

REGULAR MEETING – October 15, 2012

A regular meeting of the Perth and District Union Public Library Board was held on Monday, October 15, 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
A. McLean, Town of Perth
A. Churchill, Reeve, Drummond/North Elmsley
R. Darling, Councillor, Tay Valley
B. Sutton, Tay Valley

Regrets

J. Kalbfleisch, Drummond/North Elmsley
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

12-32 Moved by C Rigby and seconded by B. Sutton that the minutes of the September 17, 2012, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

None

CORRESPONDANCE

- 1) A letter of resignation from Susan Snyder.
- 2) Letter from the Queen Elizabeth Public School thanking the library and staff for the early reading skills program during the summer.

LIBRARIAN'S REPORT

Usage statistics:

| Metric | September 2012 | September 2011 | Percent change |
|--------------------------|----------------|----------------|----------------|
| Total circulation | 11,472 | 10,671 | ▲ 7.5% |
| - % Perth | 43.4% | 42.3% | ▲ 2.6% |
| - % Drummond/NE | 22.2% | 23.9% | ▼ 7.1% |
| - % Tay Valley | 29.6% | 27.7% | ▲ 6.9% |
| - % other | 4.8% | 6.1% | ▼ 21.3% |
| Public computer sessions | 932 | 954 | ▼ 2.3% |
| Wireless sessions | 450 | 300 | ▲ 50% |
| Electronic uses | 26,598 | 18,627 | ▲ 42.8% |
| Website visits | 9,012 | 6,841 | ▲ 31.7% |
| People entering | 9,526 | 9,114 | ▲ 4.5% |
| Questions answered | 809 | 619 | ▲ 30.7% |
| Volunteer hours | 74 | 32 | ▲ 131% |
| Programs | 16 | 7 | ▲ 129% |
| Program attendees | 265 | 106 | ▲ 150% |

Finance and planning

Contingent on board approval of the 2013 budget at the October meeting, I will schedule our public hearing for late November. This aligns our process with earlier municipal schedules this year.

Our audit for re-accreditation as an Accredited Ontario Public Library is scheduled for Wednesday, October 24. In preparation for this, the policy committee has reviewed drafts of new technology and collection development plans.

Staff will have an inservice day on Monday, October 29, that consists of training on the new defibrillator plus working sessions related to the strategic plan.

Programming and services

Fall programs have started up. As a measure of how we have expanded programming, both the number of programs and attendance have doubled for September 2012 compared to September 2011. The Perth baby time program is serving as a model for baby times at other libraries in Lanark County, which we are coordinating as part of our Healthy Communities Fund grant. The libraries participating in this project are enthusiastic about its potential.

The children's department continues to host Montessori school class visits to the library. In addition, Sue presented a special program and tour to the early childhood education students at Algonquin College, highlighting the library's materials for educators and demonstrating techniques.

We hosted a Chamber of Commerce event about branding in the library's meeting room on September 18. This was well-attended.

The library and Friends attended the Friends of the Tay Watershed Discovery Day on September 23, and Rachel Warren did a storytime on-site about water and water creatures. We also attended the Seniors Health and Wellness Expo on September 27.

We have been cleaning up the library collection this year. Volunteers completed an inventory of the entire collection. We are weeding a number of books that are outdated or in poor collection and are updating sections like travel that were not current. A project to relabel books in a more standardized fashion also continues.

Staff and professional development

Susan Snyder will be retiring at the end of 2012 after 35 years with the library. While she will be nearly impossible to replace, she has left the children's department at the library in great shape. We will advertise the position in October and hope to have her successor in place early enough to allow for plenty of training.

I have been elected vice chair of the Lanark County Planning Council for Children, Youth and Families. I sit on the council representing all Lanark County libraries.

E. Goldman advised the the Friends of the library are holding a bake sale on Nov. 3, 2012

ADVOCACY REPORTS

C. Rigby discussed the library and computer access with a person at church.

B. Sutton promoted the library to a lady who has not used the library in a long time.

J. Gemmell discussed the library with family members.

C. Rigby discussed with the board, funding cuts to library resources by the Federal and Provincial Governments. A number of suggestions were brought up as to how to communicate to the varies levels of government as a group.

PROPERTY COMMITTEE

None

POLICY COMMITTEE

C. Rigby discussed the past policy committee and advised the minutes are available for anyone interested.

12-33 E. Goldman discussed each of the following policies that were passed on a motion by B. Sutton and seconded by J. Wickware.

Carried.

