

REGULAR MEETING – November 18, 2013

A regular meeting of the Perth and District Union Public Library Board was held on Monday, November 18, 2013 at 4:30 p.m.

In attendance were:

P. Wagland, Councillor, Drummond/North Elmsley
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
M. Lamping, Secretary-Treasurer
E. Goldman, Chief Librarian

Regrets

N. Fennell, Town of Perth
J. Kalbfleisch, Drummond/North Elmsley

P. Wagland called the meeting to order at 4:30 p.m.

DECLARATION OF INTEREST

None

DELEGATIONS

Julie Hansen adult/senior services librarian discussed with the board her responsibilities in regards to programming, readers advisory/customer service and home delivery as well as her plans in the future for her job in the library.

APPROVAL OF PREVIOUS MINUTES

13-38 Moved by J. Gemmell and seconded by J. Wickware that the minutes of the Oct 21, 2013, meeting be approved as circulate with a change to 13-33 Fire Safety Plan that J. Gemmell is not a contact.

Carried.

BUSINESS ARISING FROM THE MINUTES

E. Goldman is to checking with the townships to verify the new EcoPerth contract meets with their needs for indemnity.

CORRESPONDANCE

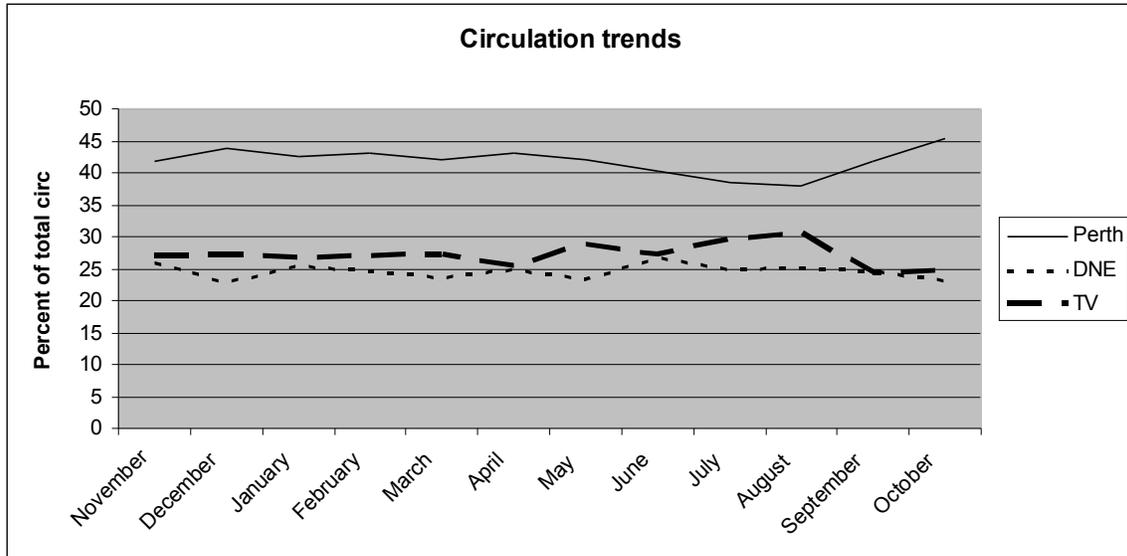
- 1) A receipt for the Perth and District Community Foundation for the transfer of \$9,000.00.

LIBRARIAN'S REPORT

November 2013

Usage statistics:

Metric	October 2013	October 2012	Percent change
Total circulation	11,075	11,567	▼ 4.3%
- % Perth	45.3%	43.7%	▲ 3.7%
- % Drummond/NE	23.0%	26.0%	▼ 11.5%
- % Tay Valley	24.5%	26.9%	▼ 8.9%
- % other	7.2%	5.1%	▲ 41.2%
Public computer sessions	903	722	▲ 25.1%
Teen computer sessions	149	NA	NA
Wireless sessions	450	450	No change
Electronic uses	52,345	38,078	▲ 37.5%
E-book downloads	796	354	▲ 124.9%
Website visits	15,007	11,550	▲ 29.9%
People entering	10,587	10,231	▲ 3.5%
Questions answered	738	773	▼ 4.5%
Volunteer hours	134	97	▲ 38.1%
Programs	41	19	▲ 116.8%
Program attendees	386	329	▲ 17.3%



Finance and building

The 2014 budget is set for final approval by the board this month. Drummond/ North Elmsley Township is well along in its budgeting process already.

Michael Lamping has turned in his resignation as our secretary-treasurer/bookkeeper. The position is currently being advertised via the regional EMC newspapers, website, social media, and posting. We hope to have a new bookkeeper hired by early-mid December to allow some training time with Michael before the new person officially starts in January.

RoxAnne Darling will be stepping down from the board after this meeting. Mark Burnham will represent the Tay Valley Council starting in December.

New bulletin boards and brochure racks have been installed in the lobby. This project was funded by Film Night International. The redesign gives us more space and a better way to distinguish among arts events, general community events, and volunteer opportunities. The interior bulletin board will now be reserved for library and government information. This project helps fulfil one of our 2013 goals in our strategic plan: to use library space to create an environment where community information is accessible.

We received a grant of \$4000 from the Rotary Club of Perth for our summer literacy program. As we did last year, we will direct \$1000 to the endowment fund and retain the rest of operating costs for the 2014 program. We have transferred the \$9000 surplus from last year to the endowment and have received confirmation of receipt from Elaine Turner.

The Friends of the Library will be hosting a book sale on Sunday, December 8, from 12-3 p.m. We have many donations of like-new books and are hoping to get some business from holiday shoppers.

