

Regular Meeting–May 12, 2014

A regular meeting of the Perth and District Union Public Library Board was held on Monday, May 12, 2014 at 4:30p.m.

In attendance were:

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

Allan McLean, Town of Perth

Joan Wickware, Drummond/North Elmsley

Carol Rigby, Tay Valley

Lynn Marsh, Secretary-Treasurer

Elizabeth Goldman, Chief Librarian

Neil Fennell, Town of Perth

John Kalbfleisch, Drummond/North Elmsley

Regrets:

Mark Burnham, Councillor, Tay Valley

Brian Sutton, Tay Valley

John Gemmell, Deputy Mayor, Town of Perth

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

Declaration of interest - none

Approval of previous minutes

14-45 Moved by Allan McLean and seconded by Carol Rigby that the minutes of the April 14th, 2014, meeting be approved as amended.

Carried.

Additions and approval of agenda

Additions - 8. g. CUPE letter was added to agenda under correspondence and communications.

The order of the agenda was changed in order to allow time for Neil Fennell to present the Property Committee report before having to leave the meeting at 5:30.

14-46 Moved by Joan Wickware and seconded by Neil Fennell that the additions to the agenda be accepted.

Carried.

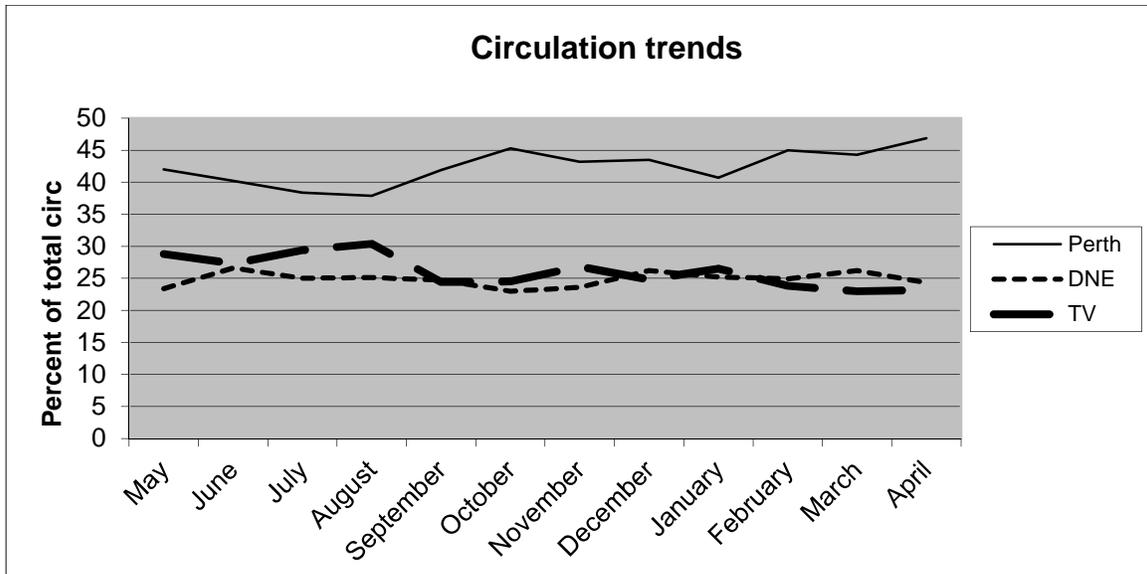
Delegations - None

CEO's report

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

Usage statistics:

Metric	April2014	April 2013	Percent change
Total circulation	10,717	11,045	3.0%
- % Perth	46.9%	43.0%	9.1%
- % Drummond/NE	24.3%	24.8%	2.0%
- % Tay Valley	23.2%	25.4%	8.7%
- % other	5.6%	6.8%	17.6%
Membership	7,773	NA	NA
- % Perth	40.0%	NA	NA
- % Drummond/NE	26.6%	NA	NA
- % Tay Valley	28.7%	NA	NA
- % other	4.7%	NA	NA
Public computer sessions	794	854	7.0%
Teen computer sessions	193	NA	NA
Wireless sessions	450	450	No change
Electronic uses	46,325	40,437	14.6%
E-book downloads	1,177	692	70.1%
Website visits	13,782	10,433	32.1%
People entering	10,857	11,333	4.2%
Questions answered	746	709	5.2%
Volunteer hours	180	162	11.1%
Programs	30	27	11.1%
Program attendees	490	334	46.7%



Finance, building and governance

Peter Wagland and I met with Westport Flooring to sign the contract for the carpet installation. The library will be closed Saturday, May 31-Sunday, June 8, with work beginning at 7 a.m. on May 31. Library staff will have access to the lobby and upstairs, so some work will continue (cataloguing, special projects) during that time, although we will not have any programs. Programs scheduled that week have been cancelled or relocated, and we have informed partners who use our space. The closure is being advertised through the library newsletter, notices at the library, social media, traditional media, and on municipal websites.

