

Regular Meeting—June 16, 2014

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Jun 16, 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

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

14-57 Moved by John Gemmell and seconded by Mark Burnham that the minutes of the May 12th, 2014, meeting be approved.

Carried.

Additions and approval of agenda

14-58 The agenda was approved on a motion from Carol Rigby and seconded by Joan Wickware.

Carried.

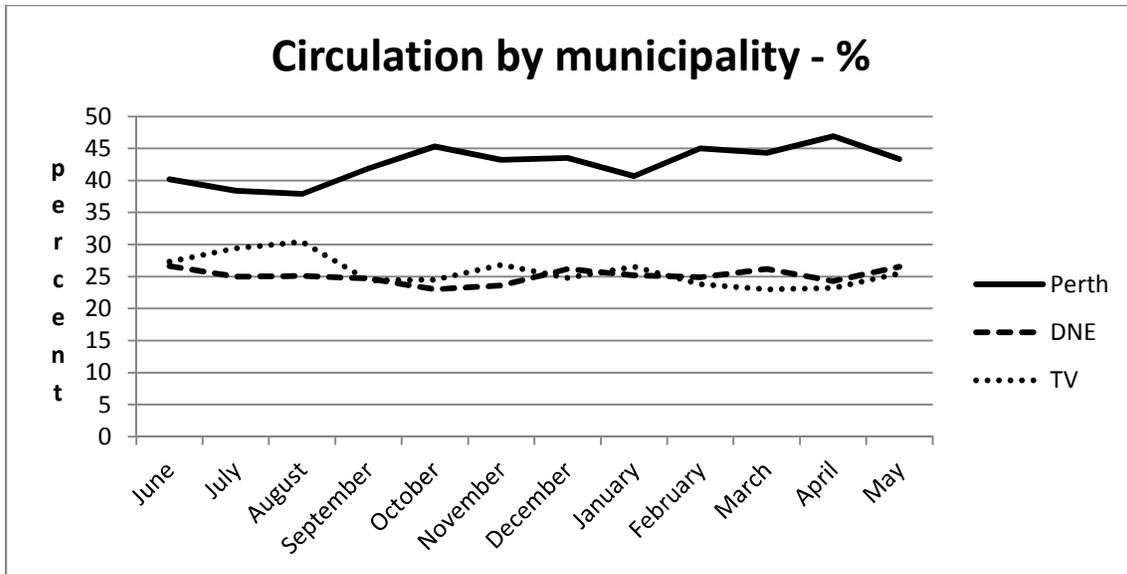
Delegations - None

CEO's report

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

Usage statistics:

Metric	May2014	May 2013	Percent change
Total circulation	10,785	10,827	▼0.4%
- % Perth	43.3%	42.0%	▲3.1%
- % Drummond/NE	26.5%	23.4%	▲13.2%
- % Tay Valley	25.5%	28.8%	▼11.5%
- % other	4.6%	5.9%	▼22%
Membership	7,403	NA	NA
- % Perth	39.9%	NA	NA
- % Drummond/NE	26.7%	NA	NA
- % Tay Valley	28.7%	NA	NA
- % other	4.6%	NA	NA
Public computer sessions	857	1024	▼16.3%
Teen computer sessions	180	NA	NA
Wireless sessions	450	450	No change
Electronic uses	49,462	40,907	▲20.9%
E-book downloads	1,101	657	▲67.6%
Website visits	14,133	10,558	▲33.9%
People entering	9,923	9,971	▼0.5%
Questions answered	697	727	▼4.1%
Volunteer hours	109	163	▼33.1%
Programs	39	33	▲18.2%
Program attendees	598	372	▲60.8%



Finance, building and governance

The carpet was successfully installed during the period we were scheduled to be closed. Everything went smoothly with contractors and staff, and patron response to the carpet has been very positive. I'd like to recognize the staff for working extra hard the week of June 9 to deal with high volume after our closure, as well as volunteers Bob and Linda Mikels, who put in many extra hours helping move the computers upstairs and set them up again after the project was complete.

The new phone system went live on May 26, and staff are adjusting to new features. The internet upgrade has been very positive in terms of connection speed, although some kinks with the wireless setup remain to be worked out. Due in part to an issue with the new router, we moved up our planned transfer of Insignia hosting to the company's headquarters and completed that project during the closure. Patrons were without access to the catalogue from outside the building for a few days, but access to the online catalogue, Overdrive and other online resources has been restored. With Insignia now hosting the library software, we can expect more frequent upgrades. There will be a new version of the public catalogue coming this summer with more modern features and links to social media.

The Friends of the Library have donated about \$2,000 to the library for the following projects: prizes for children's, teen and adult summer reading; support for children's and teen summer programs; support for an event related to the new writers festival that will be held at the library; and seed money for new reusable shopping bags and tote bags that we will sell to raise funds. This summer, the Friends will raise money through their annual raffle, through a booth at the Kilt Run, and through a special book sale on gardening and cookbooks at the Perth Farmers Market on July 12.

