

## **REGULAR MEETING – March 18, 2013**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, March 18, 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  
A. McLean, Town of Perth  
B. Sutton, Tay Valley  
R. Darling, Councillor, Tay Valley  
M. Lamping, Secretary-Treasurer

Regrets

J. Kalbfleisch, Drummond/North Elmsley  
J. Wickware, Drummond/North Elmsley  
C Rigby, Tay Valley

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

### **DECLARATION OF INTEREST**

None

### **APPROVAL OF PREVIOUS MINUTES**

**13-06 Moved by P. Wagland and seconded by R. Darling that the minutes of the February 11, 2013, meeting be approved as circulated.**

**Carried.**

### **BUSINESS ARISING FROM THE MINUTES**

None

**DELEGATIONS Serena Fortin, from Allan Chartered Accountant Professional Corporation**

Serena discussed the 2012 year end draft audit answering any questions from board members.

**13-07 P. Wagland moved that the 2012 surplus be moved to the Capital Reserves with the motion being seconded by A. McLean.**

**Carried**

## CORRESPONDANCE

- 1) A letter from the Ministry of Tourism, Culture and Sport regarding the 2012/2013 operating grant
- 2) Notice of the Friends of the Library upcoming fundraiser with Norwex Cleaning Products on March 23.

## LIBRARIAN'S REPORT

### Usage statistics:

Metric	2012	2011	Percent change
Total circulation	137,875	142,016	▼ 2.9%
- % Perth	43.3%	42.3%	▲ 2.4%
- % Drummond/NE	23.6%	25.3%	▼ 6.7%
- % Tay Valley	27.9%	25.4%	▲ 9.8%
- % other	5.2%	6.9%	▼ 24.6%
Public computer sessions	10,143	10,700	▼ 5.2%
Wireless sessions	4,800	3,200	▲ 50%
Electronic uses	288,501	204,505	▲ 41.1%
E-book downloads	5,605	2,840	▲ 97.4%
Website visits	98,618	83,477	▲ 18.1%
People entering	124,648	120,706	▲ 3.3%
Questions answered	9,537	8,872	▲ 7.5%
Volunteer hours	780	834	▼ 6.5%
Programs	284	NA	NA
Program attendees	3,035	3,402	▼ 10.8%

Metric	February 2013	February 2012	Percent change
Total circulation	10,580	10,545	▲ 0.3%
- % Perth	43.2%	44.1%	▼ 2.0%
- % Drummond/NE	24.5%	24.5%	No change
- % Tay Valley	26.8%	26.3%	▲ 1.9%
- % other	5.5%	5.1%	▲ 7.8%
Public computer sessions	747	759	▼ 1.6%
Wireless sessions	450	300	▲ 50%
Electronic uses	26,831	26,199	▲ 2.4%
E-book downloads	606	417	▲ 45.3%

Website visits	9,902	8,456	▲ 17.1%
People entering	9,858	10,245	▼ 3.8%
Questions answered	787	827	▼ 4.8%
Volunteer hours	109	46	▲ 137.0%
Programs	23	16	▲ 30.4%
Program attendees	183	166	▲ 10.2%

## **Finance and building**

Along with Drummond/North Elmsley, the Perth council has now passed our budget. We have still not received our 2012 provincial operating grant but have received notification that it has been approved. Payments to neighbouring libraries are being held until the grant is received.

We have applied for Canada Summer Jobs and Young Canada Works grants, which partially fund two summer student positions: one tutor and one programming assistant. We expect most of last year's summer staff to return.

The draft audit has been completed and will be presented at the March 18 board meeting.

I received donation cheques for our periodicals and summer program from the Civitan Club of Perth after a talk there on February 26 (deferred from January).

Our Friends of the Library group is sadly losing its leadership when Andre and Joan Frommer move away from Perth in April. Andre has served as president of the Friends for almost a year, and Joan has edited the newsletter. We have not yet found a new president, but another new member, Trisha Lee, has taken on the role of membership chair. We will continue to recruit new Friends at the Volunteer Fair in April.

## **Programming and services**

We will be launching a seed lending library in April. This is a service where we offer free vegetable and flower seeds to community members to plant in their own gardens. In exchange, people who take the seeds agree to harvest seeds from their plants and bring them back to us, creating a perpetual collection. Heidi Taber, our former staff member, is coordinating this project. (She also works at Sylvia's Plant Place.) We advertised the program at Seedy Sunday on March 3 and received a lot of positive feedback as well as some press coverage. EcoPerth are serving as project partners and will fund the construction of drawers to house the seeds, which are being constructed by a library patron. One of our current volunteers has agreed to help sort and label seeds for us. We will partner with the Table Community Food Centre to have the kids in their community garden program harvest seeds for us and will offer workshops in seed starting and seed saving.

