

REGULAR MEETING – September 17, 2012

A regular meeting of the Perth and District Union Public Library Board was held on Monday, September 17, 2012, at 4:30 p.m.

In attendance were:

J. Gemmell, Deputy Mayor, Town of Perth
C Rigby, Tay Valley
E. Goldman, Head Librarian
J. Wickware, Drummond/North Elmsley
M. Lamping, Secretary-Treasurer
J. Kalbfleisch, Drummond/North Elmsley
A. Churchill, Reeve, Drummond/North Elmsley
N. Fennell, Town of Perth
B. Sutton, Tay Valley

Regrets

M. Burnham, Councillor Tay Valley
A. McLean

J. Gemmell called the meeting to order at 4:30 p.m.

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

12-25 Moved by N. Fennell and seconded by B. Sutton that the minutes of the June 18, 2012, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

None

CORRESPONDANCE

- 1) Motion from The Town of Perth advising of the appointment of Allan McLean to the library board.
- 2) Letter from Drummond/North Elmsley regarding the appointment of Reeve Churchill to the board on an interim basis.
- 3) Letter from Adam Noonan, Literacy Program Co-ordinator thanking the board for their support for this year's literacy program.

LIBRARIAN'S REPORT

Usage statistics:

Metric	June 2012	June 2011	Percent change
Total circulation	11,097	12,288	▼ 9.7%
- % Perth	43.6%	40.7%	▲ 7.1%
- % Drummond/NE	23.5%	27.4%	▼ 14.2%
- % Tay Valley	28.5%	25.7%	▲ 10.9 %
- % other	4.4%	6.2%	▼ 29%
Public computer sessions	771	873	▼ 11.7%
Wireless sessions	450	200	▲ 125%
Electronic uses	22,401	12,381	▲ 80.9%
Website visits	7,180	6,811	▲ 5.4%
People entering	9,463	8,986	▲ 5.3%
Questions answered	728	619	▲ 17.6%
Volunteer hours	60	84	▼ 28.6%
Programs	7	0	NA
Program attendees	103	0	NA

Metric	July 2012	July 2011	Percent change
Total circulation	14,282	13,876	▲ 2.9%
- % Perth	41.4%	40%	▲ 3.5%
- % Drummond/NE	23.5%	24.1%	▼ 2.5%
- % Tay Valley	29.4%	28.1%	▲ 4.6%
- % other	5.7%	7.7%	▼ 26%
Public computer sessions	1,062	1,043	▲ 1.8%
Wireless sessions	450	450	No change
Electronic uses	5,813	6,211	▼ 6.4%
Website visits	4,402	4,716	▼ 6.7%
People entering	12,611	11,963	▲ 5.4%
Questions answered	978	937	▲ 4.4%
Volunteer hours	57	80	▼ 28.8%
Programs	79	39	▲ 102.6%
Program attendees	494	572	▼ 13.6%

Metric	August 2012	August 2011	Percent change
Total circulation	13,301	13,775	▼ 3.4%
- % Perth	42.5%	37.1%	▲ 14.6%
- % Drummond/NE	24.6%	27.4%	▼ 10.2%
- % Tay Valley	27.8%	28.4%	▼ 2.1%
- % other	5.1%	7.1%	▼ 28.2%
Public computer sessions	1,231	1,166	▲ 5.6%
Wireless sessions	450	450	No change
Electronic uses	6,136	4,543	▲ 35.1%
Website visits	4,161	4,764	▼ 12.7%
People entering	11,916	12,325	▼ 3.3%
Questions answered	1,061	914	▲ 16.1%
Volunteer hours	50	78	▼ 35.9%
Programs	66	37	▲ 78.4%
Program attendees	218	468	▼ 53.4%

Building and finance

We received a \$30,000 Healthy Communities Fund grant from the Government of Ontario. This will go toward the Baby Time for Lanark County project, which takes the baby programming Sue Snyder has developed and helps the other libraries in the county get it going. We have hired Cindy Goodfellow to administer the project and are working in partnership with the Ontario Early Years Centre.