Programming, staff and services

Staff enjoyed their inservice day on October 28 and thank the board for the opportunity.

We hosted two grade 9 students from St. John High School for Take Our Kids to Work Day on Wednesday, November 6. William Herrington has already been volunteering for us with the 7/12 Club and helped with several programs that day as well as learning how the circulation desk functions. Grace O'Dacre also helped at the circulation desk and collected some lists of banned books and children's books that will be used to continue our desk decoration project.

The Create! Media Arts Festival is set for Friday, November 29, at PDCI. Laurie and I will do an InFocus interview on Lake 88 on November 20 about the project. As part of the festival, our volunteer Steev Morgan is helping the teens create an informational video about the lab. PDCI media arts teacher Paul Gallien, our project partner, is also having his students create a brochure about what is available in the lab. The teens also enjoyed a Halloween party and helped decorate the children's section for Halloween. Yukon musicians Kate Weekes and Grant Simpson, who had done a songwriting workshop over the summer, returned for a two-part workshop with teens October 30 and November 6.

Leading up to the holiday season, we are offering two sessions of our e-reader workshop and two sessions of Sylvia Van Oort's popular holiday centrepieces workshop. We are also hosting two local authors: Walter Brady on November 30 and Arlene Stafford-Wilson on December 7. We are trying out a new model for author visits, less formal than a reading, with a setup in the lobby or near the circulation desk so people can stop and talk with the authors and get books signed.

I have been asked to join the Chamber of Commerce's economic development committee, which will be an opportunity to make people more aware of the ways the library can support entrepreneurship, job retraining, youth employment, and other key factors in economic development. I also met with Tammy Kealey-Donaldson, the Ontario Works manager for Lanark County, about ways the library could support her clients. We came up with many possibilities, from the knitting group as a relaxing place for those recovering from addiction to special babytime sessions for teen moms in the LEAP program.

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, at 7:30 p.m. at the Studio Theatre. Please see the attached flier.

Children's department report from Rachel: Things went into full gear this month with activities such as the continuation of Babytime, Storytime and Family Storytime. We had our first PA Day Movie, *The Croods*, which drew a substantial number of children and adults. For Canadian Library Month, we asked children to tell us what they're reading by writing down their current or favourite book/author on our "book" slip and put it up on

the wall in the children's section (see photo on Facebook). This acts as a great visual, promotion, and reader advisor tool for the department. We have registered with the OLA Forest of Reading Program for Blue Spruce, Silver Birch and White Pine. I will be pairing up with pre-school and school-age classes to carry out the program beyond the bounds of the library. In arrangement with the *Education through Music* teacher from Algonquin College, we had several small groups of Early Childhood Educators tour the library's Children's Department to see the layout and resources available to them. I also presented a Storytime Workshop at Algonquin Campus to this class of approximately 30 students. I attended a Children's Services Meeting in Pembroke for the Eastern Ontario Children's Librarians. The Montessori School monthly visits have begun again with 15-16 children coming for a one hour Storytime session. Two classes from St. John's Elementary have begun monthly visits (Grades 3-4) with the purpose of learning about the library, obtaining cards and signing out books. Approximately 16 new cards were issued as a result of this. Another class from St. John's also visited (Grade 1) for a Halloween Story and Craft Session.

ADVOCACY REPORTS

A. McLean participated in a SOLS meeting held in Algonquin Ont. and discussed his report with the library board.

P Wagland also participated in a SOLS Meeting held in Algonquin Ont.

C. Rigby has been working with the Canada Library Association Trustee Network.

The CEO discussed the Readers Advisory program and how it works in the library.

R. Darling suggested that the board members should all sign on info sheet regarding the statistics of the library to be handed out to the community prior to any election.

PROPERTY COMMITTEE

POLICY COMMITTEE

C. Rigby advised the committee met on November 1, 2013 and a copy of the minutes are available for anyone to read.

C. Rigby advised the board of the notice of motion regarding the election of committee chairs to Section 14.

The committee conducted ongoing review of the following established policies, which were passed to the members:

13-38 Moved by J. Wickware and seconded by R. Darling that the Accessible Customer Service policy be accepted as presented.

Carried.

≡ Children's Use of the Library (annual review) no changes

13-39 The minor change to the Patron Code of Conduct Policy was moved by B. Sutton and seconded by A. McLean.

Carried.

J. Gemmell recommended that the library enforce its policy of only allowing certified service animals and animals participating in programs.

13-40 The new Create! Digital Media Lab policy was moved by R. Darling and seconded by A. McLean.

Carried.

UNFINISHED AND NEW BUSINESS

13-41 R. Darling moved that the 2014 budget as presented be accepted. B. Sutton seconded the motion.

Carried.

13.42 It was moved by J. Gemmell and seconded by C. Rigby the CEO and board chair prepare a letter to advise libraries that we have forwarded funds to in the past that the library will not be doing so in the future.

Carried.

After discussion regarding Memorial Gifts for past board members the board requested that the policy committee to come up with a policy. At this point a bookplate and book is to be being purchased for Jackie Seaton.

A copy of the reply to the Management letter from the auditors was presented to the board for input. The letter will be adjusted to state that of the two signers on a cheque, at least one is to be the CEO or board chair.

After discussion:

C. Rigby moved to approve the response as amended and forward to the auditor. The motion was seconded by R. Darling.

Carried.

13.43 J.Wickware moved and A. McLean seconded that the Finsit be accepted as presented.

Carried.

Upcoming Meetings

Property Meeting Dec 6 at 10 a.m.

Policy Meeting Dec 9 at 2 p.m.

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

13-45 Motion to adjourn A. McLean at 5:55 p.m.

Chairperson

Secretary-Treasurer