The installation of new cabling, wireless access points, and the phone system is on schedule to be completed before the end of the month, with the switchover in service providers scheduled for May 26. We anticipated limited interruption of services for users.

Peter, John Gemmell, and I attended a meeting on April 30 with the municipal CAOs and treasurers to discuss development charges and the library budgeting process.

The April instalment of municipal levies has been received from all partners.

The library received summer grants through Young Canada Works and Canada Summer Jobs. These grants partially fund two summer positions: one literacy tutor and one children's programming assistant. In addition, about \$15,000 in donations has come in for this year's Summer Literacy Program to date.

The Friends of the Library raised about \$450 through a bake sale at Festival of the Maples. This funding will go toward prizes for this year's Summer Reading Clubs for all ages.

Programming, staff and services

LessiaSzulga Broadbent has joined the staff as our new library assistant. Lessia has volunteered for us for the past few months, since returning to the area from Whitehorse, where she worked at the public library in a similar role.

Two staff members have resigned: Susan McNichol, who has been a library assistant for six years, for health reasons, and Muriel Hopper, who has been a page for not quite a year. Susan worked limited hours, which have been reassigned. The hiring process for the page is anticipated to be complete in the next few weeks, with the page starting work after the carpet project is complete.

Tori Savage has started a placement with us through Ontario Works. Tori is assisting Rachel with children's programs as she prepares to enter the early childhood educator program at Algonquin College next fall.

Library staff, Friends of the Library and volunteers participated in Maplefest on April 26. The Friends bake sale at the library booth was successful, as was a performance of our original puppet show, "A Maple Caper," at the Crystal Palace, organized and performed by teen volunteers.

The first Human Library Project on May 3-4 went well. We had six "human books," who enjoyed conversation with interested community members. Feedback has been positive here and at other libraries that participated, so we will likely make this an annual event.

The Ottawa International Writers Festival will be holding its first Perth festival this summer on August 22-23, featuring a visit by Terry Fallis. The library will be the site for a hands-on writing workshop on the Saturday of the festival. Funds raised through the festival will support bringing authors to town to do workshops with children throughout the school year, with the library one likely beneficiary of those funds.

I attended a two-day symposium at the University of Toronto iSchool on "Defining New Metrics for Library Success," which included presentations about many ways to measure the work we do and its impact. This will help inform our summer patron survey and planning going forward.

Laurie Murray is the new union steward, and Marina Ramsden has agreed to be the health & safety representative.

In her other role as teen librarian, Laurie has formed a new Media Lab Advisory Board to encourage the teens to take a leadership role in developing projects with the equipment in the Create! Digital Media Lab. The group had its first meeting in late April and will be filming a show in the library with news, information of interest to teens, book reviews, and more. The teens also participated in Forest of Reading again this year, reading a selection of Canadian titles.

Children's department report from Rachel: Babytime, Storytime, Family Storytime and Class Visits continued. Our Forest of Reading parties were held with two Grade 3/4 classes for a Silver Birch Pizza and Pop Party and a Montessori Cookie and Juice Party for Blue Spruce winners. Each class received a copy of the winning books that they chose, and they will be informed of the Festival of Trees winner when it's announced in May. I attended a Welcome to Kindergarten session at St. John's Elementary with our co-op student Ian McLeish. We have started preparations for our Summer Literacy and TD Summer Reading Club programs. Letters have gone out to donors and the calendar of programming is in the works. The theme this year is "Eureka", with a large emphasis on maker culture. I also met

with Kathy Boelsma, Early Literacy Specialist, to begin planning our tutor training in June. Finally, I attended a Facebook workshop at YAK, and an Outcome-Based Evaluation Webinar through SOLS.

