

## **REGULAR MEETING – October 21, 2013**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, October 21, 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  
R. Darling, Councillor, Tay Valley  
A. McLean, Town of Perth  
J. Wickware, Drummond/North Elmsley  
C Rigby, Tay Valley  
B. Sutton, Tay Valley  
J. Kalbfleisch, Drummond/North Elmsley  
M. Lamping, Secretary-Treasurer  
E. Goldman, Chief Librarian

P. Wagland called the meeting to order at 4:35 p.m.

### **DECLARATION OF INTEREST**

None

### **DELEGATIONS**

Marina Ramsden a library staff member discussed with the board part of her responsibilities as the local history librarian and how she has reorganized the book numbering system for easier access by the patrons.

### **APPROVAL OF PREVIOUS MINUTES**

**13-31 Moved by B. Sutton and seconded by R. Darling that the minutes of the Sept 16, 2013, meeting be approved as circulated.**

**Carried.**

## BUSINESS ARISING FROM THE MINUTES

P. Wagland and the CEO are working on the placement of the EcoPerth poster.

*E. Goldman is to check with the lawyer in regards to the EcoPerth contract as to why the Townships were not also indemnified.*

## CORRESPONDANCE

1) A letter from the Ministry of Culture advising that the library will be receiving the provincial grant.

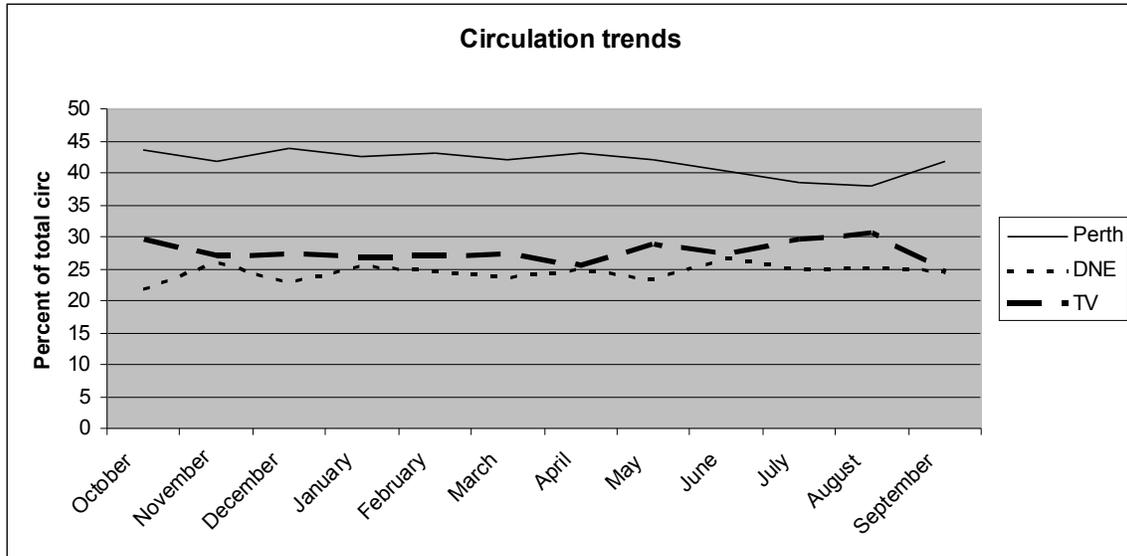
*The CEO is to scan all correspondence and send out with her report prior to the meetings.*

## LIBRARIAN'S REPORT

October 2013

### Usage statistics:

Metric	September 2013	September 2012	Percent change
Total circulation	10,495	11,482	▼ 8.6%
- % Perth	41.9%	43.4%	▼ 3.5%
- % Drummond/NE	24.7%	22.2%	▲ 11.3%
- % Tay Valley	24.4%	29.6%	▼ 17.6%
- % other	9.0%	4.8%	▲ 87.5%
Public computer sessions	935	932	▲ 0.3%
Teen computer sessions	134	NA	NA
Wireless sessions	450	450	No change
Electronic uses	35,016	25,862	▲ 35.4%
E-book downloads	705	441	▲ 59.9%
Website visits	11,987	9,012	▲ 33.0%
People entering	9,230	9,526	▼ 3.1%
Questions answered	761	809	▼ 5.9%
Volunteer hours	113	74	▲ 52.7%
Programs	38	16	▲ 137.5%
Program attendees	320	265	▲ 20.8%



### Finance and building

The 2014 budget has been drafted and reviewed by the Property Committee. First review by the board is at the October meeting, with final review in November. Perth has budget guidance of a 1% increase, and the other townships have not set guidance.

Ed McPherson has resigned from the board due to a scheduling conflict, and John Gemmell is back.

We received our provincial operating grant and pay equity grant in early October. We also received the cheque for our Canada Summer Jobs grant and are awaiting the final payment for the Young Canada Works grant. Based on summer fundraising success, I would ask the board to consider a transfer of \$9,000 from the literacy reserve to the endowment at Perth & District Community Foundation.

Work is complete on external doors and some internal doors to make sure they all close smoothly without sticking. A number of exterior bricks that were chipped by ice and weather have also been replaced.

I attended the Perth & District Community Foundation’s annual advisors’ breakfast to speak about the impact of donations to our endowment fund. Other speakers were Big Brothers Big Sisters and the Alzheimer Society of Lanark County. Those invited to the breakfast include accountants, financial advisers, and insurance brokers who advise their clients on where to direct charitable giving.