Section 2: Policies

B: Governance

2.B-2: Board Advocacy

Adopted: October 2002

Last review: October 2012

Background:

Advocacy is a planned, deliberate, sustained effort to raise awareness of an issue or issues. Advocacy is a process whereby support and understanding are built incrementally.

Policy:

The Perth & District Union Public Library Board recognizes that advocacy is one of its major responsibilities. To this end it works to ensure that:

the community is aware of the importance of the library
municipal funding bodies fully understand the important place in the community which the library occupies
provincial and federal funding bodies respond to the needs of the library community

Individual board members will take every opportunity to encourage others to use the library and to promote the mission of the library. The board will:

prepare an advocacy plan, including board training, and review it annually

inform municipal councils of the needs of the community, the development of library services, plans and achievements by means of reports

meet with municipal councils at least once per year to review progress and discuss funding needs

report to the board monthly on individual advocacy activities through a standing item on the agenda

participate regularly in activities that build relationships with individuals and organizations that may support the library's place in the community

identify and respond to issues, concerns and government policies that may directly or indirectly affect the library and ensure that government decision-makers at all levels are aware of the value of the library and its benefit to individuals and to the community

Section 2: Policies

B: Governance

2.B-4: Board Planning

Adopted: October 2002

Last review: October 2012

Background:

The *Public Libraries Act*, RSO 1990, c. P44, s. 20(a) states: “A board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community’s unique needs.” Comprehensive and efficient public library service requires formal planning, as established by this policy.

Policy:

The board shall maintain an effective planning process for the library in order to fulfill its mandate.

The planning process ensures that:

- the library is able to respond to changing needs and trends in the community
- key decision makers in the community make a long-term commitment to library services
- services available elsewhere in the community are not unnecessarily duplicated
- library funds are responsibly expended in a deliberate and accountable manner
- continuity of services is maintained regardless of personnel changes in the board or staff

To this end, the board shall:

- develop a formal planning document that includes the mission and vision statements and priorities

- develop a cycle for reviewing and assessing:

- client needs in the community served by the library
- the services of the library in the light of client needs
- resources required to meet stated goals
- the board’s mission statement, goals, and objectives
- current board strategic planning documents

report to the community on the library's progress in fulfilling its plan by means of:

- distribution of an annual report
- presentations to councils, service groups and community organizations

Reviewing and assessing the library's current environment will be addressed through community analysis, including demographic data and municipal planning documents, and through consultation with users via surveys and other means.

Progress in accomplishing the goals set out in plans shall be reviewed by the library board annually, at a minimum. Plans shall be reviewed, updated, and renewed upon expiration.

Section 2: Policies

B: Governance

2.B-5: Policy Development

Adopted: October 2002

Last review: October 2012

Background:

Policies set the framework for the governance and operations of the library and provide direction to board and staff. In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 3(3), the Perth & District Union Public Library is under the oversight and control of the board. This policy establishes methods by which the board develops and monitors policies.

Policy:

The board has the sole authority and responsibility for establishing policy. Board members, staff, and volunteers are responsible for knowing, understanding and complying with all library policies.

The board develops and maintains governing documents in six areas:

- Board bylaws, which establish the organizational structure of the board and how it does business
- Foundation policies, which record the board's decisions on vision, mission, and values
- Governance policies, which define the responsibilities and regulate the work of the board
- Finance policies, which define the board's responsibilities with regard to financial matters

Personnel policies, which establish guidelines for human relations
Operational policies, which regulate the services and day-to-day operations of the library

The board will ensure that bylaws and policies comply with the *Public Libraries Act*, any applicable municipal bylaws, and provincial and federal legislation. The board will form the Policy Committee consisting of a subset of board members advised by the CEO. This committee will establish a schedule to review existing policies. Outside of this schedule, new policies or revisions to existing policies may be suggested to the committee by the CEO, a staff member via the CEO, the board, or another interested party.

The Policy Committee will conduct research and review draft policies before they are presented to the library board. New or revised policies approved by the policy committee will be distributed to the full library board in advance of their meeting. The Policy Committee will be responsible for presenting motions at the board meeting for approval of policies or policy changes.

Policies will be presented in a standard format and made available to the board, staff, and public in the form of a printed policy manual available at all times the library is open. Select policies may be made available on the library website. All new board members will be presented with a copy of the policy manual, and all new staff will be made aware of its location.

Section 2: Policies

E: Operational Policies: Facilities

2.E-3: Exhibition space

Adopted: October 2012

Last review:

Background:

As part of its role in providing access to cultural and informational resources, the Perth & District Union Public Library provides space for the exhibition of works of art or other materials. This policy guides the use of exhibition space.