Programming, staff and services

During our closure, all staff except the caretaker and pages toured several libraries in Ottawa and the North Grenville Public Library. We saw the new makerspace at the Nepean CentrepoinTE branch in Ottawa, their central processing and sorting facility, and a newly

redone branch that is similar to our size. Staff also completed required health & safety training during the week, in addition to working on special projects. One such project involved the elimination of the designation “E” for children’s picture books, which should help make the children’s section easier for parents to understand.

Two new pages joined the staff on June 10: Emily Richardson and Brynn Hansen. Brynn will be working during the summer only. Emily and Brynn are both students at PDCI.

I presented to the Perth, Drummond/North Elmsley and Tay Valley councils on June 3, updating them about the library’s work in 2014. This resulted in an article in the EMC Perth on June 12. We also got coverage for receiving donations from the Civitan and Rotary clubs and about the expansion of the Summer Literacy Program.

I participated in a web-based focus group for the Federation of Ontario Public Libraries related to developing a brand for public libraries in the province. This project is just getting started. I also participated in webinars about creative use of library space and the new Canadian anti-spam legislation, as well as attending a forum in Perth about funding opportunities from the United Way, Trillium Foundation, Valley Heartland, and the Perth & District Community Foundation. In terms of compliance with the anti-spam legislation, our current electronic activities are compliant, and if we start an email newsletter or email notification in the future, we will ask for express consent. The Policy Committee will be drafting a new policy on this issue this fall.

Julie Hansen attended a six-week online course about readers’ advisory (the art of connecting people with books). She says: “I’d like to express my thanks for providing the funding for me to participate in Readers’ Advisory 101 through the American Library Association. This was a unique opportunity to take a course led by a pioneer of this specialty, Joyce Saricks. It was a rewarding and worthwhile endeavour, teaching me to become more comfortable providing Readers’ Advisory services. Through practice sessions, I learned how to use RA tools, craft annotations, read in genres, articulate appeal and experiment with methods to offer RA services. This practical knowledge will surely translate into improved RA service for patrons at the Perth & District Union Public Library.”

Staff have been planning programming for all ages for the summer. For teens, Laurie Murray is launching the Create! Perth Film Camp, a partnership with the Classic Theatre Festival’s new Youth Theatre Troupe. Library participants, ages 12-18, will film the historical Perth scenes being acted out by the troupe and then edit them into a video, with the plan to expand on this project for the 200th anniversary. There will also be a summer reading club for teens, involving ballots for each book read. For adults, Julie has developed as this year’s summer reading a bingo card challenge that encourages people to read outside their regular boundaries. Participants can also get credit for attending library programs, trying out an e-book, writing a review for the library website, etc. There will be a “Book Tasting” summer preview event June 19 and an open book discussion August 21.

Children’s department report from Rachel: For the third year, the library hosted an early childhood screening clinic in partnership with Lanark Community Programs, Language Express, and the Health Unit. This was held in conjunction with library and early years programming so parents could get a lot of information at a single site. Rebecca McPhee, the Summer Literacy Program coordinator, started work in May to do a review of the literacy program and recommend ways to implement outcome-based evaluation. Thanks to board

members who participated in her interviews. Rebecca also attended Welcome to Kindergarten events with me at all schools in our three townships. In late May and early June, she started work on scheduling participants in this year's literacy program. There will be 104 spaces in Perth and 8 in Lanark this summer. The children's library staff from Lanark County met in Perth in May to discuss summer reading and literacy, as well as programming for older children and teens. Regular library programming finished the week before the closure, with some class visits continuing into June. Eli Hansen, the programming assistant for this summer, developed a number of sessions for the Summer Reading Club, registration for which opens June 17. He also spoke with Jo Bali about the library's storytime at Stewart Park Festival this July. I also discussed children's books with a literature class from PDCI and spoke to two Early Childhood Educator students about the library and its services.

14-59 The librarian's report was received on a motion by Neil Fennell and seconded by Mark Burnham.

Carried.

Financial Report

14-60 The financial report was received on a motion by Neil Fennell and seconded by Carol Rigby.

Carried.

Correspondence and communications

- a) Letter from Catholic Women's League re: Summer Literacy Program
- b) Letter and donation of books from Natalie Gibb-Carsley's daughter
- c) EMC articles: Summer literacy expansion, library presentation to council,
- d) Rotary and Civitan donations
- e) SOLS document re: anti-spam legislation
- f) Program from golf tournament
- g) Picture of Elizabeth receiving 'cheque' for \$39,250 from golf tournament

The SOLS document has been referred to the Policy Committee.

14-61 The correspondence was received on a motion by Mark Burnham and seconded by Neil Fennell.

Advocacy Reports

John Gemmell spoke to board member from Brockville Public Library about how amazing the Perth Union Library is.

