

REGULAR MEETING – June 17, 2013

A regular meeting of the Perth and District Union Public Library Board was held on Monday, June 17, 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
M. Burnham, Councillor, Tay Valley
J. Wickware, Drummond/North Elmsley
C Rigby, Tay Valley
B. Sutton, Tay Valley
M. Lamping, Secretary-Treasurer

Regrets

J. Kalbfleisch, Drummond/North Elmsley

J. Gemmell called the meeting to order at 4:33 p.m.

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

13-16 Moved by N. Fennell and seconded by P. Wagland that the minutes of the May 13, 2013, meeting be approved as circulated.

Carried.

P. Wagland thanked the CEO for her fine presentation to the councils.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

None

CORRESPONDANCE

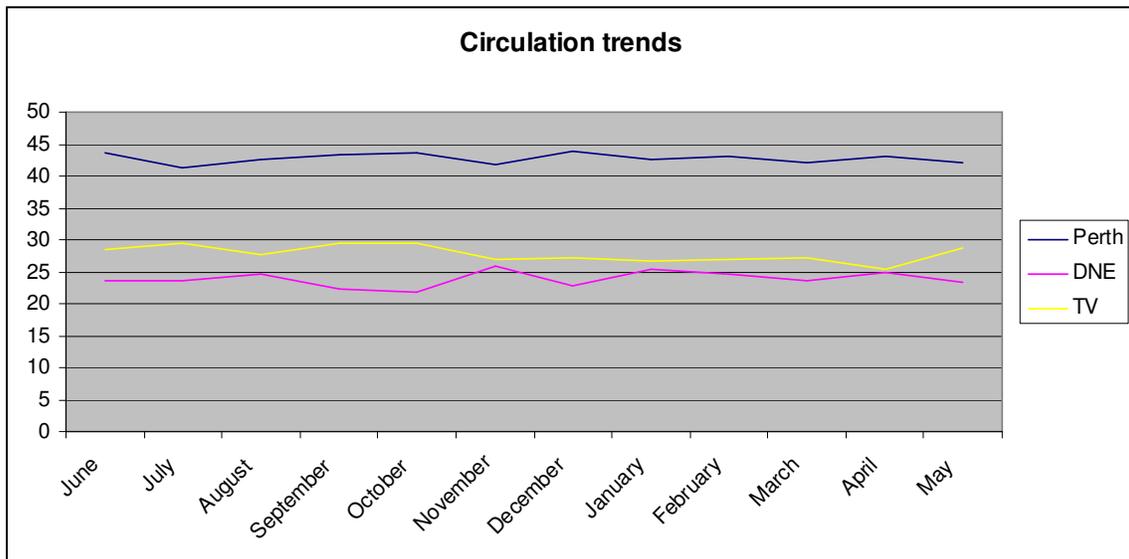
- 1) A letter from Anderson Foss Professional Corporation advising of the final payment from the estate of Kenneth Henry Gray in the amount of \$2,461.50.

LIBRARIAN'S REPORT

June 2013

Usage statistics:

Metric	May 2013	May 2012	Percent change
Total circulation	10,827	10,629	▲ 1.9%
- % Perth	42.0%	42.8%	▼ 1.9%
- % Drummond/NE	23.4%	22.7%	▲ 3.1%
- % Tay Valley	28.8%	28.8%	No change
- % other	5.9%	5.7%	▲ 3.5%
Public computer sessions	1,024	821	▲ 24.7%
Wireless sessions	450	350	▲ 28.6%
Electronic uses	40,907	25,927	▲ 57.8%
E-book downloads	657	409	▲ 60.6%
Website visits	10,558	8,355	▲ 26.4%
People entering	9,971	9,899	▲ 0.7%
Questions answered	727	714	▲ 1.8%
Volunteer hours	163	60	▲ 171.7%
Programs	33	11	▲ 200%
Program attendees	372	164	▲ 126.8%



Finance and building

We received both of our summer grants: Canada Summer Jobs and Young Canada Works. The first funds Luis Murray's tutor position, and the second funds Jessica Strong's position as children's programming assistant. Adam, Luis, and Jessica have started work, and the remaining tutors will join us July 2.

The work on the lowest portion of the roof was completed in early June. The new membrane covering the roof is fully sealed, so there are no rocks on that portion anymore.

