moved by J. Wickware and seconded by N. Fennell that the motion be accepted.
Carried.**

POLICY REVIEW

The CEO led discussion on the following motions.

12-18 It was moved by M. Burnham and seconded that the following motion be accepted as presented.

Section 2: Policies
 Subsection C: Financial
 C-1: Financial management

Policy No. C-1
Policy Title: Financial management
Category: Operational Policies: Financial

Background:

The Perth & District Union Public Library Board is responsible for ensuring effective management of the library's finances.

The Board shall adopt principles 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.

Policy:

Audit

The Board shall appoint the auditor annually. Competitive bids may be requested at the Board's discretion. The Library's financial records are prepared for audit as soon as reasonably possible after year-end. Each year, the Auditor shall be invited to present to the Board the Draft Audited Financial Statements. A copy of the audited financial statement shall be forwarded to each Board Member. The audited financial statement shall be received and approved by the Board. Once accepted by the Board, a copy of the audited financial statements shall be forwarded to each Member Municipality.

Banking

The Secretary-Treasurer shall open bank accounts required for the business of the Board in the Board's name in branches of chartered banks, trust companies or credit unions. From time to time, the CEO and the Secretary-Treasurer may review the banking services provided to the Library and make recommendations for change to the Property Committee. Any change in banking services shall be by a motion of the Property Committee and approved by the Board. The signing officers are the CEO, Chair of Property, Chair and the Secretary-Treasurer. Two signatures, one of which shall normally be the CEO, are required for each cheque.

Budget

The CEO and the Secretary-Treasurer shall prepare the annual proposed budget for presentation to the Property Committee no later than October 31 of the year preceding the budget year, and to the Board no later than the last board meeting of the same year.

Payment Authority

The CEO is responsible for overall supervision of spending in accordance with the budget, the Procurement Policy and the contractual obligations of the Board. The CEO shall sign all invoices and forward them promptly to the Secretary-Treasurer for payment. The CEO and/or the Secretary-Treasurer shall seek the prior approval of the Board for any other expenditures not covered by the above.

Financial Statements

Monthly financial statements shall be prepared and presented to the board by the Secretary-Treasurer, outlining the current year budget and year-to-date actual revenues and expenditures for each of the operating fund, capital fund, reserves and reserve funds.

Fiscal Year

The fiscal year of the library shall be January 1 to December 31, inclusive.

Security of Financial Records

The library's financial records shall be maintained with protected access to ensure the security of the records. A monthly electronic backup of the accounting records shall be stored in a secure off-site location.

Records Retention

All accounts and financial records shall be retained for a minimum of seven years. All records to be destroyed shall be disposed of in a secure manner.

Municipal Financial Contributions

Member Municipalities shall be provided the proposed annual budget on or before December 31 of the preceding year. When the member municipalities representing 50 percent or more of the population have approved the proposed budget, the budget request is binding on all member municipalities, pursuant to the Public Libraries Act. The Board may not adjust the proposed budget at the request of a member municipality until all member municipalities have responded in writing. Any changes to the proposed budget following the initial circulation shall be provided to the member municipalities in writing. Funds are due and payable in the schedule provided in the Union Public Library Agreement. The Secretary-Treasurer shall invoice municipalities.

Signing Authority for Contracts, Licenses and Agreements

The CEO may sign agreements that require expenditures from the operating fund provided the funds for such agreements are included in the budget approved by the Board. All other agreements that require expenditures that have not been included in the approved budget shall require approval by the Board. The CEO is authorized to apply for grants to fund the library's programs and services.

Petty Cash

A float of \$200 shall be available for petty cash.

Board expenses

Board members delegated to attend conferences or authorized meetings shall be paid reasonable expenses in accordance with budget provisions and policies.

Reserves and Reserve Funds

The following reserves and reserve funds shall be maintained and accessed in the following manner:

- Capital Reserve shall be used for capital expenditures. The Member Municipalities shall contribute to the reserve on an annual basis as per the Union Public Library Agreement.
- Patricia Hooper Memorial Fund shall be used for children's literacy programs. Future bequests for the purpose of children's literacy programs shall be placed in this reserve.
- Bequest and Memorial Reserve Fund shall be used for information and communication technology purchases such as computers, audio and video equipment

and associated training. Undirected donations shall be deposited into the B & M Fund unless otherwise directed by the Board.

