

REGULAR MEETING – December 16, 2013

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

In attendance were:

P. Wagland, Councillor, Drummond/North Elmsley

J. Gemmell, Deputy Mayor, Town of Perth

M. Burnham, 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

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

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DELEGATIONS

None

APPROVAL OF PREVIOUS MINUTES

13-46 Moved by J. Gemmell and seconded by B. Sutton that the minutes of the Nov 18, 2013, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

E. Goldman is waiting on the paper work regarding the insurance for the library.

CORRESPONDANCE

- 1) Two newspaper articles about Sarah Harmer and Walter Brady at the library.**
- 2) Letter from Arlene Stafford-Wilson regarding the library hosting her book signing.**
- 3) E-mail from Mathew Behrens thanking the library for the room for the aboriginal rights event.**
- 4) Letter from CLA thanking the CEO for the Final Report regarding the Young Canada Works grant.**

13-47 Moved by A. McLean and seconded by N. Fennell that the correspondence be accepted as circulated.

Carried.

Additions to Agenda

Finsit
CEO evaluation
Security over the holidays
Board function Jan 17

13-48 The additions to the agenda were moved by M. Burnham and seconded by C. Rigby.

Carried.

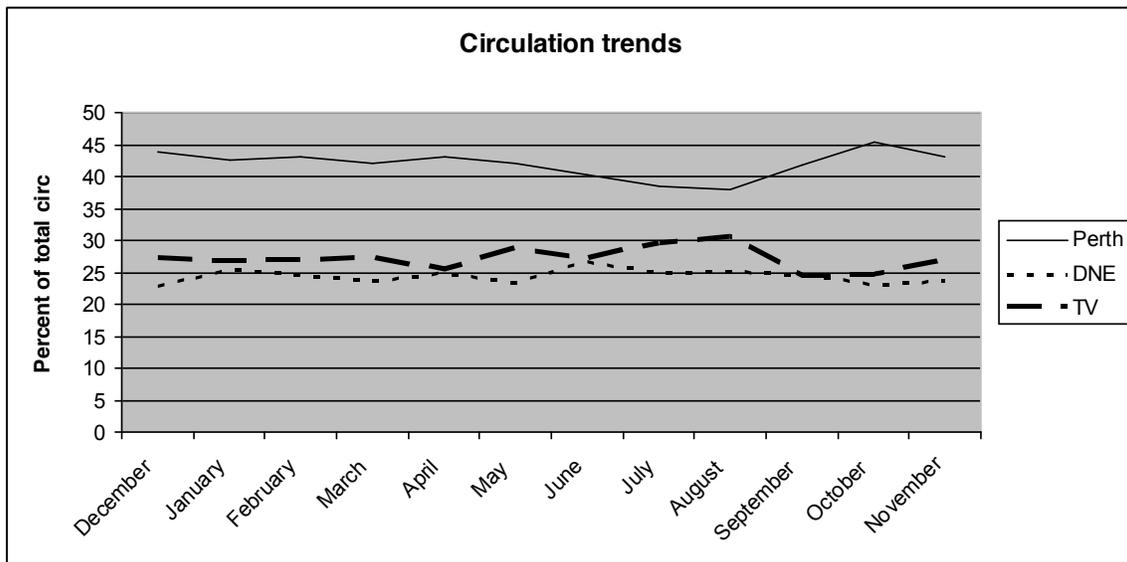
LIBRARIAN'S REPORT

December 2013

Usage statistics:

Metric	November 2013	November 2012	Percent change
Total circulation	10,784	11,317	4.7%
- % Perth	43.2%	41.9%	3.1%
- % Drummond/NE	23.6%	26.0%	11.5%
- % Tay Valley	26.8%	26.9%	0.4%
- % other	6.4%	5.1%	25.5%
Public computer sessions	944	803	17.6%
Teen computer sessions	166	NA	NA
Wireless sessions	450	450	No change

Electronic uses	52,391	42,365	23.7%
E-book downloads	740	498	48.6%
Website visits	14,995	11,859	26.4%
People entering	11,244	10,681	5.3%
Questions answered	719	764	5.9%
Volunteer hours	137	94	45.7%
Programs	39	21	85.7%
Program attendees	376	386	2.6%



Finance and building

Peter Wagland, Michael Lamping and I interviewed candidates for the secretary-treasurer/bookkeeper position and selected Lynn Marsh, who has lots of experience doing bookkeeping for both for-profit and nonprofit organizations. Lynn will start training and we will develop a contract with her by the end of the year.

Information on our capital assets and their expected lifespans and replacement costs has been included in the Town of Perth's Asset Management Plan. I received a copy of the plan on December 12 and will provide more information to the Property Committee and board once I have had a chance to review it in more detail.

The Friends of the Library made about \$300 in their first by-donation mini-book sale. The organizing committee felt like it was a success and will be organizing three or four similar events over the course of next year.

We have received several donations in memory of Eleanor “Gerrie” Gibson, who passed away November 15. We also received our annual \$1,000 donation from former board member Vivian Rodenbush, who has been very generous over the years.

A memorial book recognizing Jackie Seaton’s time on the library board (*Studio Ceramics in Canada* by Gail Crawford) and a book in honour of RoxAnne Darling’s board service (*The First Phone Call from Heaven* by Mitch Albom) have been added to the collection.

We received the final instalment of payment for our 2013 Young Canada Works grant and are in the process of applying for the 2014 Canada Summer Jobs grant.

Programming, staff and services

Staff and their spouses enjoyed a holiday party on December 6 at the Stone Cellar. We also celebrated Michael’s retirement on the occasion. Board support is appreciated.

Staff performance evaluations will be complete by December 20.