The computer ledge has gone in for the teen computing lab, and the TV and computers will be installed shortly. The teens decorated the wooden ledge with pages from comic books, giving it a distinctive look. We have also added a public catalogue station upstairs outside of the teen section and will be moving the computer with the scanner downstairs.

The 9th Annual Jim Noble & RBC Dominion Securities Golf Classic funding the summer literacy program was held June 14. It raised a record \$29,200. \$20,000 of this will fund this year's program, while the remainder will go into the endowment fund. The 114 spaces in this year's tutoring program are already full, and we have a waiting list.

Programming, staff and services

Staff have been busy planning for summer reading programs for all ages. For children, there will be activities Monday-Thursday afternoons in July and August. For teens, there will be events every Wednesday, centred on the new computer lab. Workshops include lighting, animation, song-writing, film editing, and sound effects. For adults, there will be events on four Thursday evenings, including a "book tasting" to introduce people to good summer reads and a book discussion/literary trivia night.

For the second year, we hosted the Perth Early Childhood Screening Clinic at the library on May 31. This event is organized Lanark Community Programs and involves many other agencies giving free screenings in areas like hearing, vision, speech, and child development. The agencies appreciate having our space, and for us it is a good opportunity to introduce our services to parents who are not necessarily big library users.

The Friends of the Library held a dessert party on May 28, which attracted about 20 people and many new Friends. From this group, the Friends hope to form publicity and fundraising committees to get more activities going. Over the summer, the Friends will be holding their annual raffle. Prizes are tickets to a PPAC performance and dinner at Maximilian. The Friends will sell tickets at local grocery stores on several dates over the summer.

We launched our expanded home delivery service in partnership with Community Home Support-Lanark County. We already have about 8 new clients and expect more, along with several new volunteers. Suzanne Bourbonnais from CHS-LC provided training for volunteers on June 4. Some volunteers will only deliver books, while others – where patrons are interested – will now be staying for a friendly visit as well.

I presented our annual report to the three municipal councils on June 4 and received some good feedback. As a result of a newspaper being at the Perth council meeting, we ended up with an article in the Perth Courier highlighting some of our statistics.

Kellen Worger, one of our pages, will be leaving in July to move to Montreal for university. Our new page will be Muriel Hopper, who has been volunteering for us for the past few years as a “greeter” during storytime mornings and in other capacities.

I was invited to attend a community collaboration meeting on June 7 organized by Transition Perth. The idea is to improve networking among community groups and promote a stronger community. The group will likely meet again in the fall. I also attended multicultural awareness training organized by the Local Immigration Project Council at the Civitan Club on June 13.

Our new library cards, with keychain tags and available in three colours, arrived. We will be offering these free to new users. For existing users who want to upgrade, we are requesting a \$2 donation. (\$2 is the regular charge for replacing a lost card.)

Children’s report from Rachel: May saw the wrap-up of our Welcome to Kindergarten programs and Paws for a Story. The 7/12 Club had its final meeting, and baby time and story time and family story time finished their last sessions until fall. Our calendar of children’s summer programs was distributed to the schools and other locales and is now available on the website and at the library - registration begins next Tuesday, June 18. We had two class visits for June from St. John's Elementary and had a class visit in May for children to learn about researching in the library (including 2 of our databases - World Book and Kids Infobits). I attended a Children's Services Meeting in Arnprior along with 7 other librarians - it was a day to share resources, ideas, brainstorm and to plan for a fall session. We held tutor training for the summer students and myself (with an Early Literacy Specialist and as well as a professional from the Lanark Early Integration). Parent Information Sessions for parents of children attending the Summer Literacy Program are scheduled for the week of June 17.

E. Goldman advised that the golf tournament raised approximately \$29,000.00 this year and at the September meeting a motion will be brought forward to send some of the funds to the endowment fund.

The CEO passed a brochure from Jim Noble regarding on going giving.

ADVOCACY REPORTS

- B. Sutton discussed with people about what the library could do for them.
- J. Wickware spoke with Jim Noble to thank him for his work for the library.
- C. Rigby spoke about the library resources with neighbors who are moving in from the Ottawa area.
- A. McLean discussed the library with the Tuesday morning dog walkers group.

PROPERTY COMMITTEE

- E. Goldman advised the board that the roof repairs have been finished.

