

REGULAR MEETING – February 11, 2013

A regular meeting of the Perth and District Union Public Library Board was held on Monday, February 11, 2013 at 4:30 p.m.

In attendance were:

P. Wagland, Councillor, Drummond/North Elmsley
N. Fennell, Town of Perth
J. Gemmell, Deputy Mayor, Town of Perth
E. Goldman, Chief Librarian
J. Kalbfleisch, Drummond/North Elmsley
A. McLean, Town of Perth
B. Sutton, Tay Valley
R. Darling, Councillor, Tay Valley
J. Wickware, Drummond/North Elmsley
C Rigby, Tay Valley

Regrets

M. Lamping, Secretary-Treasurer

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

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

13-03 Moved by C. Rigby and seconded by N. Fennell that the minutes of the January 21, 2013, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

None

CORRESPONDANCE

None

LIBRARIAN'S REPORT

Perth & District Union Public Library
 Librarian's Report
 February 2013

Usage statistics:

Metric	January 2013	January 2012	Percent change
Total circulation	12,097	10,671	▲ 13.4%
- % Perth	42.5%	44.4%	▼ 4.3%
- % Drummond/NE	25.4%	24.6%	▲ 3.3%
- % Tay Valley	26.7%	25.3%	▲ 5.5%
- % other	5.4%	5.8%	▼ 6.9%
Public computer sessions	818	731	▲ 11.9%
Wireless sessions	450	300	▲ 50%
Electronic uses	30,297	24,067	▲ 25.9%
Website visits	10,774	8,376	▲ 27.4%
People entering	10,399	10,347	▲ 0.5%
Questions answered	763	679	▲ 12.4%
Volunteer hours	85	72	▲ 18.1%
Programs	23	16	▲ 43.8%
Program attendees	214	207	▲ 3.4%

Finance and building

I presented our 2013 budget to the Perth council on January 25 and have received no further questions.

We have still not received our 2012 provincial operating grant, but the ministry seems to have at least opened the file and started reviewing it. Payments to neighbouring libraries are being held until the grant is received.

Our new board member, Peter Wagland, will be joining us at the February meeting as the Drummond/North Elmsley council representative. Peter has agreed to join the property committee, which will be meeting in the next few weeks to make a plan for the year.

We received our signed accreditation certificate at a ceremony at the OLA conference on January 31. It has been hung in the library.

Programming and services

Film Night International has donated about \$1,200 so we can start an e-reader lending program. We will have six e-readers, each preloaded with 10 titles of a certain type

(bestsellers, mysteries, biographies, etc.). Many libraries have started this type of a service as a way to let people try e-readers. The devices and system for loaning them are being set up and they should be available to patrons soon.

Programs are running well. We have been doing a lot of individual e-reader training sessions along with the more general one-on-one computer training. The more diversified teen programming we are now offering on Wednesdays has been drawing in some new kids. A full set of daily programs has been scheduled for March Break.

Rachel sends the following update from the children's department:

The Children's Department has been off to a busy start this year. We continue with our six week sessions of Baby Time for children 0-12 months old and their parents, Story Time for 1-4 years old and their parents, as well as our monthly class visits from the Montessori School for Story Time. In addition, our movie for kids will be on the second Tuesday of the month from 4-530 p.m. and the Lanark Librarians will continue to attend the monthly Best Start Network meetings in order to connect with the Lanark County pre-school children's professionals. Our after school club for 7-12 years old also continues on the 4th Wednesday of each month - this is a program where school-age kids come to play LEGO, Wii, make crafts, play board games and read. Something new starting in February, will be a Family Story Time offered on the third Saturday of each month at 11 a.m. All ages will be welcome. The program Paws for a Story will also return starting the first Saturday of March. This is a program with Judy Stewart and her dog Chance who listens to children read. It is an excellent way for all kids, especially reluctant readers, to read a book out loud without fear of judgment. Two of my goals this year are to re-vamp the children's picture book collection and to initiate a mini-strategic plan for the Children's Department. Hopefully, as I take on the tasks assigned - which I am very excited about, I will be able to accomplish what I set out do do.

