

Regular Meeting – March 17, 2014

A regular meeting of the Perth and District Union Public Library Board was held on Monday, March 17, 2014 at 4:30p.m.

In attendance were:

Peter Wagland, Councillor, Drummond/North Elmsley, **Chair**

Mark Burnham, Councillor, Tay Valley

Allan McLean, Town of Perth

Joan Wickware, Drummond/North Elmsley

Carol Rigby, Tay Valley

Brian Sutton, Tay Valley

Neil Fennell, Town of Perth - *Left meeting at 6:02pm*

John Kalbfleisch, Drummond/North Elmsley

John Gemmell, Deputy Mayor, Town of Perth

Lynn Marsh, Secretary-Treasurer

Elizabeth Goldman, Chief Librarian

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

Declaration of interest

None

Approval of previous minutes

14-18 Moved by J. Gemmell and seconded by A. McLean that the minutes of the February 10, 2014, meeting be approved as amended.

Carried.

Additions and approval of agenda

14-19 Moved by B. Sutton and seconded by M. Burnham that the agenda be accepted.

Carried.

Delegations

Trisha Lee and Martina Flanagan from Friends of Library, the newly elected co-chairs, presented a summary of their activities and contributions from the past year. An invitation was given to all the board members to attend their Volunteer Appreciation Tea on Sunday April 6th from 12-3. One board member is asked to speak on behalf of the board.

Serena Fortin from Allan Chartered Accountants presented the 2013 draft financial statements and management letter. L. Marsh, E. Goldman and S. Fortin are to meet to discuss the reserve funds.

14-19 Moved by M. Burnham and seconded by C. Rigby that the management letter be accepted.

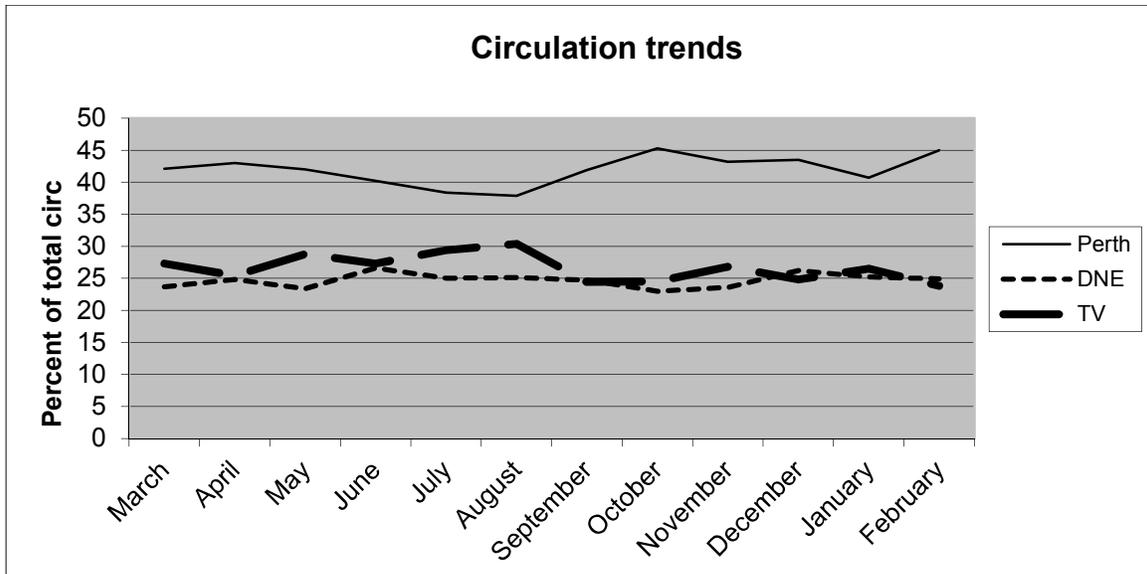
Carried.

CEO's report

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

Usage statistics:

Metric	February2014	February 2013	Percent change
Total circulation	8,946	10,580	▼15%
- % Perth	45.0%	43.2%	▲4.2%
- % Drummond/NE	24.9%	24.5%	▲ 1.6%
- % Tay Valley	23.8%	26.8%	▼11.2%
- % other	6.3%	5.5%	▲14.6%
Membership	7,652	NA	NA
- % Perth	39.9%	NA	NA
- % Drummond/NE	26.5%	NA	NA
- % Tay Valley	28.9%	NA	NA
- % other	4.6%	NA	NA
Public computer sessions	638	747	▼14.6%
Teen computer sessions	195	NA	NA
Wireless sessions	450	450	No change
Electronic uses	44,715	26,831	▲66.7%
E-book downloads	1,154	606	▲90.4%
Website visits	12,987	9,902	▲31.2%
People entering	9,320	9,328	No change
Questions answered	773	787	▼ 1.8%
Volunteer hours	131	109	▲20.2%
Programs	31	20	▲55%
Program attendees	343	183	▲87.4%



Finance, building and governance

The first portion of our annual levy has been invoiced and received from Perth, Drummond/North Elmsley and Tay Valley. Lynn and I have been working with the auditors to prepare the draft audit, which will be presented at the March 17 board meeting.

