

Regular Meeting – April 14, 2014

A regular meeting of the Perth and District Union Public Library Board was held on Monday, April 14, 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

Lynn Marsh, Secretary-Treasurer

Elizabeth Goldman, Chief Librarian

Neil Fennell, Town of Perth

John Kalbfleisch, Drummond/North Elmsley

John Gemmell, Deputy Mayor, Town of Perth

Observer: Ian McLeish, Coop student, Algonquin College

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

Declaration of interest

None

Approval of previous minutes

14-29 Moved by Mark Burnham and seconded by John Kalbfleisch that the minutes of the March 17th, 2014, meeting be approved as amended.

Carried.

14-30 Moved by Joan Wickware and seconded by Neil Fennell that the minutes of the April 8, 2014, special meeting be approved.

Carried.

14-31 Moved by Carol Rigby and seconded by Neil Fennell that the minutes of the April 4, 2014, Tender meeting be approved.

Carried.

Additions and approval of agenda

Minutes of Tender Meeting, Apr 4, 2014 added to #3

Deferred 11d, Policy re: Responsibility for Human Resources

14-32 Moved by Brian Sutton and seconded by Joan Wickware that the additions to the agenda be accepted.

Carried.

Delegations

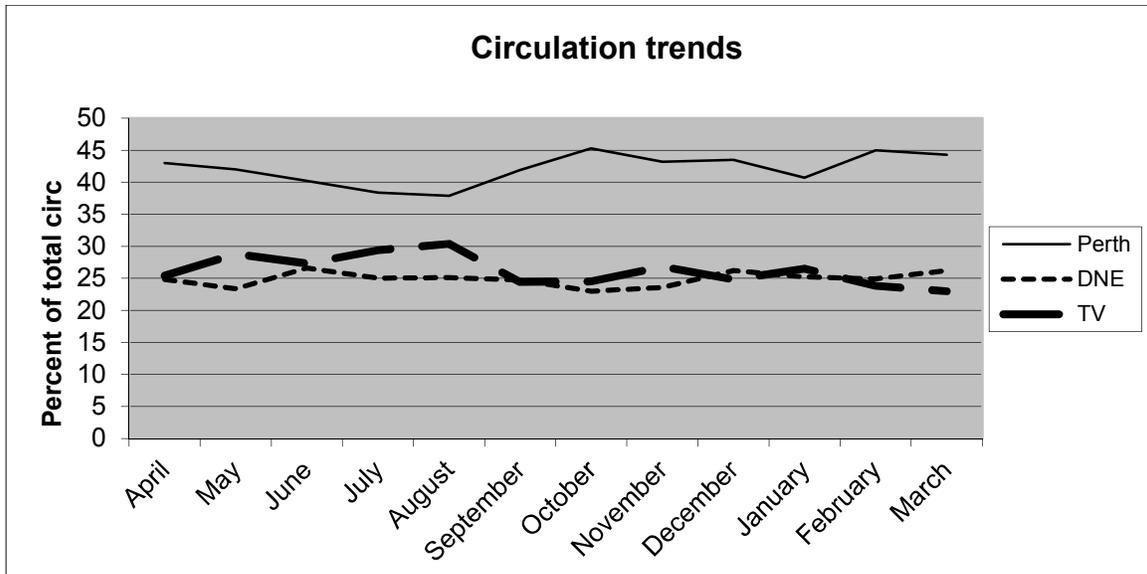
None

CEO's report

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

Usage statistics:

Metric	March 2014	March 2013	Percent change
Total circulation	11,265	11,846	▼ 4.9%
- % Perth	44.3%	42.1%	▲ 5.2%
- % Drummond/NE	26.2%	23.7%	▲ 10.6%
- % Tay Valley	23.0%	27.3%	▼ 15.8%
- % other	6.6%	6.9%	▼ 4.4%
Membership	7,696	NA	NA
- % Perth	40.0%	NA	NA
- % Drummond/NE	26.4%	NA	NA
- % Tay Valley	28.8%	NA	NA
- % other	4.6%	NA	NA
Public computer sessions	932	744	▲ 25.3%
Teen computer sessions	263	NA	NA
Wireless sessions	450	450	No change
Electronic uses	39,200	29,589	▲ 32.5%
E-book downloads	1,189	652	▲ 82.4%
Website visits	14,017	9,429	▲ 48.9%
People entering	11,208	10,662	▲ 5.1%
Questions answered	876	842	▲ 4.0%
Volunteer hours	143	87	▲ 64.4%
Programs	45	33	▲ 36.4%
Program attendees	622	500	▲ 24.4%



Finance, building and governance

The 2013 audit has been completed. Municipalities are being invoiced for the second portion of their annual levy. Lanark County tax rates were approved April 9, so the assessment spreadsheet will be updated accordingly prior to the invoices going out for the third and final portion of the levy.

See the attached Property Committee report for updates on the carpet, phone system, internet upgrade and development charges.

The Lanark County libraries, working with Kathy Boelsma, early literacy specialist, applied for and received a \$30,000 grant from the Best Start Working Group for a project to expand literacy programs throughout the county. The purpose of the grant is to improve service integration and coordination, and the grant will allow the libraries to offer more consistent tutoring and literacy programs. The grant period is September 2014-August 2015.

Programming, staff and services

Penelope Bass retired March 30 after 10 years with the library. Laurie Murray has filled her position of library technician, moving up from library assistant. We expect to fill the open library assistant position in April. Janina Minnema has been hired as a casual library assistant to fill in some shifts during the transition.

A staff meeting was held on March 31. Staff reviewed health and safety policies and new required health and safety training that is to be completed by July 1. Other topics included an introduction to a new continuing education program being offered by the Partnership (association of provincial library associations), training in online readers advisory tools, and departmental updates.