Policy:

Exhibition space is available to all individuals and groups within the community. Priority for use of the space goes to the library for its own uses.

Provision of the space does not constitute an endorsement of the contents of the work by the library or the library board. As this space is visible to the general public, material exhibited must be appropriate for all ages. The library will not allow the display of any material that contravenes local, provincial, or federal law. Library exhibition space may not be used as advertising for commercial enterprises or for promoting political candidates. The library reserves the right to refuse use to the space without explanation or remove material at any time. Appeals of such decisions may be made to the CEO, who has authority to make a final decision.

Exhibitors must fill out an application for use of the space. Space will be granted on a first-come, first-served basis. Exhibitors are responsible for arranging a time to set up their displays, completing the setup to the library's standards, and removing materials promptly at the end of the display term.

Exhibitors assume liability for the space they are using and shall be liable for any damage resulting from said usage. The library assumes no responsibility for materials, equipment or other articles left for display and will not be liable for loss, theft, or damage. If exhibitors do not retrieve their material at the end of the display period and cannot be contacted, the library reserves the right to dispose of the material.

Section 2: Policies

E: Operational Policies: Facilities

2.E-4: Community information

Adopted: October 2002

Last review: October 2012

Background:

As part of its role to provide informational services of all types to the community, the library will collect and make available community information about a variety of topics.

Policy:

Collection of community information

The library will make every attempt to maintain a current collection of community information about topics including:

- municipal services
- community groups
- educational organizations
- health and social services agencies
- community events

Library staff will be knowledgeable about community agencies and organizations and will be capable of referring people appropriately. The library will work with community partners to improve its ability to make referrals.

Display of community information

The library will provide display space to community groups for the purpose of advertising services and events. Display spaces include:

- bulletin boards in the lobby
- display racks in the lobby
- other areas of the library as approved by the CEO

Display of community information does not constitute an endorsement by the library or the library board.

All material for display must be submitted to library staff for approval and posted by staff. Display is contingent on the availability of space, and the library reserves the right to remove any flier or brochure at any time without explanation. Priority will be given to local events in Perth, Drummond/North Elmsley Township, or Tay Valley Township, with other material displayed as space allows.

Material for display should fit into one of the following categories:

- notices of library programs, events, or services
- notices of community interest from government, educational, or nonprofit agencies
- notices of cultural, educational, and recreational events

Material must not contravene the *Ontario Human Rights Code* or any local, provincial, or federal laws or regulations. The library will not display:

- for-profit advertising material from commercial enterprises
- material of a primarily partisan political or religious nature (although fliers advertising events tied to political or religious groups may be accepted at the CEO's discretion)
- personal ads and notices, including notices of items for sale or rent
- multiple copies of the same posting

Any complaints or appeals should be directed to the CEO, who has authority to make a final decision.

Section G: Policies

G: Operational Policies: Public services

2.G-8: Programming

Adopted: October 2002

Last review: October 2012

Background:

As part of its overall mission, Perth & District Union Public Library recognizes that programming for all ages is an important component of its services.

Policy:

A library program is defined as any group or one-on-one activity offered to the public that is coordinated, planned, or presented by library staff.

The library will:

- make available a wide spectrum of opinions and viewpoints
- select programs based on the interests and needs of the community
- endeavour to make programs available free of charge when possible
- make programs open to all, subject to the need to limit program attendance or the age of participants based on safe use of space or depending on the nature of the program

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.

Programs and the planning of programs will be evaluated regularly by library staff, participants, and community partners.

Programs will be offered for all age groups, including children, teens, adults, and seniors. Programs promoting literacy of any sort will be a priority, but the library will not limit its programming to any particular topic or style. Programs will primarily be offered in the library and, where possible, at external locations to improve community access and exposure of the library's work.

The library will cooperate with individuals and outside groups to expand the scope of programming it can offer in accordance with its policy on resource sharing (G-13). The library is open to external proposals for programs but library agreement to sponsor a program is ultimately at the discretion of the CEO. Those presenting programs generally may not offer items for sale, with the exception of authors.

In addition to community partners, the library may make use of volunteers to assist in programming, in accordance with the volunteer policy (H-1) and the collective agreement.

UNFINISHED AND NEW BUISNESS

Following a discussion lead by the CEO in regards to the 2013 proposed budget it was decided to re look at the proposed added hours in an attempt to reduce the percentage increase to the town and townships.

Next regular meeting is **November 19, 2012.**

12-34 Motion to adjourn A. Churchill at 5:50 p.m.

Chairperson

Secretary-Treasurer