The Property Committee drafted and finalized the tender for new carpet for the first floor of the library, including research into options for how to move the shelving and books out of the space while carpet is being installed. The tender was advertised on March 7, with a closing date of April 4. Tenders will be opened that day and reviewed at a committee meeting on April 8. The committee will also be reviewing written quotes for a phone system in the next few months, and I am researching options for improved internet access.

All municipalities are reviewing their development charges bylaws this year as part of a normal 5-year cycle. The Town of Perth has hired a consultant, with whom I will be meeting at the end of March, and Drummond/North Elmsley is in the process of hiring a consultant. Tay Valley will be working on their study later in the year. Currently, the library is represented only in Perth's bylaw, and there may be need for the municipalities to agree on whether to include the library across the board.

The Friends of the Library held their first annual general meeting on March 6 and elected a new executive. Among other projects, they will be hosting a volunteer tea to honour our volunteers on Sunday, April 6. The Friends have also purchased a 10-by-10 canopy that we can use at Festival of the Maples and for outdoor programming. The Friends and library staff had a Wii bowling team to support Big Brothers Big Sisters in their big annual fundraiser at the end of February.

Programming, staff and services

A staff meeting is scheduled for Monday, March 31. This will include time for discussion, as well as some technology training. Two items on the general radar in terms of personnel this year are pay equity and internal equity. I will be working with the union to revise job

descriptions, leading into an anticipated pay equity project later in the year and then contract negotiations. I am meeting with Perth's pay equity consultant in early April.

Julie Hansen is doing a 6-week online course about readers advisory starting in late March. Readers advisory is the art of recommending books and is integrated into most of what we do at the library.

The advertisement for summer students has been posted and is open through March 28. We anticipate having four of our tutors return from last summer and hiring three new ones. The program will have the same number of spaces as in previous years, and we are in discussions with the Lanark Highlands Public Library about a pilot expansion there.

All of the libraries in Lanark County will be hosting Human Library Days on the weekend of May 3-4. Human Libraries let members of the community come to the library to check out a "human book" – a person with an interesting story to tell – and have a half hour of meaningful conversation. The United Way is partnering on the project, which has been done in Ottawa in the last few years. If you know anyone locally who you think would make a good book, please let me know as soon as possible.

The Ottawa Writers Festival will be expanding to Perth starting this summer, and the library will be involved in hosting events at the library and in the community.

The library had a table at Seedy Sunday on March 2 to advertise the Lanark County Grows seed lending library. This is the first year we had actual seeds at the event (last year we launched in April), and the project continues to be popular. We had more than 20 people register to join the group just that day. A volunteer, Julie Kennedy, who also waters our plants, has taken on the role of sorting and packaging donated seeds.

Forest of Reading programs are underway for kids and teens. Adult programming has continued to be successful with a mix of book clubs, technology workshops, and craft activities. Recent new programs have included needle felting and an introduction to iPads and tablets.

Children's department report from Rachel: Babytime and storytime wrapped up in mid-February for this session. Babytime was oversubscribed. Family Storytime was well attended with a range of ages and moms and dads. The 7/12 Club had a visit from Chance the Library Dog for several of the children to read to him. Much of the month was spent planning for March Break, with programs running March 10-15. I attended a Lanark County Planning Council Middle Years Working Group meeting in Carleton Place with several other people from agencies who work with 7-12 year olds. The intent of the committee is to act as an advisory council on best practices for after school programs in Lanark County.

Elizabeth had two additions to the CEO's report. She received a certificate to prove that the library is covered under the town's insurance policy. Elizabeth asked the board to consider people for the human library project.

The municipality's development charges are to be discussed at more length at the next property meeting.

14-20 The librarian's report was received on a motion by M. Burnham and seconded by J. Kalbfleisch.

Carried.

Financial Report

The technology section of the financial report will be revised in the next month to reflect the breakdown of that section in the budget.

14-21 The financial report was received on a motion by J. Wickware and seconded by A. McLean.

Carried.

Correspondence and Communications

- 1) EMC article about Perth & District Community Foundation AGM
- 2) handout from Perth & District Community Foundation AGM

Advocacy reports

C. Rigby is participating in a 6-week online course called Library Advocacy Unshushed. There are extensive resource materials included with the course.

Committee reports

- 1) Property – A meeting was held on February 18. The minutes of that meeting were circulated. The carpet tender is out. The cost of moving the books and shelves is the biggest consideration.

14-22 The property report was received on a motion by C. Rigby and seconded by N. Fennell.

Carried.