We received an automatic external defibrillator (AED) through a Heart & Stroke Foundation grant coordinated by Lanark County. Staff will receive training in late October, after which we will install the device.

We had our annual electrical, elevator, and fire systems inspections. The electrical inspector recommended some additional outlets, which will be installed this fall.

The property committee met August 28 to review the first draft of the 2013 budget, which will be presented at the September board meeting.

The Friends carried out three fundraisers this summer. The Classic Theatre Festival made the Friends the recipient of one of their charity nights, netting \$525. The annual raffle was held, with prizes of a quilt (won by Geoff Wickware) or PPAC tickets raised \$735. The Friends and library staff also did outreach with the Rotary Club at the Perth Fair, bringing in \$150. The Friends are holding a meet-and-greet for new members in conjunction with the fall bake sale on November 3.

Our book vendor, S&B Books, was purchased by Whitehots of Aurora, Ontario. Staff who order books have received training with the new vendor, who is honouring discounts negotiated with S&B.

Planning

I have submitted a request to the Federation of Ontario Public Libraries to schedule our audit for re-accreditation. We must have this completed by the end of October. The audit process involves a review of library policies, plans, and processes to see how we hold up against the Ontario Public Library Guidelines, 5th edition.

Staff strategic plan teams are meeting this fall and will report to each other at our October staff meeting. Results of their work will be passed along to the board by the end of the year and then reported to the public on our website.

Programming

The summer as busy as ever at the library, with people of all ages participating in reading programs. The teen program had about 15 participants who read more than 100 books, and the adult program had about 25 participants who read more than 150 books. Events included film screenings, a discussion of summer reading picks led by Roy MacSkimming, and a literary trivia night. The children's program resulted in nearly 3,500 books being read by the 106 participants in the tutoring program as well as others. The tutoring program gave one-on-one training to 25 kids from Perth, 35 from Drummond/North Elmsley, 32 from Tay Valley, and 14 from elsewhere in the area. Please see the full children's report below.

In between all the activity, we filmed footage for what will be a 5-minute video about the literacy program. Wilson Mussell did the filming and is editing the video. Interviewees included children, parents, teachers, and our donor Jim Noble. The video will be on our website as well as that of the Perth & District Community Foundation, where our new endowment fund is housed.

This fall, we are bringing back all of our regular programs: baby time, toddler time, story time, the 7/12 club, and the teen and adult book clubs. In addition, we will host a beginners acting class with the Classic Theatre Festival and a series on life skills for teens at risk of becoming homeless, organized by STAY, a youth homelessness organization in Lanark County. We are also adding kids and teen afterschool movies, plus movies for adults that are based on books one evening a month.

CHILDREN'S SUMMER ACTIVITIES REPORT 2012

Susan Snyder and Rachel Warren, children's librarians

This is the twenty-ninth year of the summer calendar of events, the twenty-third year for the literacy program and the twelfth year of our reading readiness program.

This year we hired seven students, Adam Noonan, Graeme McTavish, Emma McTavish, Eli Hansen, Sydney Jacklin, Rebecca McPhee and Kim Ryan. Adam was hired in June to organize the literacy program schedule and, particularly, to liaise with the parents. Eli and Sydney ran the activities program upstairs this year.

Our theme for 2012 was “Dream Big Read”. The library was decorated with artwork by a local artist, Linda Hamilton, including murals for the children’s section, the stairwell and for the upstairs program room. Activity booklets were donated by the TD Bank. Each time any child in the literacy or summer reading program read a book, he/she got a paper “star” to write his/her name on which were then displayed in the children’s section and in the stairwell. In addition, smaller prizes were available for every five books read.

We ran the “Read to Ride” contest again this year. For every book that was read, the children received a ballot that was then entered in a draw to win one of two bicycles. The bicycles were donated by Canadian Tire and the Friends of the Library. These bikes were awarded at the end of summer party on August 22nd and the winners were Mitchell King and Orria Nielson. The bike prizes were a great incentive for all children, including reluctant readers. A total of 3,475 books were read over the summer.

