

REGULAR MEETING – September 16, 2013

A regular meeting of the Perth and District Union Public Library Board was held on Monday, September 16, 2013 at 4:30 p.m.

In attendance were:

P. Wagland, Councillor, Drummond/North Elmsley
N. Fennell, Town of Perth
E. McPherson, Councillor, 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
J. Kalbfleisch, Drummond/North Elmsley
M. Lamping, Secretary-Treasurer

Regrets

C. Rigby called the meeting to order at 4:33 p.m.

Due to the fact the Chair J. Gemmell has been moved to a different position by the town and has to resign, M. Lamping called for nominations from the floor for position of chair.

P Wagland was nominated by B. Sutton and seconded by J. Wickware. P. Wagland accepted.

As there were no more nominations they were closed on the following.

13-22 M. Burnham moved that nominations be closed. A. McLean seconded the motion.

Carried.

P. Wagland thanked the board and took over the position of chair.

E McPherson a new board member from Perth was welcomed by the board members.

DELEGATIONS

Bob Argue from EcoPerth outlined for any new members the history of the relationship between his organization and the board in relation ship to the solar panel on the library's

roof. He also advised that EcoPerth was in a position to increase the percentage the library receives from 5% to 10% at this point rather than waiting for the contract to come due.

13-23 B. Sutton moved that the board amend the contract from 5 to 10 percent and it was seconded by J. Kalbfleisch,

13-24 M. Burnham moved that the EcoPerth poster regarding the solar panels be placed in the library. N. Fennell seconded the motion.

Carried.

P. Wagland is to look into the current contract and advise how the changes are to be done.

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

13-25 Moved by M. Burnham and seconded by A. McLean that the minutes of the June 17, 2013, meeting be approved as circulated.

Carried.

DELEGATIONS

Rachel Warren, the Children's Librarian, advised the board of the work that has been done in her department from January to August as well as her plans for the balance of the year including a larger presence on our social networks.

BUSINESS ARISING FROM THE MINUTES

None

CORRESPONDANCE

- 1) A letter from Lanark Community Programs thanking the library for our support for the Lanark Community's May23 Early Childhood Screening Clinic.
- 2) A letter from Lanark Community Programs Infant and Child Development Program thanking the library for the use of the library space.
- 3) E-mail from the Ontario Government advising of the \$1 million in one-time funding to help strengthen our public library system.
- 4) A letter from Foodsmiths regarding the donation of \$449.30 to the library from there Bring Your Own Bag Donation Program.
- 5) Letter from Children's Resources on Wheels thanking the library for the use of the facility for the Ontario Early Years Centre play group January to June.

LIBRARIAN'S REPORT

September 2013

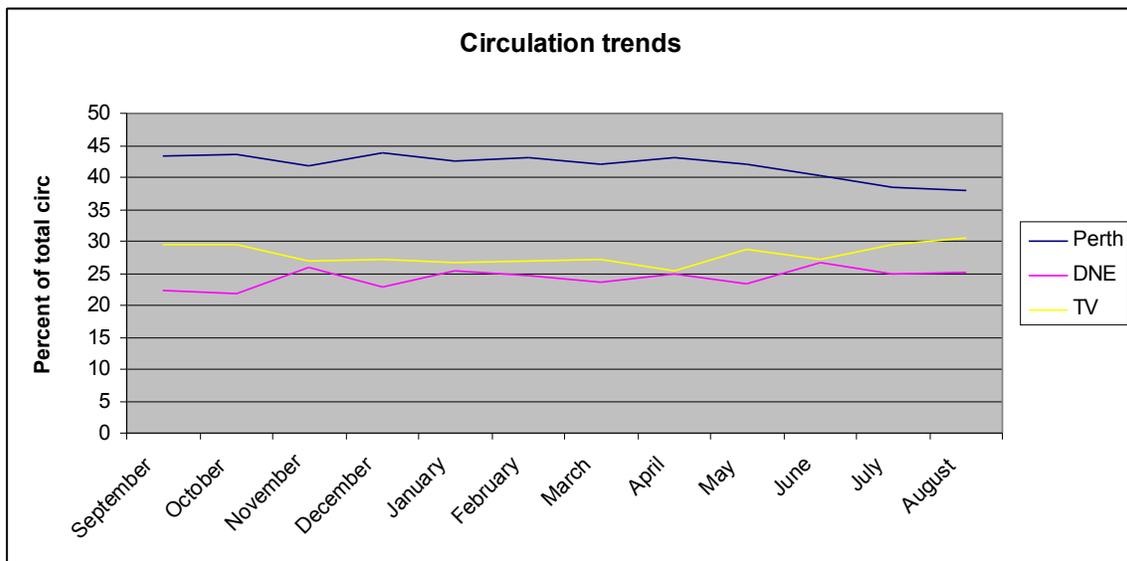
Usage statistics:

