

Regular Meeting - February 10, 2014

A regular meeting of the Perth and District Union Public Library Board was held on Monday, February 10, 2013 at 4:30p.m.

In attendance were:

Mark Burnham, Councillor, Tay Valley, **Chair**

Joan Wickware, Drummond/North Elmsley

Carol Rigby, Tay Valley

Brian Sutton, Tay Valley

Lynn Marsh, Secretary-Treasurer

Elizabeth Goldman, Chief Librarian

Neil Fennell, Town of Perth

John Gemmell, Deputy Mayor, Town of Perth

Regrets

Peter Wagland, Councillor, Drummond/North Elmsley

John Kalbfleisch, Drummond/North Elmsley

Allan McLean, Town of Perth

M. Burnham called the meeting to order at 4:36 p.m.

Declaration of interest

None

Approval of previous minutes

14-15 Moved by N. Fennell that and seconded by C. Rigby the minutes of the January 20th, 2014, meeting be approved.

Carried.

Business arising from the minutes

None

Additions and approval of agenda

Collection Development Plan report

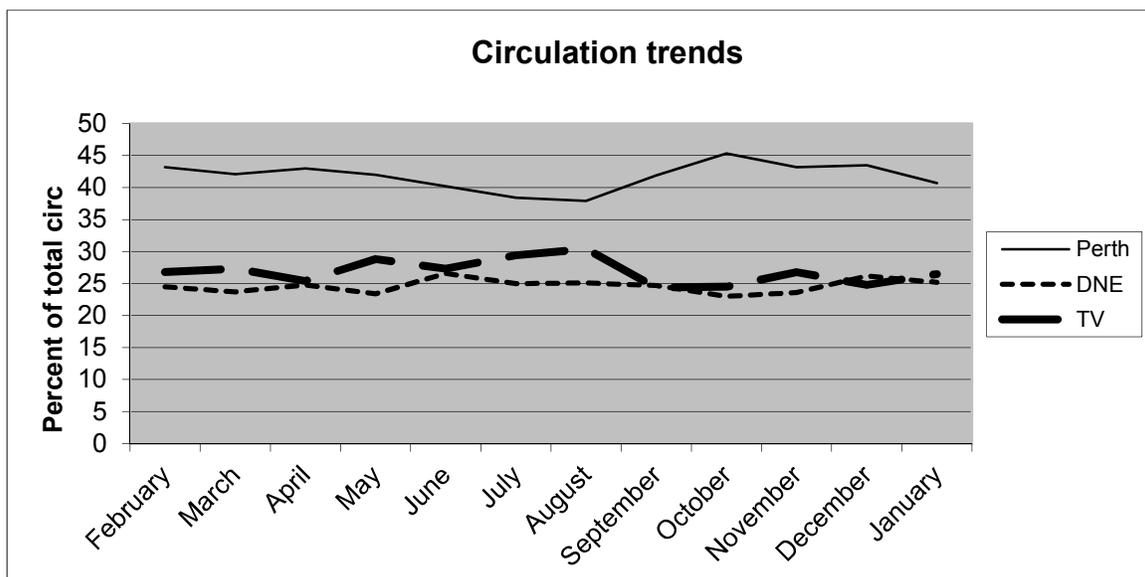
Delegations

None

Perth & District Union Public Library
 Librarian's Report
 February 2014

Usage statistics:

| Metric | January 2014 | January 2013 | Percent change |
|--------------------------|--------------|--------------|----------------|
| Total circulation | 10,023 | 12,097 | ▼ 17.1% |
| - % Perth | 40.7% | 42.5% | ▼ 4.2% |
| - % Drummond/NE | 25.2% | 25.4% | ▼ 0.8% |
| - % Tay Valley | 26.5% | 26.7% | ▼ 0.8% |
| - % other | 7.6% | 5.2% | ▲ 46.2% |
| Membership | 8,309 | NA | NA |
| Public computer sessions | 733 | 818 | ▼ 10.4% |
| Teen computer sessions | 244 | NA | NA |
| Wireless sessions | 450 | 450 | No change |
| Electronic uses | 48,753 | 29,458 | ▲ 65.5% |
| E-book downloads | 1,173 | 788 | ▲ 48.9% |
| Website visits | 13,915 | 10,774 | ▲ 29.2% |
| People entering | 10,040 | 9,799 | ▲ 2.5% |
| Questions answered | 809 | 763 | ▲ 6.0% |
| Volunteer hours | 94 | 85 | ▲ 10.6% |
| Programs | 27 | 23 | ▲ 17.4% |
| Program attendees | 527 | 214 | ▲ 146.3% |



Finance, building and governance

As noted at the last meeting, we will receive our first disbursement from the library's endowment fund at the Perth & District Community Foundation this year. I will receive a cheque for \$1,460 at the foundation's AGM on February 26. If any board members would like to attend, please let me know before February 14. We also received a \$3,000 donation from the Rotary Club of Perth toward the Summer Literacy Program. In addition to the \$3,000 directly sent to the library, the Rotary Club donated \$1,000 to the endowment fund.

The 2014 budget has been passed by Tay Valley and Drummond/North Elmsley Townships. John Gemmell presented it at Perth's budget hearing on January 31 in my absence due to the Ontario Library Association conference.