POLICY COMMITTEE

C. Rigby advised the committee met on June 10, 2013 and a copy of the minutes are available for anyone to read. The Workplace Violence and Harassment policy annual review was completed and no modifications were required. No changes to the Website policy are required. The CEO is to link the policy to our social media accounts. The collection development policy has been amended to reflect the new library mission and collection plan.

The following Advocacy Plan was discussed by the CEO and board.

Perth & District Union Public Library
Advocacy Plan
2013-14

Advocacy can be defined as a planned, deliberate, sustained effort to raise awareness of an issue or issues. Advocacy is a process whereby support and understanding are built incrementally. Perth & District Union Public Library's Advocacy Policy (B-2) defines library board members' responsibility for advocacy, including the development and annual review of an advocacy plan. This is the library's first formal advocacy plan.

Background:

The library serves a population of about 19,000 people in the Town of Perth, Drummond/North Elmsley Township, and Tay Valley Township. Under the Union Library Agreement, each municipality provides a portion of the library's operating costs.

The library has existed in Perth in various forms since 1832, becoming a municipally funded public library in 1907. Its current building opened in 1981. The library receives consistently high marks for service on annual surveys of users but has only recently begun to expand its profile in the larger community through partnerships, marketing, and other activities. With the exception of the CEO, members of the library board, staff, Friends of the Library, and volunteers have received no formal training in advocacy work.

Current advocacy activities include:

- the CEO presents annually to each of the funding municipal councils
- the CEO presents periodically to community groups
- library board members report on advocacy activities monthly

Purpose:

The library's Advocacy Policy states:

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

These responsibilities are shared by the CEO and library staff and, to a lesser extent, Friends of the Library, volunteers, community partners, and library users. The library's 2012-16 strategic plan outlines a number of goals that will be more successful if the library works at the same time to expand and formalize its advocacy activities. The purpose of this plan is to move the library toward more formal advocacy work.

Goals:

Formal advocacy work has many potential benefits to the library. Chief among these are:

- increased funding at the municipal and/or provincial levels
- improved fundraising capacity
- expanded awareness in the community of the library's services and value

The following tasks will guide the library toward achievement of these goals:

- Training of stakeholders. The library board is the first priority for training, followed by the staff, then Friends of the Library and select volunteers/community members. This could take the form of bringing in a speaker or accessing online training.

Timeline: Identify best training methods and resources in spring-summer 2013. Schedule training for library board in early fall 2013 and for staff at fall staff meeting. Training for Friends may be offered at the same time if convenient or can be scheduled at a later date.

Responsibility: CEO to research and schedule training opportunities.

- Library board member and CEO individual advocacy workplans. As those with the greatest responsibility for advocacy, board members and the CEO should develop – during or after the training outlined above – individual plans for their advocacy work, adapted for their role as municipal councillor, lay representative, or staff. These plans will guide more active advocacy and will ensure individuals are doing advocacy work on a regular basis.

Timeline: Planning will happen concurrently or shortly after training. Plans should be ready to go into effect in early 2014 and be reviewed each fall thereafter.

Responsibility: With guidance from CEO, board members will be responsible for their own plans.

- Development of message and marketing. To make advocacy as effective as possible, each group of advocates should have a clear idea of the library vision, mission, and message. The library vision and mission were redeveloped in 2012 as part of the strategic plan implementation. The library will develop a more detailed set of material, including key phrases, sample text, and a brochure or package outlining how library users can help with advocacy.

Timeline: Basic material (key phrases, vision, mission) should be ready before board members start advocacy plans in early 2014. More extensive material for use by members of the public and community partners should be prepared by June 2014.

Responsibility: CEO in conjunction with library board

- Identify best way for frontline staff, Friends of the Library, volunteers, community partners, and library users to participate in advocacy. Advocacy should be happening at all levels. Given their responsibility and level of involvement with the library, for groups other than the board/CEO, advocacy will take different forms. Research must be done into best practices for advocacy among these groups.

Timeline: By end of 2013, specific advocacy activities appropriate to each group should be identified.

Responsibility: CEO

- Development of an evaluation plan. Beyond evaluating this advocacy plan itself, the effectiveness of the library's advocacy work should be evaluated. Because the library is asking stakeholders to make time for these tasks, it must be clear that they are effective. Development of this plan will include research into best practices and consultation with experts in evaluation.