We had three author visits in the past month, two for adults and one author/illustrator pair for kids. Local authors Walter Brady and Arlene Stafford-Wilson were here November 30 and December 7, respectively. Walter had the idea to be stationed in the lobby instead of doing a formal reading upstairs, and it seemed to work very well. Arlene used the same model. On December 3, author Allison Graham and illustrator Cathy Rivoire gave a presentation to 36 St. John students who were here for a class visit with Rachel. We also had two e-reader workshops and two holiday centrepieces workshops in the last month.

The Create! Digital Media Festival went well, thanks to great support from Paul Gallien and the rest of the PDCI staff. About 45 students from PDCI, St. John, and Stewart School attended. A set of photos is available at [facebook.com/perthteens](https://www.facebook.com/perthteens). After taking a much deserved week off, Laurie Murray and our volunteer, Steev Morgan, are starting to plan how to move the media lab forward in 2014. We got coverage in the Perth Courier for both the festival and Walter Brady’s visit.

Children’s department report from Rachel: In November, we had a visit from the Montessori School. Babytime and Storytime resumed for the next 6 week cycle with full sign-ups. Family Storytime numbers went up to 18 total this month. These parents were also using the children's section prior to the start of Family Storytime. There were two grade 3/4 class visits from St. John's Elementary that included a story, new book features and a chance to roam the stacks and sign out books. We also had two grade 1 classes from St. John's Elementary that included a Storytime and an orientation to the library. The 712 Club was fairly well attended given it was a snow day at schools. Our "Tell Us What You're Reading" wall in the children's section is very full - the children of Perth have really let us know what they like. I attended the Best Start meeting again this month and work on my SOLS course in Children's Collection Development continues. St. John Elementary and Stewart Schools are interested in participating with us in our Silver Birch

Forest of Reading program. And I will approach Montessori School about participating again in our Blue Spruce Program.

13-49 The librarians report was accepted on a motion by J. Wickware and seconded by C. Rigby.

Carried.

ADVOCACY REPORTS

J. Wickware participated in the current webinar.

P Wagland participated in the book sales as well as the webinars and the interviews for secretary treasurer.

C. Rigby has been promoting the library at her Christmas social events as well as working with the Canada Library Association Trustee Network. She also participated in webinars.

PROPERTY COMMITTEE

P. Wagland called for nominations for the property committee chairperson.

13-50 J. Gemmell nominated M. Burnham and N. Fennell seconded it.

M. Burnham accepted the position and the nominations we closed by the chair of the board.

POLICY COMMITTEE

C. Rigby advised the committee met on December 9, 2013 and a copy of the minutes are available for anyone to read.

C. Rigby advised that the policy committee workplan for 2014 has been set.

13-51 Moved by M. Burnham and seconded by A. McLean that the Since the chairs of committees may be called upon to act for the Chair, in order to confirm current practice and ensure that the library's committees have duly elected chairs, moved that By-law 1.A-1. Section 14, be amended as follows:

Add a new paragraph: “The Chair of the Property Committee and the Chair of the Policy Committee shall be elected at the first meeting of each Committee and shall hold office for four years.”

Add a new paragraph: “Should a committee Chair become unable to continue serving in this position during the course of an elected term and resign, a new Chair for that committee shall be elected no later than the next meeting of the committee and shall hold office for the remainder of the term.”

Carried.

13-52 J. Wickware moved that the policy committee report be accepted as presented. N. Fennell seconded the motion.

Carried.

The CEO discussed the Technology Plan 2013-2015 with the board.

13-53 The technology Plan was moved by J. Kalbfleisch and seconded by B. Sutton as amended

13-54 The Accessibility Plan as presented was accepted as amended on a motion by C. Rigby and seconded by M. Burnham.

Carried.

UNFINISHED AND NEW BUISNESS

13-55 J. Kalbfleisch moved that the 2014 board meeting schedule be accepted as presented with the change of the April meeting going to April 14, 2014. A. McLean seconded the motion.

Carried.

13-56 It was moved by M. Burnham and seconded by J. Kalbfleisch that the revised agenda format be accepted with the separating of the new and unfinished business into separate items on the agenda.

Carried.

B. Sutton advised of the get together of the board on January 17 at Fiddleheads for 6 PM.

After discussion:

13-57 J. Gemmell moved that the revised job description of the CEO and the Library Organizational Chart be accepted as presented. B. Sutton seconded the motion.

Carried.

13-58 Moved by M. Burnham and seconded by B. Sutton that the officer of the Access to Information and Freedom of Information for the library be the CEO

Carried.

13-59 N. Fennell moved and M. Burnham seconded that the Finsit be accepted as presented.

Carried.

13-60 The job description of the Secretary-Treasurer/Bookkeeper as presented was accepted on a motion by M. Burnham and seconded by C. Rigby

Carried.

13-61 B. Sutton moved and it was seconded by A. McLean that Lynn Marsh be appointed as Secretary-Treasurer/Bookkeeper.

Carried.

13-62 It was moved by J. Gemmell and seconded by M. Burnham that the board go in camera at 5:30 PM.

Carried.

13-63 Moved by M. Burnham and seconded by A. McLean that the Board go out of camera. at 5:50 p.m.

Carried.

P. Wagland rose to report that the Board has approved the performance appraisal and an increase in pay for 2014 for the CEO.

13-64 Approval of this report moved by J. Gemmell and seconded by N. Fennell.

Carried.

Upcoming meetings:

Property Committee January 6, 2014 at 10 am.

Farewell dinner for M. L. Lamping, January 17 at Fiddleheads, 6 p.m.

Board meeting January 20, 4:30 p.m.

Policy Committee meeting February 3, 3 p.m.

13-65 Motion to adjourn at 5:55 moved by N. Fennell, seconded by J. Gemmell.

Chairperson

Secretary-Treasurer