SOLS is doing an operational review and has asked for feedback on the question: *What challenges does your library face in the next 3 to 5 years and how can SOLS help to meet them?* If you have thoughts on this question, please let me know by the next board meeting so I can pass along feedback at a CEOs meeting and Al can take the information to the next gathering of the Trustees Council.

Programming, staff and services

Along with Kathy Boelsma and Emily Cassell of the Ontario Early Years Centre, I gave a presentation on "Literacy in Lanark County" to the Canadian Federation of University Women on January 20. A copy of the presentation is attached. I will invite Kathy and Emily to a board meeting later in the spring to present the updated literacy statistics for our three municipalities.

I attended a webinar on service lifecycles, as one of our 2014 projects is to evaluate what we're offering and make sure it still makes sense and that we are still able to offer new programs and services as needed without overwhelming staff. I also attended the Ontario Library Association annual conference along with Rachel Warren and Carol Rigby. Of note, I attended a preconference session that brought together about 30 people from various provincial ministries and about 50 library CEOs to discuss the many ways libraries are supporting the goals of these ministries, including Education; Training, Colleges and Universities; Economic Development; Citizenship and Immigration; Aboriginal Affairs; and others. I attended a session about the recent Toronto Public Library economic impact study at which the speakers indicated their methods could easily be adapted to present a local picture, something we may want to explore further.

Our PDCI co-op student, Patrick Doughty, finished up at the end of January. Patrick will be graduating this spring. While here, he helped greatly with general straightening up, evaluating the science fiction and fantasy collections, and supporting staff with other tasks. A new co-op student, Janina Minnema, started February 4. Janina is working on her library technician diploma from Mohawk College and currently works as the library staff at St. John High School. She will complete 70 hours of placement with us.

Our former children's librarian, Sue Snyder, visited a school in Kingston, Jamaica, last year with a team of early literacy trainers from Seneca College. Sue has since launched a project to collect a set of age- and culturally appropriate new books for the school library. Information about the books is available in the children's section, and the library is accepting the donations on Sue's behalf.

Children's department report from Rachel

Babytime and storytime started up again, with babytime numbers oversubscribed and storytime attendance down overall this session. There was a Grade 1 class visit for a storytime and book selection. There were class visits from two St. John Elementary Grade 3 and 4 classes to kick off the Silver Birch Forest of Reading Program. The Blue Spruce and Silver Birch Programs were also initiated within the library. I visited the Stewart School to showcase library resources for two Grade 7 classes to use in their History Fair projects and one class came to the library for a presentation on this. The Summer Reading Club theme has been announced as *Eureka!* I contributed to the *lanarkkids.com* website by writing two columns on what to read for kids and teens. I attended the Superconference in Toronto. Of particular interest to me were sessions on the *Middle Years Strategic Plan for the Toronto Public Library*, *Making Classroom Curriculum Connections* and the *National Reading Campaign*. All will be helpful in my goals for outreach, children's department mini-strategic planning and promoting the love of reading in the community in general. The month wrapped up with a PA Day movie *Despicable Me 2*, which was attended by 20 people.

Financial Report – Elizabeth explained new format for 2014

Correspondence and Communications

- a. Letter from Ken Sinclair, chair, Lanark Highlands Public Library, re: redistribution of provincial grant
- b. EMC article and emails about literacy presentation
- c. EMC photo about Jamaica books project
- d. Patron comment from Facebook

Advocacy reports

J. Gemmell noted Elizabeth's Literacy in Lanark presentation is on County Website

C. Rigby attended the Ontario Library Association's meeting, attending sessions related to public library advocacy.

B. Sutton spoke to friend about ebooks.

Committee reports

- 1) Property – no meeting.

- 2) Policy – February 3rd minutes presented. A meeting in March was added to the schedule.

Policy review

Collection Development Plan was presented.

14-16 It was moved by C. Rigby and seconded by B. Sutton that Collection Development Plan be adopted.

Carried.

New Business

- a. A condolence card will be sent on behalf of the board to Judy Brown
- b. Comparative statistics report was passed out.
Action Item – Elizabeth asked all the board members to think about which statistics they find useful for advocacy.
- c. Elizabeth presented the new format for the 2013 annual report
- d. By-law discussion:
 - Procedural By-law Section 6, calling of special meetings – discussed changing any 2 members to 3 and adding notify by email.
 - Procedural By-law Section 9, Quorum, time required to establish quorum – discussed leaving the timing at 15minutes but adding that virtual presence counts for quorum, but not for voting.
 - Procedural By-law Section 11, the legality of polling between meetings – discussed adding that the vote be confirmed at the next board meeting. Discussed getting outside council as to the legality.
Action item: Elizabeth to gather additional information.
 - Procedural By-law Section 13, board authorization for absences – discussed revising to conform to the Library Act.
- e. Discussed having a legacy document for future boards to access.

14-17 B. Sutton moved and J. Wickware seconded the motion to instruct the Policy Committee to look into the creation of a legacy document.

Carried.

Unfinished Business

Discussed separating new and unfinished business on future agendas.

Upcoming meeting dates

February 18, 10 a.m.: Property Committee

March 10, 3 p.m.: Policy Committee

March 17, 4:30 p.m.: Library Board

14-18 Motion to adjourn at 6:03 moved by N. Fennell.

Chairperson

Secretary-Treasurer