- Contingency Reserve shall be established for unexpected or extraordinary circumstances. Any expenses to be funded by the Contingency Reserve shall require prior approval by the Board unless provided for in the budget. Each year the Reserve shall be replenished to maintain a minimum balance of \$2,000.
- Building Expansion Reserve Fund shall be established for the expansion and renovations of the Library. Money received for the building expansion through donations, fund raising, grants and municipal contributions shall be placed in the reserve.
- Community Access Program (CAP) Reserve shall be established for CAP Site maintenance and upgrades. Surplus program funds (but not limited to) shall be placed in the CAP Reserve.
- Book Reserve shall be used to carry over monies which have been set aside in the budget and are for books which are on order but not received at year-end
- Training Reserve shall be used to provide training that is required due to various legislation; such as, First Aid training
- Insurance Reserve shall be used to cover the deductible on the Library's insurance
- Literacy Reserve shall be used for summer literacy programs and carried over from summer to summer
- Pay Equity Reserve is money received for Pay Equity compensation which shall be used to handle potential pay equity shortages
- Pay Period Reserve shall be established at a rate of 1/10 of the total pay each period to handle those occasions where there is an extra pay period in a given year

Carried.

12.19 The following motion was brought forward by J. Wickware and seconded by N. Fennell

Section 2: Policies

Subsection C: Financial

C-2: Procurement

Policy No. C-2

Policy Title: Procurement

Category: Operational Policies: Financial

Background:

The goals of the procurement policy are to:

- a) procure the necessary quality and quantity of goods and/or services in an efficient, timely and cost effective manner,
- b) maintain the financial controls necessary for a public institution

- c) encourage the most open, competitive bidding process practicable for the acquisition and disposal of goods and/or services and the objective and equitable treatment of all vendors
- d) promote and maintain the integrity of the procurement process
- e) protect the Board, vendors and staff involved in the process by providing clear direction and accountabilities.
- f) ensure impartiality and a clear audit trail

Policy:

Spending in advance of budget

Where a fiscal year begins before the budget for it has been adopted, purchases may be made for ongoing supplies but are limited each month to 12% of the previous year's budget for such supplies except that:

- i) items costing in excess of the limitation may be purchased if required at a specific point in time in order to maintain an existing program; and
- ii) items may be purchased if required to be purchased under any existing contract or collective agreement.

No order may be placed for capital items before budget adoption except as individually approved by the Board.

Spending limits

Purchases up to and including \$5,000 (excluding applicable taxes)

The CEO may delegate the authority to staff to make purchases. The CEO has the authority to purchase capital items within the budget. The purchase of capital equipment exceeding the budget limits must receive prior approval by the board. No purchase shall be divided for the purpose of bringing it under this section.

Purchases of between \$5,000 and \$25,000 (excluding applicable taxes)

Purchases estimated at more than \$5,000 but less than \$25,000 may not be made until two or more written quotations have been received. When a higher priced item is selected in preference to a lower quote, a written explanation shall be left on the filed quote explaining the reasons for the selection. No purchase shall be divided for the purpose of bringing it under this section.

Purchases of \$25,000 or more (excluding applicable taxes)

Purchases estimated at \$25,000 and over in value shall be the subject of a request for proposals. No purchase shall be divided for the purpose of bringing it under this section. When a higher priced item is selected in preference to a lower quote, a written explanation shall be left on the filed quote explaining the reasons for the selection.

Notwithstanding the foregoing, a purchase may be made from a single source without quotation where

- i) there is only one source, or
- ii) compatibility with existing supplies or equipment necessitates purchasing from the same source, or
- iii) a situation arises that creates an immediate and serious need which may not be reasonably met by any other means.

Emergency

Notwithstanding any of the provisions of this bylaw, should an emergency occur which in the opinion of the CEO constitutes imminent danger to life, limb or property or threatens the interruption of an essential service, material and/or service as may be required to remedy the emergency may be procured immediately and the procurement shall be reported to the board in writing as soon as practical. Where the cost of material to be purchased under this section exceeds budget limits, the purchase may be authorized by the CEO and reported to the next meeting of the board.

Sourcing of library materials

The CEO has the authority to decide on sourcing of library materials and supplies and negotiate terms with vendors.