- 2) Policy – A regular meeting of the Policy Committee was held on March 10. A policy committee report was distributed. Discussed the meaning of “ex officio” membership in committees. The board suggested the term be removed. Discussed combining the 2 documents: the Constitution and the Procedural By-laws. C. Rigby will circulate the information.

14-23 The policy report was received on a motion by M. Burnham and seconded by J. Wickware.

Carried.

Policy review

E. Goldman presented the new policy and policy statement: 2.D-11: Occupational health & safety.

Section 2: Policies

D: Personnel Policies

2.D-11: Occupational health & safety

Adopted: March 2014

Last review:

Background:

The *Occupational Health and Safety Act (OHSA)* requires those who have any degree of control over the workplace to ensure a safe and healthy work environment. The requirements of the *OHSA* apply to every worker who is being paid, regardless of the location where the work is performed. The library complies with the *OHSA*, which sets out duties with respect to workplace safety, and materials and equipment in the workplace. Section 25(2) of the Act requires employers to prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.

Policy:

The Perth & District Union Public Library Board and CEO are committed to the establishment of a healthy and safe workplace and to the integration of health and safety practices in all areas of the workplace. The underlying principal of the policy is the responsibility of all personnel in maintaining a safe workplace, which is best achieved through consultation and co-operation between management and employees.

The worker has the following rights:

- a) To participate in the process of identifying and resolving workplace health and safety concerns
- b) To know about potential hazards to which he or she may be exposed
- c) To refuse work that he or she believes is hazardous to either his or her own health and safety or that of another worker
- d) All other rights indicated in the *Occupational Health and Safety Act*

The board is responsible for complying with the OHSA and for funding a health and safety program for staff, delegating authority to administer and direct health and safety to the CEO. The CEO is responsible for ensuring compliance with all applicable health and safety legislation; ensuring staff are trained at the appropriate level in health and safety procedures; conducting annual health and safety inspections of the workplace; investigating and reporting accidents; addressing employee safety concerns promptly; and ensuring health and safety infractions are addressed.

Supervisors are defined as any staff acting in a supervisory capacity. Supervisors include the CEO and, in her absence, the Library Specialist or Library Technician acting as person-in-charge. Supervisors are responsible for ensuring staff present understand procedures to follow in the case of an incident; reporting incidents, hazards or concerns to the CEO; knowing the location of the first aid kit, fire extinguishers and emergency exits; and operating equipment in a way that will not endanger others.

Staff members are responsible for understanding the procedures to follow in case of accidents or sudden illness; reporting hazards to their supervisor; knowing the location of the first aid kit, fire extinguishers and emergency exits; and operating equipment in a way that will not endanger others.

The library staff's union, CUPE Local 2976-1, shall appoint a health and safety representative. This representative is responsible for conducting a monthly inspection of the workplace, making recommendations to the CEO and maintaining the first aid boxes. The health and safety representative works with the CEO to identify workplace hazards and work refusals and to maintain a health and safety bulletin board containing information about OHS, this policy and the Workplace Violence and Harassment Policy (D-08). He or she will be consulted by the CEO about any workplace testing.

The library shall comply with all regulations outlined by the Workplace Safety Insurance Board, including: reporting workplace injuries to WSIB; staying in contact with injured employees throughout their recovery; providing accommodation and/or attempting to find suitable work for injured employees upon their return; and communicating with WSIB about progress.

The library shall ensure all staff receive training in the Workplace Hazardous Materials Information System (WHMIS) and that training reflects the latest laws and regulations regarding the handling of hazardous materials. The library shall ensure Materials Safety Data Sheets are present for all hazardous materials and maintained in a location accessible to staff.

The library shall post an Occupational Health & Safety Policy Statement annually on a bulletin board designated for health and safety information.

As required by OHS, this policy will be reviewed annually.

Appendix A: Occupational Health & Safety Policy Statement

14-24 It was moved by M. Burnham and seconded by B. Sutton to adopt policy 2.D-11.

Carried.

New Business

- 1) Perth Tourism has approached the library to request that their information signs be added to the existing library posts. This was deferred to the property committee.
- 2) SOLS planning questions. E. Goldman requested feedback from the board.
- 3) Draft Annual Report was presented and suggestions were welcomed.
- 4) Advocacy plan for municipal elections this fall. The current advocacy plan and a proposed strategy for 2014 municipal elections were circulated.

Upcoming meeting dates

March 21, 8:30 a.m.: Literacy breakfast
April 6, 12-3 p.m.: Volunteer appreciation tea
April 7, 3 p.m.: Policy Committee
April 8, 10 a.m.: Property Committee
April 14, 4:30 p.m.: Library Board
April 26, 10 a.m. (Almonte): SOLS Trustee Council

14-14 Motion to adjourn at 6:27 moved by J. Gemmell, seconded by M. Burnham.

Chairperson

Secretary-Treasurer