Carol Rigby went to the CLA conference in Victoria where she took part in a round table session with other library trustees. The networking opportunities were great and she added 11 people to her own trustee network.

Joan Wickware attended the golf tournament and along with Allan McLean, attended Elizabeth's presentation to councils.

Peter attended Elizabeth's presentations to councils

Committee reports

- 1) Property – no report except to say the carpet installation went very well.
- 2) Policy – the minutes of the June 9th meeting were circulated and Carol highlighted the topics discussed at that meeting.

14-62 The policy report was received on a motion by John Kalbfleisch and seconded by Allan McLean.

Carried.

Policy Review

Motion #1 under item 10, Committee Reports, June 16, 2014: Constitution

Background:

At the direction of the governing Board of the Perth & District Union Public Library, the Policy Committee has been conducting an overall review of the Library's constitution and procedural by-law, as these have not been substantially reviewed since 2002.

Amendments made in 2013 with regard to the term of the Chair and the roles of the standing committee chairs as acting chairs in the absence of the chair have brought to light a number of areas of duplication and omission in both of these governing documents.

In accordance with accepted corporate practice, and following the example of other library boards in Ontario constituted under the *Libraries Act*, the Policy Committee recommends repealing the current Constitution as a separate document, and incorporating any necessary provisions from it into the Procedural By-Law, so that all roles, responsibilities, order of business and other constitutional and procedural matters are contained in one document.

14-63 In accordance with the Perth & District Union Public Library's procedures for amending by-laws (1.A-1, s. 16), the Policy Committee moves:

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), effective June 16th, 2014.

Moved by Carol Rigby and seconded by Joan Wickware

Carried.

14-64 In accordance with the Perth & District Union Public Library's procedures for amending by-laws (1.A-1, s.16), the Policy Committee moves: That effective June 16th, 2014, 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* and the Union Agreement 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.

Moved by Brian Sutton and seconded by Mark Burnham

Carried.

14-65 Effective June 16, 2014, in accordance with the Perth & District Union Public Library's procedures for amending by-laws (1.A-1, s. 16), the Policy Committee moves: That By-law 1.A-3, Terms of Reference: Property Committee as attached, be adopted by the Board.

Moved by Mark Burnham and seconded by Allan McLean

Carried.

14-66 Effective June 16, 2014, in accordance with the Perth & District Union Public Library's procedures for amending by-laws (1.A-1, s. 16), the Policy Committee moves: That By-law 1.A-4, Terms of Reference: Policy Committee, as attached, be adopted by the Board.

Moved by John Kalbfleisch and seconded by Brian Sutton

Carried.

14-67 That the following 6 policies, as attached, be adopted by the board:

2.D-1: Responsibility for human resources

2.B-1: Library Board Code of Ethics

2.D-6: Service gifts

2.D-7: Library staff code of ethics

2.G-12: Banning Patrons from Premises

2.G-1: Accessible customer service

Moved by Brian Sutton and seconded by Joan Wickware.

Carried.

Unfinished/New Business

1. Elizabeth discussed her presentation to council and the resulting EMC article.

14-68 Elizabeth's report was accepted on a motion by Mark Burnham and seconded by John Kalbfleisch.

Carried.

2. Peter presented the letter from Lanark Highlands Public Library regarding the provincial grant. A response letter was also presented.

14-69 Carol Rigby moved, seconded by Mark Burnham, to send the response letter as presented, to Lanark Highlands Public Library.

Carried.

3. Development charges – Draft letter for each municipality were presented.

14-70 Moved by Brian Sutton and seconded by Neil Fennell, to send the 3 letters as presented to the municipalities.

Carried.

4. Summer survey

14-71 The summer survey as presented was approved on a motion by John Kalbfleisch and seconded by John Gemmell.

Carried.

5. Municipal elections strategy was discussed and will be formalized in September.
6. Response to auditor's management letter was discussed and a response letter was presented.

14-72 Elizabeth's report was received and the response letter to the auditor was approved on a motion by John Kalbfleisch and seconded by Brian Sutton.

Carried.

7. Pay Equity – Elizabeth presented a report about Pay Equity.

14-73 Elizabeth's report on pay equity was received on a motion by Joan Wickware and seconded by Mark Burnham.

Carried.

Neil Fennell left meeting at 5:34pm

8. Friends summer raffle tickets were distributed to the board.
9. Elizabeth will follow up with the Town of Perth about obtaining a credit card for the Library with the bills sent directly to Elizabeth.
10. Peter Wagland informed the board that his house is up for sale and if it sells before his term is over, he will be leaving the community and will have to step down.

Upcoming dates

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

September 9, 2014, 3 p.m.: Policy Committee

September 15, 2014, 4:30 p.m.: Library Board

14-74 Motion to adjourn at 5:46 p.m. moved by John Gemmell, seconded by John Kalbfleisch.

Chairperson

Secretary-Treasurer