14-47 The librarian's report was received on a motion by John Kalbfleisch and seconded by Allan McLean.

Carried.

Financial Report

14-48 The financial report was received on a motion by Carol Rigby and seconded by Neil Fennell.

Carried.

Committee reports

- 1) Property – Neil Fennell reported that a meeting was held on May 5th, 2014. The minutes were circulated.

14-49 The property report was received on a motion by Neil Fennell and seconded by Carol Rigby

Carried.

- 2) Policy – Carol Rigby presented the Notices of Motion to be approved at the next regular meeting.

Notice of Motion under item 10, Committee Reports, May 12, 2014: Terms of Reference for Standing Committees

Notice:

In accordance with the Perth & District Union Public Library's procedures for amending by-laws (1.A-1, s. 16), notice is hereby given of the following motion:

Moved that By-law 1.A-3, Terms of Reference: Property Committee, as attached, and By-law 1.A-4, Terms of Reference: Policy Committee, as attached, be adopted by the Board.

Notice of Motion under item 10, Committee Reports, May 12, 2014: Constitution

Notice:

In accordance with the Perth & District Union Public Library's procedures for amending by-laws (1.A-1, s. 16), notice is hereby given of the following motion:

Moved that Section 1.B, Constitution, be repealed in its entirety and its content be incorporated as required into the Procedural By-law (By-law 1.A-1).

Notice of Motion under item 10, Committee Reports, May 12, 2014: Procedural By-law

Notice:

In accordance with the Perth & District Union Public Library's procedures for amending by-laws (1.A-1, s. 16), notice is hereby given of the following motion:

Moved that By-law 1.A-1, Procedural By-law, be amended in its entirety as attached, with the following major amendments:

- That the constitution of the Library under the *Libraries Act* be added
- That the role and responsibilities of the Chair be moved from the Constitution to the Procedural By-Law
- That the definition and description of committees of the Board be moved from the Constitution to the Procedural By-Law
- That various other amendments to clarify roles and responsibilities and confirm current practice be adopted.

Policy Review - none

Unfinished/New Business

1. Report from Trustees Council presented by Peter Wagland

14-50 The Report from Trustees Council was received on a motion by Allan McLean and seconded by Neil Fennell.

Carried.

2. Library closure during carpet installation

14-51 Joan Wickware moved to close the library from May 31-June 8 inclusive, with staff to work equivalent hours to their normal schedule. Seconded by Carol Rigby.

Carried.

3. Development charges

14-52 Moved by Carol Rigby and seconded by John Kalbfleisch to focus on getting the library included in all three studies in an amount to cover growth-related needs for collection, shelving, and furnishings, but not a building project.

Carried.

Neil Fennell left meeting at 5:30pm

14-53 Moved by Allan McLean and seconded by John Kalbfleisch to evaluate development options for the future of service growth for the library.

Carried.

4. Municipal elections and advocacy materials

Advocacy materials from the course Carol Rigby completed, Advocacy 101 MOOC are now available on the website. <http://perthunionlibrary.ca/advocacylinks.html>

Municipal elections strategy documents were circulated and reviewed by Elizabeth.

14-54 Moved by John Kalbfleisch and seconded by Joan Wickware to defer the municipal elections strategy to the next meeting.

Carried.

Correspondence and Communications

- a. Thank you from Perth & District Chamber of Commerce
- b. Thank you from Helen Gamble
- c. Letter from Lions Club re: donation to Summer Literacy Program
- d. EMC article on Human Library (also ran in the Lanark Era)
- e. Notice re: Strengthening Public Library Boards project
- f. SOLS Ends Review Survey Results – email link
- g. Letter from CUPE

14-55 Moved by John Kalbfleisch and seconded by Carol Rigby that the correspondence be received as circulated.

Carried.

Advocacy reports

Carol Rigby received her certificate from the Library Advocacy online course. The resources are now posted online. Socially she continued advocating at all opportunities.

Peter Wagland attended the SOLS meeting and the meeting of the CAOs.

Upcoming dates

June 9, 3 p.m.: Policy Committee

June 16, 4:30 p.m.: Library Board

June 24, 10 a.m. (at Perth Town Hall): Property Committee

14-56 Motion to adjourn at 6:23 moved by Allan McLean, seconded by John Kalbfleisch.

Chairperson

Secretary-Treasurer