The tutoring programs of “Reading Readiness” for kindergarten students enrolled 62 children and “One-on-One” for children in grades one, two and three enrolled 44 for a total of 106 children.

All the summer programs were a great success this year. Because of the extensive pre-planning and the excellent student staff I feel the children of Perth, Tay Valley Township and Drummond and North Elmsley Township were very well served.

Marketing and outreach

Library staff and members of the Friends strengthened community connections at the Perth Fair on Labour Day weekend, in partnership with the Rotary Club. Rachel Warren and summer student Sydney Jacklin put together a special “books you can sing” story time that was held in Stewart Park during the Stewart Park Festival.

We will have a table and do a storytime at the Friends of the Tay Watershed Discovery Day on September 23 and will have a table at the Seniors Expo on September 27. Board members are welcome to attend these events.

We are planning an event for Tuesday, October 16, during Ontario Public Library Week. We will be inviting area knitters to “yarn bomb” or knit around the columns on the library building while being read to by library patrons and celebrity readers. I would ask all board members to sign up to read that day.

The Friends will be holding their annual bake sale in November.

We received a lot of good newspaper coverage over the summer, including photo essays about the Working with Clay and Life on the Stage kids programs and the end-of-summer-reading dress up party. Literacy Program Coordinator Adam Noonan wrote an article that was published September 6, and we had an article about the baby time grant in

September 13. Kathy Boelsma from the Ontario Early Years Centre and I were on Lake 88 to talk about the grant on September 14.

Staff and professional development

Julie Hansen completed the SOLS Introduction to Libraries course and is now enrolled in the Readers Advisory course. Laurie Murray is taking an online course on getting teens engaged in library services.

I attended a workshop on asset-based community development led by John McKnight in Smiths Falls in June. I have also had a presentation, "Tech Tips for Small Libraries," accepted for the 2013 Ontario Library Association Superconference.

As part of the baby time grant, we are hosting trainer Jen Watson on September 22. She leads a workshop on programming specifically for babies. Children's staff from all area libraries will be able to attend, along with staff from OEYC, Lanark Community Programs, and other area children's service providers.

The audit for re-accreditation is scheduled for October 24.

ADVOCACY REPORTS

C. Rigby discussed the library at the Bennett Lake Roads Committee meeting to there group as well as individuals.

B. Sutton promoted the library to people in the area.

J. Gemmell discussed the library benefits with his wife.

PROPERTY COMMITTEE

The committee didn't meet but E. Goldman advised that trees need to be trimmed and that new wiring is being put in for the computers.

POLICY COMMITTEE

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

Motion #1 under item 10, Committee Reports, September 17, 2012

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

And whereas the committee has determined that the policy currently labelled B-3: Board accountability duplicates provisions found in other policies for reporting and accountability,

Moved that policy B-3: Board accountability be deleted from the Governing Documents of the Library

**12-26 Moved by C. Rigby and seconded by N. Fennell that the motion be accepted.
Carried.**

Motion #2 under item 10, Committee Reports, September 17, 2012

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

And whereas the committee has determined that the policy currently labelled E-12: Children's services duplicates provisions found in other policies regarding services for children, notably Children's use of the library, Borrowing, and Programming,

Moved that policy E-12: Children's services be deleted from the Governing Documents of the Library.

12-27 Moved by C. Rigby and seconded by N. Fennell that motion be accepted.

Motion #3 under item 10, Committee Reports, September 17, 2012

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

And whereas the committee has reviewed and approved a new format and numbering system for the Governing Documents that will make it simpler to update individual policies or other governing documents as required,

And whereas all current by-law and policy changes passed by the Board have been incorporated into the new format,

Moved that the revised format be adopted by the Board and taken as the current version of the Governing Documents, and all former versions be superseded.