Staff and professional development

Rachel and I attended the Ontario Library Association Super Conference Jan. 30-Feb. 2 in Toronto. Being new to her position, Rachel was able to attend many sessions that were directly relevant to her work.

Laurie Murray completed an online course on digital media labs for teens and will be applying what she learned to development of our new teen computing area. Laurie also participated in a focus group about our use of social media, part of a Lanark County Planning Council grant that will offer social media training to providers in the social services sector.

ADVOCACY REPORTS

C. Rigby discussed the library's e-book service at a dinner party.

A. McLean told a dogwalkers group about the library's computer classes

PROPERTY COMMITTEE

Meeting scheduled for Monday, March 18, at 3 p.m.

POLICY COMMITTEE

The Policy Committee met on February 11 and will meet again April 8.

13-04 E. Goldman discussed the following policy, which was passed on a motion by B. Sutton and seconded by P. Wagland.

Carried.

Section 2: Policies

F: Operational Policies: Collections

2.F-3: Local history collection

Adopted: February 2013

Last review:

Background:

Public libraries play an important role in preserving and ensuring access to materials related to local history. Such material is often not available at other institutions, nor is it available in digitized form. Patrons doing historical or genealogical research count on the public library to be an access point for their needs. This policy spells out the scope of Perth & District Union Public Library's local history collection.

Policy:

Perth & District Union Public Library has not had any unique, original local history material in its collection since the destruction of the previous library building by fire in 1980. In the library's service area of the Town of Perth, Tay Valley Township, and Drummond/North Elmsley Township, collections of historical material exist in several locations, including:

- Matheson House/Perth Museum (photos, objects, manuscripts)
- Algonquin College-Perth library (newspapers on microfilm, assessment records, building histories)
- Archives Lanark/Lanark County Genealogical Society (family histories)
- Perth Legion Hall of Remembrance Military Museum (military history)
- Tay Valley Township offices
- Drummond/North Elmsley Township offices

The library's own collection at present consists primarily of copies of published works about the local area or by local authors. The library also has a few historical atlases,

photocopies of relevant and frequently requested documents, and contact information for some of the other resources listed above.

Based on the mandate of the library and other area organizations, as well as considerations related to staff and physical space, the library will support the local history needs of the community in three ways:

- Continue to collect printed works relevant to local history, local authors, and the area. These printed works will include all published books, as well as unpublished works, brochures, or pamphlets where there is frequent demand and available space. This material will be in its own section of the library stacks, with electronic and physical lists and displays providing additional access.
- Act as an access point for those doing research in local history or genealogy. The library will work to maintain up-to-date information about the collections at other local institutions, as well as produce finding aids, bibliographies, or other guides that will help people find what they are looking for.
- Work in partnership with other local institutions and agencies on local history projects, such as digitization of material, oral histories, books, etc.

The library will not collect:

- Non-printed works such as photographs, audio or video recordings, or objects
- Original copies of manuscripts or other material of substantial historical value. The library does not have the appropriate facilities or expertise to care for this material.
- Family histories
- Large format material that cannot be appropriately stored or shelved
- Scrapbooks

Retaining duplicate copies of printed works is at the discretion of the CEO, as is the decision whether to add or accept any given item to the collection. All printed works added to the collection must meet the standards and requirements laid out in the Collection Development Policy (F-1). When material cannot be accepted, the library will provide recommendations for potential repositories.

The library will not assess the value of local history material. Those donating printed works that are accepted into the collection may request a bookplate acknowledging their donation. All donated material, once in the library's collection, becomes property of the library and may be discarded at the library's discretion.

UNFINISHED AND NEW BUISNESS

B. Sutton discussed policy dates for the rescheduled retirement supper for S. Snyder. It will be February 22 or March 1.

E. Goldman led a discussion of the OLBA Leadership Development Toolkit. Board members filled out Knowledge Gaps Analysis worksheets, which E. Goldman will compile before the next meeting.

Next regular meeting is **March 18, 2013**.

13-05 Motion to adjourn P. Wagland at 5:20 p.m.

Chairperson

Secretary-Treasurer