March Break programming from March 11-16 was very successful. This year, we had two new programs: a musical storytelling with one of our new volunteers, Laurie Clark, who is studying in the Algonquin College Early Childhood Education program, and a program called "Dragons and Dinosaurs" with a presenter from Kingston. We also brought back the ever-popular magician Chris Pilsworth and the ever-popular therapy dog, Chance, as well as showing the film *Frankenweenie* and hosting a family story time. Rachel worked on a special project with the Perth Pool's spring break camp to encourage those kids to use the library. She will provide a full report next month.

Rachel also reports: At the end of January and beginning of February, Elizabeth and I attended the Ontario Library Association's annual Superconference in Toronto. Highlights of the conference for me were workshops on "Every Child Ready to Read" updated information (the program our story times are developed from), a workshop on using iPad apps in children's programs and an aboriginal literature workshop. A Grade 4 class from St. John's elementary school visited for a book talk on the Silver Birch reading program. This is a reading program offered through the Ontario Library Association each year to children aged 8-12 years. We have connected with this class, provided them a set of books, and I will visit them at the school in April to get their votes for the "best" book. The votes are submitted to the OLA and tallied across the province to determine the winner at the "Forest of Reading Festival" in May. Our 7/12 club had half the attendees on a very bad winter storm day, so that was nice. We have finished our January/February session of baby time and story time and have begun our March/April sessions.

Laurie Murray has begun work on our Create! Teen Digital Media Lab grant from the Cultural Strategic Investment Fund. This grant will go toward equipment for the teen section that will allow for creative productions of music, apps, graphic novels, and video. Laurie is assembling an advisory committee consisting of the high school media arts teachers, teens, our partners at YAK youth centre, and a few area residents who work in the media field.

Our Baby Time for Lanark County grant is wrapping up at the end of March. Cindy Goodfellow, the project coordinator, has been an excellent steward of this project, succeeding in creating sustainable baby programming for ages 0-12 months in all library locations in Lanark County. Cindy has created a resource guide and website that will be available to librarians beyond Lanark County.

I spoke to a group of grade 6 students from St. John Elementary School about library resources available for Historica projects, along with representatives from the Perth Museum and the Heritage House in Smiths Falls. We continue to support other community partners, for example by providing topical resources brochures for the Healthy Communities Partnership's March 22 rural recreation event in Beckwith Township and for the Table Community Food Centre's May Hunger Awareness Week events. We partnered with the Chamber of Commerce on a sold-out training on March 6 in our meeting room on the subject of dealing with difficult people.

We have had high attendance at both our e-reader info sessions so far and continue to do a lot of one-on-one e-reader training as well as general computer training.

### **Staff and professional development**

In February, we welcomed a co-op student from St. John High School, Natasha Roth. Natasha has an interest in children's and teen services and is primarily working with Rachel on projects such as helping with programming and creating book lists for kids of specific ages. She will be with us through June.

Several staff will be attending social media training on March 27 as part of a Lanark County Planning Council grant for which I have served on the advisory committee. While the library is ahead of many organizations in our social media use, the training will expand the expertise to more staff members. We will also be developing staff technology skills at our April staff meeting with training on our new computers and our library systems software.

In order to improve board knowledge of staff projects and competencies this year, I will be inviting several staff members to present. In April, Laurie Murray will present on teen projects. In June, Marina Ramsden will speak about the local history collection. In September, Rachel Warren will give a summary of the summer programs and children's services, and in November, Julie Hansen will describe her plans for the adult/senior services department.

### **ADVOCACY REPORTS**

R. Darling uses the statistics that the library has to help explain the importance of the library.

### **PROPERTY COMMITTEE**

The Property Committee met March 18. R. Darling noted that top priorities are repairs to the lower roof, new carpet, and an energy audit. The committee updated its list of ongoing work. The next meeting is May 13.

### **POLICY COMMITTEE**

The Policy Committee will meet again April 8.

### **UNFINISHED AND NEW BUSINESS**

B. Sutton discussed the definition of a quorum and whether the person had to be physically present or if participation by video/voice call counted.

E. Goldman led a discussion of the OLBA Leadership Development Toolkit that members filled out last month, regarding Knowledge Gaps Analysis worksheets.

E. Goldman passed out the brochure Understanding Ontario's Public Libraries Act.

Next regular meeting is **April 15, 2013**.

**13-08 Motion to adjourn P. Wagland at 5:50 p.m.**

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Chairperson

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Secretary-Treasurer