Timeline: When this plan is reviewed in fall 2014, a draft evaluation plan should be attached.

Responsibility: CEO

Evaluation:

This plan will be reviewed on an annual basis by the library board.

13-17 Moved by C. Rigby and M. Burnham that the advocacy plan be accepted as presented.

Carried.

13-18 The following Procurement and Collection Policies were accepted as modified on a motion by C. Rigby was seconded by P. Wagland.

Carried.

Section 2: Policies

C: Finance

2.C-2: Procurement

Adopted: May 2012

Last review: June 2013

Background:

The goals of the procurement policy are to:

- a) procure the necessary quality and quantity of goods and/or services in an efficient, timely and cost effective manner,
- b) maintain the financial controls necessary for a public institution
- c) encourage the most open, competitive bidding process practicable for the acquisition and disposal of goods and/or services and the objective and equitable treatment of all vendors
- d) promote and maintain the integrity of the procurement process
- e) protect the Board, vendors and staff involved in the process by providing clear direction and accountabilities.
- f) ensure impartiality and a clear audit trail

Policy:

1 Spending in advance of budget

Where a fiscal year begins before the budget for it has been adopted, purchases may be made for ongoing supplies but are limited each month to 12% of the previous year's budget for such supplies except that:

- i) items costing in excess of the limitation may be purchased if required at a specific point in time in order to maintain an existing program; and

- ii) items may be purchased if required to be purchased under any existing contract or collective agreement.

No order may be placed for capital items before budget adoption except as individually approved by the Board.

2 *Spending limits*

Purchases up to and including \$5,000 (excluding applicable taxes)

The CEO may delegate the authority to staff to make purchases. The CEO has the authority to purchase capital items within the budget. The purchase of capital items exceeding the budget limits must receive prior approval by the Board. No purchase shall be divided for the purpose of bringing it under this section.

Purchases of between \$5,000 and \$25,000 (excluding applicable taxes)

Purchases estimated at more than \$5,000 but less than \$25,000 may not be made until two or more written quotations have been received. The CEO shall review quotations and bring a recommendation to the full board for approval. When a higher priced item is selected in preference to a lower quote, a written explanation shall be left on the filed quote explaining the reasons for the selection. No purchase shall be divided for the purpose of bringing it under this section.

Purchases of \$25,000 or more (excluding applicable taxes)

Purchases estimated at \$25,000 and over in value shall be the subject of a request for proposals. The Property Committee shall review RFPs in conjunction with the CEO and bring a recommendation to the full board for approval. When a higher priced item is selected in preference to a lower quote, a written explanation shall be left on the filed quote explaining the reasons for the selection.

Notwithstanding the foregoing, a purchase may be made from a single source without quotation where

- i) there is only one source, or
- ii) compatibility with existing supplies or equipment necessitates purchasing from the same source, or
- iii) a situation arises that creates an immediate and serious need which may not be reasonably met by any other means.

3 *Emergency*

Notwithstanding any of the provisions of this policy, should an emergency occur which in the opinion of the CEO constitutes imminent danger to life, limb or property or threatens the interruption of an essential service, material and/or service as may be required to remedy the emergency may be procured immediately and the procurement shall be reported to the Board in writing as soon as practical. Where the cost of material to be purchased under this section exceeds budget limits, the purchase may be authorized by the CEO and reported to the next meeting of the Board.

4 *Sourcing of library materials*

The CEO has the authority to decide on sourcing of library materials and supplies and negotiate terms with vendors.

5 *Cooperative purchasing*

The library shall use co-operative purchasing when possible to gain cost reductions for volume purchases.

6 *Suspension of provisions*

Any provision of this policy may be suspended by explanatory resolution of the Board.

Section 2: Policies

F: Operational Policies: Collections

2.F-1: Collection development

Adopted: October 2002

Last review: June 2013

Background:

Selecting and cultivating collections of various types of materials supports the Perth & District Union Public Library mission to maintain and improve the community's quality of life by providing access to information resources. This policy provides guidance toward achieving consistency in the selection of material for the collection, defines the intended scope of the collections, and informs the public of the principles upon which selection and deselection decisions are made.

Policy:

The library's function is to provide, preserve, and organize significant books and other materials and to give guidance in their use in order to support and complement formal education; assist informal education; promote and participate in the cultural, recreational and leisure activities of the community; adapt to changing community demands; and provide opportunities for individual self-fulfillment. To this end, the library attempts to maintain a collection with breadth and depth, covering a wide variety of viewpoints and expressions representing the diversity of the community, including those that may be deemed controversial or offensive by some.