Cooperative purchasing

The library shall use co-operative purchasing when possible to gain cost reductions for volume purchases.

Suspension of provisions

Any provision of this policy may be suspended by explanatory resolution of the board.

Section 2: Policies

Subsection C: Financial

C-4: Gifts

Policy No. C-4

Policy Title: Gifts

Category: Operational Policies: Financial

Adopted: October 2002

Last review: May 2012

Background:

The Perth & District Union Public Library Board accepts gifts of various types in order to supplement the library's regular budget or to establish reserve funds.

Policy:

The library encourages donors to make both outright and deferred gifts. A donor may complete a gift in a single transaction or make a pledge to be completed over whatever period of time is mutually acceptable. The library does not accept gifts of privately owned shares or partnership interests or real estate.

Outright gifts

An outright gift refers to a contribution of cash or property in which the donor retains no interest and which can be used currently by the library. The library welcomes outright gifts of property as well as cash, but all property gifts must be approved by the library board before they can be received. The library accepts gifts of books and other materials only if they are suitable to the needs of the library. The library has the right to refuse any gifts.

Gifts are accepted on the understanding that the library retains unconditional ownership of the gifts and that if the library cannot use them, it may dispose of them at any time and in any way it sees fit, without being responsible for informing the donor of such disposition. If gifts are offered with conditions attached to their acceptance or use, the conditions must be discussed by the library board and may or may not be accepted.

Deferred gifts

Deferred gifts that may be accepted include bequests, gifts of life insurance policies and proceeds, and other gift arrangements. When appropriate, the library encourages the donor to discuss the proposed gift with independent legal and/or tax advisors of the donor's choice so as to ensure that the donor receives a full and accurate explanation of all aspects of the proposed charitable gift.

All planned giving agreements requiring execution by the library board must first be reviewed and approved as to form by the library's legal counsel. Where substantially the same agreement is used repeatedly, only the prototype needs to be approved.

The following planned gifts must be reviewed and approved by the library board. The library reserves the right to secure its own appraisal.

- Residual interest gifts.
- Charitable remainder trusts.

Gift annuities. The library board will not issue gift annuities but may accept assets from a donor, pursuant to an agreement authorizing the board to use a portion of the assets to purchase a commercial annuity paying a stipulated amount to the donor and/or other annuitant and retain the remaining assets for charitable purposes.

Charitable remainder trusts. The board will not serve as trustee of charitable remainder trusts but may refer the donor to a trust institution that has agreed to provide this service.

Bequests. The library accepts bequests. Donors will be invited to provide information about their bequest provision and, if they are willing, to send a copy of that section of their will naming the library.

Life insurance. There are various methods by which a life insurance policy may be contributed to the library. A donor may assign irrevocably a paid-up policy to the library; assign irrevocably a life insurance policy on which premiums remain to be paid; or name the library as a primary or successor beneficiary of the proceeds. When ownership is irrevocably assigned to the library, the donor is entitled to a gift receipt for the net cash surrender value (if any) and for any premiums subsequently paid. Any of the above types of life insurance gifts are acceptable to the Board.

Residual interest. A gift of a residual interest refers to an arrangement (ordinarily in the form of a trust) where property is irrevocably committed to the library, but the donor retains use of the property for life or a term of years. For example, the donor might give a residual interest in a painting and retain possession of it. The donor is entitled to a gift receipt from the library board for the present value of the residual interest. The donor shall continue to be responsible for insurance and maintenance after transferring title to the property unless the board agrees to assume responsibility for any portion of these items. The terms of the gift and responsibilities for expenses shall be specified in a deed of gift executed by the donor(s) and the board. The board reserves the right to inspect the property from time to time to assure that its interest is properly safeguarded.

Carried

The following was reviewed with no changes.

Policy No. C-3
Policy Title: Tangible Capital Assets
Category: Operational Policies: Financial
Adopted: January 2009
Last review: May 2012

UNFINISHED AND NEW BUISNESS

E Goldman led the discussion regarding the Strategic Plan advising that the staff committees have been set up and are starting to work on their parts.

The CEO discussed the need for a survey this year. It was felt that it may not be needed at this point.

Next regular meeting is **June 18, 2012.**

12-20 Motion to adjourn by M. Burnham at 6 p.m.

Chairperson

Secretary-Treasurer