

REGULAR MEETING – May 13, 2013

A regular meeting of the Perth and District Union Public Library Board was held on Monday, May 13, 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
J. Kalbfleisch, Drummond/North Elmsley
M. Burnham, Councillor, Tay Valley
J. Wickware, Drummond/North Elmsley
C Rigby, Tay Valley
B. Sutton, Tay Valley
M. Lamping, Secretary-Treasurer

Regrets

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

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

13-12 Moved by N. Fennell and seconded by P. Wagland that the minutes of the April 15, 2013, meeting be approved as circulated.
Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

None

CORRESPONDANCE

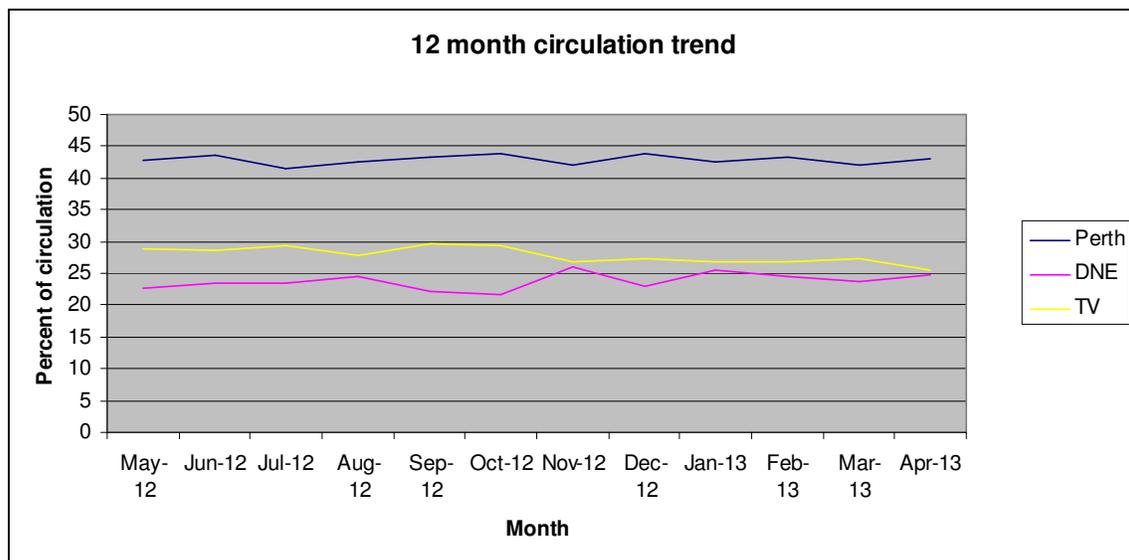
- 1) A card from the Stewart school staff thanking Rachel and Elizabeth for being part of the Welcome to kindergarten evening at the school.

LIBRARIAN'S REPORT

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

Usage statistics:

Metric	April 2013	April 2012	Percent change
Total circulation	11,045	11,085	▼ 0.4%
- % Perth	43.0%	43.1%	▼ 0.2%
- % Drummond/NE	24.8%	24.0%	▲ 3.3%
- % Tay Valley	25.4%	28.4%	▼ 10.6%
- % other	6.6%	4.2%	▲ 57.1%
Public computer sessions	854	781	▲ 9.3%
Wireless sessions	450	350	▲ 28.6%
Electronic uses	40,437	25,890	▲ 56.2%
E-book downloads	692	448	▲ 54.5%
Website visits	10,433	8,038	▲ 29.8%
People entering	11,333	10,103	▲ 12.2%
Questions answered	709	708	▲ 0.1%
Volunteer hours	162	65	▲ 149.2%
Programs	27	19	▲ 42.1%
Program attendees	334	307	▲ 8.8%



Finance and building

We received our 2012 provincial grant in late April. The first part of the process for this year, the Annual Survey of Public Libraries, is being made available earlier, so hopefully this will help with the funding situation. Funding of all sorts does seem to be getting delayed: We have not heard about our Canada Summer Jobs or Young Canada Works grants yet, although we had by this time last year.

The cost-sharing spreadsheet has been completed, and Michael will adjust final invoices to the municipalities to reflect exact amounts.

Presentations to municipal councils are in the process of being scheduled.

Donations have started to come in for the Summer Literacy Program, including about \$4000 from the Jim Noble golf tournament (scheduled for June 14) and about \$7000 from various service clubs, the Friends, and corporate sponsors. Three new tutors have been hired for this summer: Jessica Strong, Jenna Sweeney, and Luis Murray. Returning tutors are Adam Noonan, Graeme McTavish, Rebecca McPhee, and Eli Hansen.

The energy audit was completed by Paul Consitt on April 24, and the full report will be provided to the Property Committee on May 13. The Property Committee is also reviewing a draft fire safety plan, done in consultation with Pete Echlin from the Perth Fire Department. We have scheduled a fire drill for the summer, and staff will have fire extinguisher training in the fall.

The paperback spinners are gone from the second floor, a change required to make space for the teen computers. Brian adapted some extra shelving to create a low set of shelves at the edge of the teen area that will better define that space; the side of the shelves facing adult fiction now has the mass market paperbacks. The spinners have been donated to the Mississippi Mills library and to LAWS.