12-28 Moved by C. Rigby and seconded by N. Fennell that the motion be accepted.
Carried

J. Gemmell thanked C. Rigby for all her work on the Governing Documents.

POLICY REVIEW

The CEO led discussion on the following Policies

Section 2: Policies

B: Governance

2.B-1: Library Board Code of Ethics

Adopted: October 2002

Last review: September 2012

Code of Ethics for the Library Board

The primary goal of a public library trustee is to ensure that the public has access to the highest quality of library service possible. To this end, library trustees should observe ethical standards with truth, integrity and honour. The trustee must

- act in the interest of the library members and the community served, over and above other interest group involvement, membership on other boards or personal interests

- work harmoniously with the Board toward consensus as much as possible, while being free to express an individual viewpoint

- publicly uphold the Board's decision once the Board passes a resolution

- respect Board authority: a trustee may not act on behalf of the Board in dealing with the public or the media unless specifically so designated

- refrain from individually directing the CEO or other staff

- respect the agenda and abide by Board decisions on rules of order

- attend meetings regularly and inform an appropriate person before the meeting about an expected absence

- deal promptly, as part of the whole Board, with a lack of interest, poor attendance, or disregard of library policy on the part of any individual Board member

- be prepared for all Board and committee meetings and use meeting time productively

- consider short and long term effects of decisions

- treat others in a courteous, dignified and fair manner

- encourage and respect diversity of viewpoints and skills

- take responsibility for personal professional development through such activities as continuing educational opportunities and participation in library organizations.

In respect of financial accountability, a trustee must

- avoid situations where personal advantage or financial benefit may be gained and may not use inside information in personal or private business

- avoid using his or her position to obtain employment for self, family or friends

- resign from the Board if seeking employment with the library

In addition, the Chair of the Board must

- not assume the authority to make decisions outside the Board-dictated mandate or to speak for the Board on issues not yet decided

- ensure that all issues of Board governance are brought to the Board for consideration and that all relevant material is available

keep deliberation fair, open and thorough, but also efficient, timely, orderly and to the point.

Section 2: Policies

E: Operational Policies: Facilities

2.E-2: Community space

Adopted: October 2002

Last review: September 2012

Background:

Perth & District Union Public Library provides space suitable for meetings and events by groups outside the library. Provision of this space furthers the library's mission to support the educational and leisure activities of the community.

Policy:

The library has first priority for use of its two meeting/programming spaces. When not otherwise in use, the library opens these spaces for use by outside groups:

- 1) Marguerite Frizell Room on the second floor of the library, with space for large or small groups
- 2) Group Study Room on the first floor of the library, with space for individuals or small groups

Access to both spaces is available only during hours when the library is open to the public.

The Frizell Room may be rented for a minimum fee of \$40 for up to three hours of access, plus \$10 for each additional hour or portion thereof. The library provides tables and chairs for use in this room, and renters may request to use the library's projector for presentations. Electrical outlets and wireless internet are available. A maximum of 80 people may be in the room at one time, depending on setup. Renters must reserve and pay for use of the room in advance. Applications are considered on a first-come, first-served basis. Rental fees may be refunded if the reservation is cancelled at least 72 hours in advance.

The Group Study Room is available free of charge for groups of up to 8 people. A table and chairs are available in the room, along with power outlets and wireless internet. The room may be reserved up to one week in advance for a block of up to 2 hours. When not

reserved, the room is available on a first-come, first-served basis. Those using the room must sign in at the information desk. Use will be limited to 2 hours if others are waiting.

The library reserves the right to refuse a rental or reservation request and to cancel any reservation.

The library is not responsible for personal injury or damage or for the theft or loss of clothing or equipment of anyone using the library's meeting space. The user is responsible for the conduct and supervision of all persons admitted to the room and must see that all regulations are strictly adhered to. The user is responsible for the payment of all costs incurred as a result of damage to any library property.

Exit doors must be kept free from obstruction. Smoking and the consumption of alcoholic beverages in the library are prohibited.

The library can provide chairs and tables but cannot guarantee the room will be set up in advance. Users must leave the room in the same condition as it was found (garbage removed, chairs returned to their original positions and straightened, etc.) No user may store any materials in the room between bookings.