Metric	June 2013	June 2012	Percent change
Total circulation	10,984	11,148	▼ 1.5%
- % Perth	40.2%	43.6%	▼ 7.8%
- % Drummond/NE	26.6%	23.5%	▲ 13.2%
- % Tay Valley	27.3%	28.5%	▼ 4.2%
- % other	6.0%	5.1%	▲ 17.6%
Public computer sessions	1,002	771	▲ 30%
Teen computer sessions	12	NA	NA
Wireless sessions	500	450	▲ 11.1%
Electronic uses	29,086	21,170	▲ 37.4%
E-book downloads	781	426	▲ 83.3%
Website visits	8,930	7,180	▲ 24.4%
People entering	9,997	9,463	▲ 5.6%
Questions answered	694	728	▼ 4.7%
Volunteer hours	74	60	▲ 23.3%
Programs	25	7	▲ 257%
Program attendees	255	103	▲ 147.6%

Metric	July 2013	July 2012	Percent change
Total circulation	13,209	14,318	▼ 7.7%
- % Perth	38.4%	41.4%	▼ 7.2%
- % Drummond/NE	25.0%	23.5%	▲ 6.4%
- % Tay Valley	29.4%	29.4%	No change
- % other	7.2%	5.7%	▲ 26.3%
Public computer sessions	1,236	1,062	▲ 16.4%
Teen computer sessions	217	NA	NA
Wireless sessions	550	450	▲ 22.2%
Electronic uses	7,236	4,459	▲ 62.3%
E-book downloads	795	493	▲ 61.3%
Website visits	4,992	4,402	▲ 13.4%
People entering	13,005	12,611	▲ 3.1%
Questions answered	925	978	▼ 5.4%

Volunteer hours	121	57	▲ 112.3%
Programs	89	79	▲ 12.7%
Program attendees	512	494	▲ 3.6%

Metric	August 2013	August 2012	Percent change
Total circulation	12,696	13,332	▼ 4.8%
- % Perth	37.9%	42.5%	▼ 10.8%
- % Drummond/NE	25.1%	24.6%	▲ 2.0%
- % Tay Valley	30.4%	27.8%	▲ 9.4%
- % other	6.6%	5.1%	▲ 29.4%
Public computer sessions	1,158	1,231	▼ 5.9%
Teen computer sessions	260	NA	NA
Wireless sessions	550	450	▲ 22.2%
Electronic uses	6,414	4,941	▲ 29.8%
E-book downloads	763	497	▲ 53.5%
Website visits	5,127	4,161	▲ 23.2%
People entering	11,937	11,916	▲ 0.2%
Questions answered	879	1,061	▼ 17.2%
Volunteer hours	60	50	▲ 20%
Programs	78	66	▲ 18.2%
Program attendees	524	218	▲ 134.9%



Finance and building

John Gemmell's resignation from the library board became official over the summer. Our new representative from the Perth council is Ed McPherson.

The Annual Survey of Public Libraries and Public Libraries Operating Grant applications have been submitted, earlier than last year. Hopefully this means we will get our operating grant within the 2013 calendar year. The province also announced a small capacity building grant for each library this year. For us, this will amount to \$2,200, which will fund website redevelopment.