The Volunteer Appreciation Tea sponsored by the Friends of the Library was a big success on April 6, with about 25 people in attendance. Thanks to Peter Wagland for saying a few words and to Carol Rigby for attending to represent the board.

Library staff and Friends attended the Perth & District Volunteer Fair on April 8 at PDCI. Laurie Murray attended the first hour to recruit teens to join the advisory board for the Create! Digital Media Lab. Julie Hansen and I, along with Friends Trisha Lee and Sharon Bissonnette, attended later in the afternoon.

Ian McLeish, a library tech co-op student from Algonquin College in Ottawa, is joining us for three weeks of work in April.

A group of adults participating in a job retraining program toured the library on March 26 to learn about library resources for researching and writing business plans. As a result, we now have a document that can be turned into a brochure for use by others. The library is also represented on a new website, Resources for Business Growth, through the Perth & District Chamber of Commerce. I have been assisting with the development of that resource.

The Canadian Federation of University Women has formed a committee to work on a voter education program for this fall's municipal elections. We will work with them on the project and likely hold a series of informational events at the library in the early fall.

I was on Lake 88 on March 27 with Fraser Scantlebury from United Way Lanark County to advertise the Human Library Days coming up May 3 and 4. I will be doing another radio interview on Lake 88 on April 24 with Nancy Wildgoose to discuss the relationship between literacy and access to healthy foods, promoting our programs, the Table's Hunger Awareness Week events, and Rotaryfest (a fundraiser for both organizations) on May 10.

Children's department report from Rachel: March was a very busy month. Along with baby time and story time, we had two regular Grade 3/4 class visits from St. John's Elementary school and one visit from a class for research and information on the Middle Ages. This class now wants to attend on a monthly basis as well. I went to the Perth Museum to do a joint presentation to Grade 5/6 students on history and local history resources available at the library. The 7/12 Club had a good attendance along with an observer from the Middle Years Advisory Council - Mike Cooper, who is chairing the council to develop best practices for after school programs in Lanark County. March Break programs included the movie "Cloudy with a Chance of Meatballs 2", a story and craft session for 4-7 year olds based on the popular book "The Day the Crayons Quit", a visit from Chris Pilsworth - the Born to Amaze Magic Show, Paws for a Story with Chance the Library Dog, Lego Club and Parrot Partner - a parrot show and craft from a local parrot rehabilitation centre. All programs were well attended. Finally, plans are underway in earnest for both the Summer Literacy Program and Summer Reading Club.

14-33 The librarian's report was received on a motion by Allan McLean and seconded by John Kalbfleisch.

Carried.

Financial Report

14-34 The financial report was received on a motion by Neil Fennell and seconded by Carol Rigby.

Carried.

Correspondence and Communications

- 1) Message from OLBA President
- 2) Humm article about Human Library Project
- 3) Letter from CFUW re: donation to Summer Literacy Program Notice

14-35 Moved by Mark Burnham and seconded by Brian Sutton that the correspondence be received as circulated.

Carried.

Advocacy reports

Carol Rigby finished the Library Advocacy online course.

Brian Sutton gave informal talk on the merits of the library.

Peter Wagland and Carol Rigby attended the Friends of Library Tea. Peter Wagland has arranged a tour of the library for the DNE CAO.

Committee reports

- 1) Property – Mark Burnham reported that a meeting was held on April 8th, 2014. The minutes were circulated.

14-36 The property report was received on a motion by Carol Rigby and seconded by Neil Fennell.

Carried.

- 2) Policy – Carol Rigby reported that a meeting was held on April 7th, 2014. A policy report was circulated.

14-37 The policy report was received on a motion by Carol Rigby and seconded by Joan Wickware.

Carried.

Policy Review

- a) Summer Literacy Program
- b) Casual Staffing
- c) Scent-Sensitive Space
- d) Training
- e) Non-unionized Staff

14-38 The five policies, 2.G-16: Summer Literacy Program, 2.D-12: Casual and summer staff, 2.G-15: Scent –sensitive space, 2.D-3: Training and 2.D-4: Non-unionized staff, were adopted on a motion by Brian Sutton and seconded by Mark Burnham.

Carried.

Unfinished/New Business

14-39 Moved by Mark Burnham and seconded by John Gemmell to accept the bid from Westport Flooring in response to Tender 2014-01 (Installation of Carpet Tile) at an upset limit of \$27,872.71 plus HST and any additional charge to bring the amount of spare tiles to 5%, to be financed from the capital reserve.

Carried.

14-40

Moved by Carol Rigby and seconded by Brian Sutton to accept the proposal for installation of a phone system from Bralex Telecom at an upset limit of \$6,000 plus HST, to be financed from the capital reserve.

Carried.

14-41 Moved by Allan McLean and seconded by John Kalbfleisch to accept the proposal for installation of wireless access points and network cabling from Bralex Telecom at an upset limit of \$5,428 plus HST, to be financed from the capital reserve.

Carried.

Neil Fennell left meeting at 5:40pm

14-42 Mark Burnham moved and Brian Sutton seconded the motion that the Town of Perth be given permission to add visitor information signs no larger than the library's to the same posts.

Carried.

14-43 Mark Burnham moved and Brian Sutton seconded the motion that the Draft Annual Report be approved in principal.

Carried.

Upcoming dates

April 26, 10 a.m. (Almonte): SOLS Trustee Council

April 26, 9 a.m.-4 p.m.: library at Festival of the Maples

May 3-4 Human Library

May 5, 3:30 Property Committee

May 12, 4:30 p.m.: Library Board

14-44 Motion to adjourn at 5:58 moved by John Gemmell, seconded by John Kalbfleisch.

Chairperson

Secretary-Treasurer