Programming, staff and services

The seed library officially launched on April 22, and about 90 seed packets “circulated” in the first two weeks. We have had nine people check out e-readers since that program started.

Work on the teen digital media lab is well underway. Laurie has conferred with her committee and revised the list of devices and software that will be available. The computers have been purchased and our volunteer, Bob, is setting them up. We aim to have a soft launch of the lab in June and will have some special programming over the summer, with more publicity and training starting in the fall. Laurie attended teen services training at the Kemptville library on May 8, a rare chance to get to meet other

teen services librarians in the region. One of our teen patrons, Sarah Quinn, won a contest to design the logo for this year's teen summer reading.

We have added a drop-in session to our computer tutoring. We now have three volunteers, two who do one-on-one sessions and one who will lead the drop-in session. The volunteers are helping advertise the service by posting fliers around town, and we have also had an article in the paper and coverage on Lake 88.

The Friends and library staff attended the Volunteer Fair on April 23 and Maplefest on April 27 to recruit new Friends and advertise library services. We are particularly recruiting volunteers for the expanded home delivery service.

To support The Table Community Food Centre's Hunger Week activity for grade 5 students, we produced a bookmark with relevant resources at the library. Our co-op student, Natasha, also created a display of books on the subject. In another partnership, we have worked with LiPS, the Lanark County Live Poets Society, to bring a workshop to Perth May 11 with award winning Canadian performance poet Mary Pinkoski.

We held a staff meeting on April 22, which included training on the new public computers, the seed library, the e-reader lending, the new version of the Overdrive website, and new features in our library system public catalogue.

Children's report from Rachel: Baby Time and Story Time have started again for our final 6 week session until the fall - Story Time is full. Montessori school visited again this month for their regular story times as well as for their Blue Spruce Forest of Reading "Cookies and Milk Party". The winner they chose was the book "Kate and Pippin". We also had our Silver Birch Forest of Reading "Pizza and Pop Party" with a class from St. John Elementary. Winners of books were chosen, pizza eaten, and Scrabble was played in teams. The children subsequently visited with thank you letters for us the next week. Family Story Time was attended by 6 people this time and our 712 Club ran as usual. Dave Balfour performed at Maplefest in our program room. We have completed our "Welcome to Kindergarten" programs at area schools. We attend these primarily to sign up children for library cards and to offer a Story Time to children and their parents as part of their evening. Summer planning continues - with a target for our calendar to be ready in early June.

In regards to the library's participation in Maple Fest, E. Goldman advised the 30 loaves of bread sold out quickly and that they need to make arrangements for increasing the amount they have to sell.

She also advised the digital media area is progress along.

ADVOCACY REPORTS

C. Rigby discussed e-readers and the things available at the library with her neighborhood tea group.

J. Gemmell spoke with Hugh Coulton on the radio about the library.

PROPERTY COMMITTEE

J. Gemmell is to look into getting a fireproof box made for the book return.

E. Goldman advised the board that the committee met today a 3 p.m.

The engery audit has been completed indicating the savings in replacing the furnace.

They are working on a fire safety policy to be complete by June.

A fire drill is planed for July.

Replacing the libraries carpet is being investigated.

A new bike rack is in place and being used.

A guard rail is to be installed on the top of the elevator.

The committee walked the building checking the brickwork and other exterior maintenance areas.

J.Gemmell is working on the fire box for the book drop.

13-13 It was moved by M. Burnham and seconded by P. Wagland that we hire McKay Roofing to do the repairs at a cost of \$10400.00.

Carried

P. Wagland suggested that the policy committee look at the procurement policy.

POLICY COMMITTEE

13-14 Moved by C. Rigby and J. Wickware that By-law 1.A-1. Section 15, be amended as follows:

The phrase “By-law 2” be struck out.

The phrase “the Board Constitution” be substituted.

Carried.

UNFINISHED AND NEW BUISNESS

J. Gemmell advised that the Town is restructuring their committees and suggested that he may be placed on a different board.

E. Goldman passed out a draft copy of the Annual Report 2012 for the board members to discuss and make recommendations to the final copy. Members who served on the board in 2012 for part of the term are to be added to the report.

A copy of The 21st Century Public Library sheet was passed out. It is to be taken to the councils and added to the website.

A copy of the Draft Summer Survey was circulated to the members and E. Goldman led the discussion on the Survey with the board members suggesting necessary changes. The final draft is to come to the next meeting.

N. Fennell left the meeting at 5:30 pm.

A McLean passed out his report on the SOLS Meeting in Cornwall April 20.

E. Goldman discussed the possibility of joining the OLBA but felt the \$250.00 was too much for our board.

E Goldman passed around a copy of our responses to the OLBA Leadership Questions that scored below 3.5 with appropriate answers for the board to review.

She also handed out a proposed learning plan for 2013 for review and discussion at future meetings.

Next regular meeting is **June 17, 2013**.

13-15 Motion to adjourn M. Burnham at 6:10 p.m.

Chairperson

Secretary-Treasurer