The Friends of the Library annual bake sale is scheduled for Saturday, November 16. If you would like to contribute baking, please bring it by the library the prior Friday afternoon. Please include an ingredients list with your baking. The Friends are also working on organizing our first “mini” book sale to raise additional funds. Rather than

having one large annual sale, the Friends would organize 3-4 throughout the year, held in our lobby or outside when weather permits, or at community events. Some book sales may have themes, such as cookbooks or gardening books.

### **Programming, staff and services**

The staff inservice day is set for October 28. Staff will have get book-themed photographs taken (for use in social media and elsewhere), learn to do book trailers on the iPads, get fire extinguisher training, and have a presentation on the 211 information referral system, in addition to discussing the strategic plan and new teen media lab.

Fall programming with the new teen media lab has started up, and Laurie has been busy planning the Create! Festival. There will be 60 students in attendance from PDCI, St. John, Stewart and possibly other schools. In addition to local workshop leaders, we will be welcoming a program on app development from Carleton University and a graphic novelist named Von Allan from Ottawa. Laurie and I will do an InFocus interview on Lake 88 on November 20 about the project.

In adult programming, our new book club, Books on Tap, had 18 people in attendance at the first meeting! We planned to meet at O'Reilly's but are changing the location to Backbeat Books due to a change in O'Reilly's service hours. We also have a small but committed membership in the new writers' group and a growing number of people taking advantage of computer tutoring.

For Ontario Public Library Week, we are asking patrons (including board members!) to bring in their favourite book covers and either give them to us or scan them. We'll use these to decorate the front desk. When it's done, it will be lacquered like the desk for the teen computers upstairs, creating a permanent work of art. Please participate in this project.

The library and Friends of the Library are co-sponsoring a performance of Bookworm by Corin Raymond with Danny Sullivan of Shakey Acres Productions on Sunday, November 24. Corin will be at MERA the previous evening. His one-man show about the power of reading is supposed to be an excellent production, based on what I heard after it was performed in Kingston a few years ago.

Laurie, Julie and I attended the Transition Perth event on resilience in September 26. This brought together dozens of community members to discuss ways to make our community stronger. We had a spirited discussion about the idea of a joint book/foodmobile, which Nancy Wildgoose from the Table and I have been scheming about for a couple years.

I met with Kathy Boelsma, the early literacy specialist, to continue planning on a Lanark County Literacy Network, which will bring literacy service providers together regardless of the age or population they target. This group will start up in earnest in early 2014 and will work on a community vision for literacy. We also met with Jim Noble, who helps fund our summer program and is enthusiastic about bigger plans for literacy in the area.

Rachel's children's department report: Baby Time and Story Time started again for the usual six weeks on, two weeks off cycle. Baby Time is once again followed by the Health Unit's Baby Talk upstairs, and Story Time is followed by the Ontario Early Years Centre's Playgroup. We have scheduled monthly visits with two different classes from St. John Elementary, in addition to Montessori class visits. Letters were sent via email to the teachers at our family of schools explaining our services and book pre-selection system. We have received a number of requests from teachers and daycare workers. The 7/12 Club started up again - it is full and we have 4-5 high school volunteers helping out. Our Perth Library Early Years collection, which resides at licensed daycares throughout the county, was distributed on its initial rotation in September, and delivery to home daycares in partnership with the Rotary Club also started back up. I have also started attending the monthly meetings of BestStart, the network for children's service providers, on behalf of the Lanark children's librarians. In addition our TD Summer Reading Club report was submitted to Library and Archives Canada. Other activities include family story time, tours for students in Algonquin College's Early Childhood Education program, and a course in Children's Collection Development through the SOLS Excel program.

## **ADVOCACY REPORTS**

B. Sutton discussed computer training at the library with a neighbor and they are now taking training.

P Wagland participated in the advocacy webinar.

C. Rigby spoke about the library budget and the CEO's job at a local tea as well as doing the webinar on Advocacy.

## **PROPERTY COMMITTEE**

R. Darling advised the committee had met Oct 17 to discuss the 2014 budget and they are working on carpeting and to finish painting and sanding in 2014.

A discussion was held regarding signage for the library.

## **POLICY COMMITTEE**

C. Rigby advised the committee met on October 17, 2013 and a copy of the minutes are available for anyone to read. They had discussed the CEO job description as well as the election of chairs.

**13-32 The following motion was moved by C. Rigby and seconded by B. Sutton.**

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."

## **UNFINISHED AND NEW BUISNESS**

*A copy of the 2014 draft budget was passed to the board members so they can look at and bring any suggestions back to the next meeting.*

**13-33 Moved by J. Gemmell and seconded by J. Kalbfleisch that the Fire Safety Plan be accepted as presented.**

**Carried.**

After a discussion regarding the Endowment Fund by E. Goldman:

**13-34 It was moved by B. Sutton and seconded by C. Rigby that we transfer \$9000.00 to the Fund.**

**Carried.**

**13.35 A. McLean moved that the Holiday hours for December 24 and December 31 be 10am to 2pm. J. Wickware seconded the motion.**

**Carried.**

**13.36 B. Sutton moved and R. Darling seconded that the board contribute \$550.00 to the staff holiday gathering.**

**Carried.**

**Upcoming Meetings**

Policy Meeting Nov 1 at 2 p.m.

Property Meeting Dec 6 at 10 a.m.

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

**13-37 Motion to adjourn N. Fennell at 6:10 p.m.**

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Chairperson

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Secretary-Treasurer