With feedback from the Perth Fire Department, we have completed a proper fire plan and held our first fire drill in recent memory. We are arranging for staff to have fire extinguisher training at the fall staff meeting. The annual testing of the fire alarm system was also completed. The fire drill fell on a very humid day, and one area of concern for the fire department was sticky doors. Refinishing and weatherproofing of all the exterior doors should be completed in September.

Plans are in place for a redesign of the community information space in the lobby. Film Night International will fund new cloth bulletin boards, slatwall, and acrylic display racks, plus work on turning the big wooden cabinet into a proper display case. This will add to our community information space, allow us to distribute copies of the Humm, and create a new space for volunteer information.

We were the recipient of the Foodsmiths Bring Your Own Bag program for August and received a donation of about \$500. In addition, the Perth Blue Wings made a donation of about \$400 to our endowment at the Perth & District Community Foundation as part of the distribution of proceeds from the sale of the team. Children's Resources on Wheels made a donation of \$360 as thanks for our partnership that provides their Perth playgroup with meeting space.

Programming, staff and services

We have a co-op student from PDCI this fall, Patrick Doughty. Patrick will be helping with various tasks, including keeping the shelves in good shape, making book lists, and helping with the used book sale shelf.

Summer programs were successful, and the Perth Courier ran photos and articles about several summer programs and the literacy program. Teen programs centred around the new Create! Digital Media Lab. Several community volunteers and others offered workshops on topics like digital photography, lighting, songwriting, and sound editing. Laurie Murray is hard at work planning the fall festival that will be the culmination of the media lab grant. This will be held at PDCI and will involve students from several area schools. In addition to the books kids read, we had several hundred ballots (one for each book) entered into the teen and adult reading programs. The Friends of the Library supports prizes for summer reading programs.

Rachel Warren's summer wrap-up: This summer we made several changes to our summer literacy and reading club processes, including how we collect and track our information and how we train our tutors. One of the key people in this transition training process has been Kathy Boelsma who is an Early Literacy Specialist with the Ontario Early Years Centre. In addition, tutors also received training from Terri Mullins from Lanark Community Programs and Trisha Williams Lee, a former tutor who is part of the Friends of the Library. The 114 children being tutored joined other children in the TD Summer Reading Club. Every book led to a ballot for the bike draw. Our community goal to read 4,000 books was attained (in fact, we read over 5,000 books). We represented this visually with a painting of a mountain in our children's section where dots were placed to fill it up each time a book was read. We also achieved our goal of having at least 200 Summer Reading Club members. Our programs varied from Story and Craft for 3-6 years old and LEGO club - which we ended up running two times per week due to popular demand. We had other programs that involved making book trailers with iPads (which were then posted on our YouTube channel), making take-away gardens, and understanding how the Mars Rover worked in space. We also had a special visit with Mike Brown, one of our local Olympians who provided an inspiring talk for the kids including books that influenced him. Our final party drew an estimated 150 people.

After a very short week off, staff moved right into fall programming. For children, baby time, story time, 7/12 club and family story time return. Teen programming will focus on using the new media lab to produce a video about the available equipment, to be screened at the festival, along with the book club. For adults, we have started a second book club meeting offsite at Backbeat Books. A member of our existing book club, Readalikes, will be leading a new writers group, and we will be screening a Danish police procedural, *Borgen* on Saturday afternoons. We have welcomed a fourth volunteer, Carol Richardson, to computer tutoring, and we will continue to offer e-reader classes this fall.

Rachel has been doing a lot of work to clean up the children's books, including making the encyclopedias and parenting collections more visible. The price of our e-book service, Overdrive, which sees great gains in use each month, is going up steeply next year. However, after discussion with SOLS, prices were adjusted to be a similar percent across the board, whereas originally libraries in our size range had the largest increase.