The Library Board is responsible, sets this policy, and delegates the selection and deselection of material to the CEO and staff. In endorsing this selection policy, the Board stands solidly behind the CEO should controversy arise over any book or material selected for the library.

The library accepts without reservation the statement by the Canadian Library Association on intellectual freedom, reproduced in Appendix A.

Library staff base selection of material on factors such as book reviews and other selection aids; knowledge of the reputation and reliability of the author; fit in the collection; budgetary restrictions; and requests of library users. While supporting the interests, needs, and abilities of the community, the library is in no way restricted by these. The library has a responsibility to foster interest as well as to sustain it. The library does not collect material that solely supports the curriculum needs of formal educational classes.

The CEO will develop a collection development plan annually to assess the use of the collection and needs for change. The library board will review this plan for approval.

The library does not advocate all of the ideas and opinions found in its collections. An item's presence in the library does not indicate an endorsement of its contents by the library. Material is judged on the basis of the work as a whole and not by a part taken out of context. An item need not meet all the criteria outlined below in order to be acceptable.

General Criteria for Evaluation

All acquisitions, whether purchased or donated, are considered in terms of the following standards.

- Suitability of subject, style, and format for intended audience and use.
- Present and potential relevance to community interests and needs.
- Insight into human and social conditions.
- Importance as a document of the times.
- Relation to existing collection and other material on the subject.
- Competence, reputation, and purpose of author and/or publisher.
- Attention of critics, reviewers and public.
- Suitability of physical form for library use.
- Budgetary consideration.
- Availability of material through the interlibrary loan system.

Suggestions

Library users are encouraged to suggest titles for addition to the library collection. Purchase of suggested materials will be based on the same criteria as items identified through any other source. The library may recommend that a user obtain access to material not selected for purchase through interlibrary loan services.

Donations

The library accepts gifts of materials for consideration as part of the collection. The same principles of selection which are applied to purchases are applied to gifts, with classification, access, location, and other decisions to be made by the library. The library

reserves the right to dispose of donated items not added to the collection. The library does not evaluate materials for tax receipt purposes. The library also welcomes donations of cash directed toward purchase of items for the collection generally. The decision to purchase any specific item belongs solely to the library.

Deselection

To keep the collection attractive and timely, materials are withdrawn when they are worn, out-dated, or no longer useful. Replacement depends on the demand for the title, the availability of more current materials on the subject, and the extent of the coverage of the subject in the collection.

Request for Reconsideration

Requests for the reconsideration of, withdrawal of, or restricted access to a specific item in the collection must be received in writing by the CEO. Responses to these requests are guided by the library's position that people have the right to reject for themselves material of which they do not approve, but they do not have the right to restrict the intellectual freedom of others. Furthermore, it is the right of parents and legal guardians to develop, interpret, and enforce their own code of ethics upon minor children. It is not the library's responsibility to restrict children's access to any of its materials, services, or facilities, and the library will not do so.

C. Rigby lead the discussion regarding replacement of officers and the committee will present a notice of motion at the next meeting for a policy change at the October meeting.

UNFINISHED AND NEW BUISNESS

13-19 Moved by J. Wickware and seconded by P. Wagland that a book plate in memory of Bernard Elliot a former board member be purchased.

Carried.

13-20 B.Sutton moved and it was seconded by C. Rigby that the Policy Committee review and possibly rewrite the job description for the CEO/Chief Librarian.

Carried.

J. Gemmell advised he would not be changing committees till the fall.

E. Goldman handed out and discussed info on the Perth & District Union Public Library's Involvement with the Community

A copy of the Draft Summer Survey was circulated to the members and E. Goldman led the discussion on the Survey that has small change from the last meeting. The survey is to be conducted in July and August.

The CEO presented a video on the endowment fund and the literacy program to the board. It is available on youtube and the website. It is used in presentations on behalf the library.

After a discussion regarding the minutes it was decided that it would be useful to add action items, whenever anyone is to follow up on an issue.

Next regular meeting is **September 16, 2013.**

13-21 Motion to adjourn N. Fennell at 6:10 p.m.

Chairperson

Secretary-Treasurer