Users of the Marguerite Frizell room may be required to produce proof of general liability insurance in the amount of \$2,000,000 per occurrence, including full participant coverage and naming Perth & District Union Public Library and the Town of Perth as additional insured. This coverage is for the protection of the facility renter, Perth & District Union Public Library, the Town of Perth, and all those participating in the use of the facility during the rental.

Section 2: Policies

H: Operational Policies: Volunteers

2.H-1: Use of volunteers

Adopted: October 2002

Last review: September 2012

Background:

The Perth & District Union Public Library utilizes all available resources to further its goals. The library's volunteer program creates opportunities for individuals to actively participate as citizens of the community; serves as a method for area residents to become familiar with the library; and supplements the efforts of paid library staff. Volunteers may not be used to replace paid employees, and no part of this policy should be seen to supersede the collective agreement between the library board and its bargaining unit, CUPE 2976-01.

Policy:

The CEO is responsible for recruiting, interviewing, assigning, orienting, training, supervising, and terminating volunteers. Volunteers report to the CEO or designate for assignment of duties. Volunteers must perform their duties in the library in the presence of at least one paid staff member.

Volunteers must complete an application form and meet with the CEO or designate for appropriate training before beginning their duties. Volunteers must agree to abide by all library policies and procedures. Volunteer records shall be accorded the same confidentiality as paid staff personnel records.

The volunteer screening process follows the guidelines recommended by Volunteer Canada. These steps may include risk management, clear job descriptions, application forms, formal interviews, reference checks, orientation and training, supervision and follow-up and police records checks where deemed necessary. Individuals who refuse to comply will not be accepted as volunteers.

Each volunteer will be made aware of the library's expectations. Volunteers shall not perform any task or duty for which a license or certification is required if the volunteer does not possess such license or certification.

The library accepts student and adult volunteers. Students must be at least 14 years old to volunteer and may use volunteer service at the library toward required community hours. The library also accepts students on co-op placements.

The library will, upon request from the volunteer, provide a letter confirming the volunteer's contribution. In the event of an opening for a paid position on the library staff, volunteers who apply for the position will be evaluated on the same basis as all other applicants.

Volunteers should carry out their work on a regular schedule and timely basis to ensure good quality services. They should inform staff if they are going to be absent. In the case of ongoing absence with reason, the volunteer will be contacted to see if they are interested in continuing. If a volunteer is absent without reason or notification, he or she will be contacted and may be dismissed. At the discretion of the CEO, if a volunteer does not fulfill the duties as assigned or proves to be a disruptive influence, his or her position may be dismissed.

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information that they may be exposed to while serving as a volunteer, whether this information involves staff, volunteers, patrons, other persons, or the overall business of the library. Volunteers are required to sign a confidentiality statement as a condition of participation in the volunteer program. Failure to maintain confidentiality may result in immediate dismissal of the volunteer and/or other corrective action.

Volunteers must be covered by their own vehicle insurance where their voluntary activity involves the use of a vehicle.

12-29 All 3 policies were passed on a motion by N. Fennell and seconded by B. Sutton. Carried.

After a discussion by C. Rigby regarding a Historical Collection it was decided to have the Policy Committee look into it and come back to the board.

UNFINISHED AND NEW BUISNESS

The CEO led the discussion on the following:

2013 Budget

Copies were passed out of the budget for 2013 for members to look over for the next meeting.

Survey Results

The results of the 2012 survey were passed to the board members.

Staff inservice day

After discussion regarding training on the new defibrillator and the need for a staff meeting.

12-30 It was moved by B. Sutton and seconded by C. Rigby that the library close on October 29, 2012 for the day.

Carried.

Advocacy Training

After discussion regard advocacy the CEO is to check with other libraries to see if would be possible to organize a day of training for board members.

Next regular meeting is **October 15, 2012.**

12-31 Motion to adjourn A. Churchill at 6:10 p.m.

Chairperson

Secretary-Treasurer