Outside the library, we are participating in the Friends of the Tay Watershed Discovery Day on September 14. The expansion of the home delivery service has allowed us to re-establish delivery to the Rideau Ferry Country Home. Staff are involve with book clubs for middle-age students at Stewart and Queen Elizabeth schools. I was invited to join the advisory committee of Women Entrepreneurs of Lanark and North Leeds (WELL), a new project sponsored by Valley Heartland Community Development Corporation to match women entrepreneurs in need of mentorship with female mentors. I also served for the second year on the jury of the provincial Public Library Service Awards, sponsored by the Ministry of Tourism, Culture and Sport.

E. Goldman advised the 3 teen computers usage is being tracked for the reports. She advised that the cost of the Overdrive System is expected to increase significantly over the next number of years.

ADVOCACY REPORTS

B. Sutton discussed with a number of people about what the library could do for them.

P Wagland advised his council about what is happening at the library.

C. Rigby spoke about the library services to the Bennett Lake Association and the Bennett and Fagan Lake Association.

M. Burnham and P. Wagland are to check with their Township for a list of the associations in each township.

PROPERTY COMMITTEE

E. McPherson agreed to sit on the property committee.

POLICY COMMITTEE

C. Rigby advised the committee met on September 9, 2013 and a copy of the minutes are available for anyone to read. She advised that they are planning to meet monthly for balance of the year.

P. Wagland advised the board of the following notice of motion for the next meeting.

In accordance with the Perth & District Union Public Library's procedures for amending by-laws (1.A-1, s. 16), notice is hereby given of the following motion:

The governing Board of the Perth & District Union Public Library has determined that its procedural by-law does not include direction as to how meetings should proceed in the absence of the Chair, or how the Chair should be replaced should the Chair become unable to complete a full four-year term.

The relevant section, Section 14, states only:

14 Officers

The Chair shall be elected at the first meeting of the Board and shall hold office for four years.

In order to confirm current practice and ensure that a duly elected Chair is in place for all meetings, moved that By-law 1.A-1. Section 14, be amended as follows:

- ≡ Add "In the event that the Chair cannot be present for a Board meeting, the Chair of the Property Committee shall act as chair for the meeting. In the event that neither the Chair nor the Chair of the Property Committee can attend, the Chair of the Policy Committee shall act as chair for the meeting."
- ≡ Add a new paragraph: "Should the Chair become unable to continue serving in this position during the course of an elected term and resign, a new Chair shall be elected no later than the next meeting of the Board and shall hold office for the remainder of the term."

**13-26 The notice of motion was moved by C. Rigby and seconded by M. Burnham.
Carried.**

Following a discussion it was decided that both the Property and Policy committees are to come up with there terms of reference for the next board meeting.

UNFINISHED AND NEW BUISNESS

**13-27 Moved by M. Burnham and seconded by B. Sutton that the Staff inservice day would be held on Monday October 28, a which time the library shall be closed.
Carried.**

E. Goldman briefly discussed the user survey, making note that the largest number of people felt that the hours of the library remain the same.

P. Wagland and M. Burnham suggested ideas for the next survey in regards to the phrasing of questions to get a more accurate response.

In regards to the Municipal asset management planing:

P Wagland is to check from a municipal point where the library should be in this reporting and E. Goldman is to check with the auditors to get their opinion.

**13-28 M. Burnham moved that the board acknowledge receipt of the Management letter from the auditor. C. Rigby seconded the motion.
Carried.**

E. Goldman is to come back to the board with suggestions as to addressing the letter.

E Goldman discussed the advocacy training webinars and teleconferencing sessions coming up in the near future.

13.29 A. McLean moved and J. Kalbfleisch that the board pay the \$250.00 for the webinars.

Carried.

E. Goldman is to send out a list of the sessions for the board members to advise which sessions they can attend.

P. Wagland is to address sessions 1 and 2.

Upcoming Meetings

Policy Meeting Oct. 7 at 3 p.m.

Property Meeting Oct. 21 at 3 p.m.

Next regular meeting is **October 21, 2013.**

13-30 Motion to adjourn M. Burnham at 6:25 p.m.

Chairperson

Secretary-Treasurer