

## **Regular Meeting–October 20, 2014**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Oct. 20, 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 4:35 p.m.

**Declaration of interest - none**

### **Approval of previous minutes**

**14-89 Moved by Brian Sutton and seconded by Joan Wickware that the minutes of the Sep 15, 2014, meeting be approved.**

**Carried.**

### **Additions and approval of agenda**

12g – Board Dinner

12h – Library Week

12i – bookkeeping software file

**14-90 The agenda was approved as amended on a motion from Allan McLean and seconded by Neil Fennell.**

**Carried.**

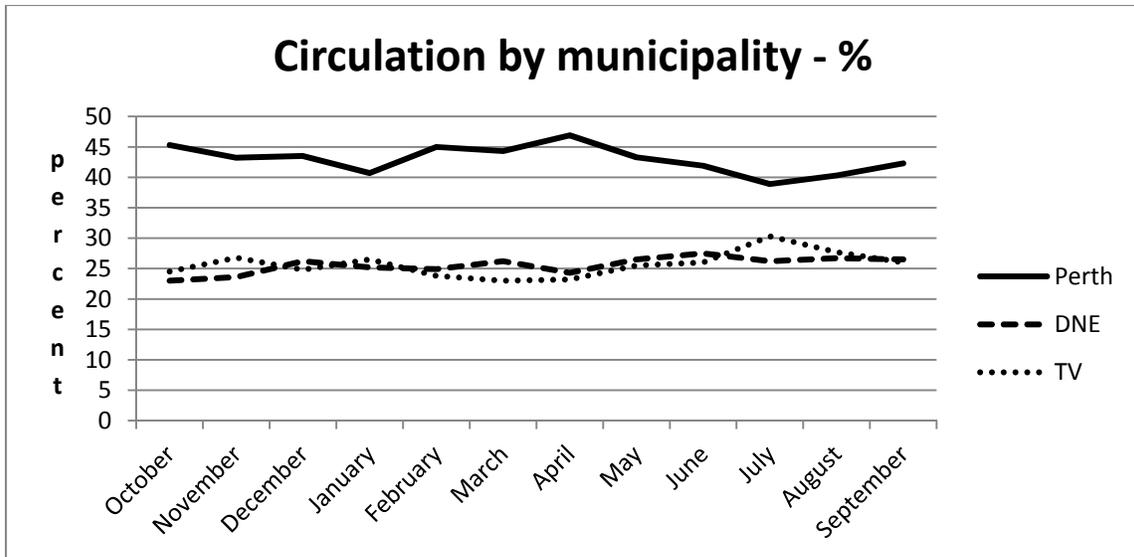
**Delegations - None**

## CEO's report

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

### Usage statistics:

Metric	Sept 2014	Sept 2013	Percent change
Total circulation	10,433	10,495	▼ 0.6%
- % Perth	42.3%	41.9%	▲ 1.0%
- % Drummond/NE	26.5%	24.7%	▲ 7.3%
- % Tay Valley	26.0%	24.4%	▲ 6.6%
- % other	5.2%	9.0%	▼ 73.1%
Membership	7,450	NA	NA
- % Perth	39.9%	NA	NA
- % Drummond/NE	26.6%	NA	NA
- % Tay Valley	28.6%	NA	NA
- % other	4.7%	NA	NA
Public computers	928	935	▼ 0.7%
Teen computers	187	134	▲ 39.6%
Wireless sessions	450	450	No change
Electronic uses	44,069	35,016	▲ 25.9%
E-book downloads	944	705	▲ 33.9%
Website visits	14,486	11,987	▲ 20.8%
People entering	10,425	9,230	▲ 12.9%
Questions answered	775	761	▲ 1.8%
Volunteer hours	96	113	▼ 15.0%
Programs	42	38	▲ 10.5%
Program attendees	397	320	▲ 19.4%



### Finance, building and governance

The 2015 budget has been drafted and reviewed by the Property Committee. Guidance from Perth is 1.5%, and we have not received guidance from the other municipalities. The 2015 budget includes the anticipated rental fee for the Old Fire Hall, although we have not yet seen a copy of the draft lease. We are also including funding for paid IT services and continuing to work on standardizing and professionalizing the look of the budget.

There has been little progress on gaining access to the Old Fire Hall. There have been some changes in the proposed structure of governance for Inge-Va, and until that is worked out, things cannot move forward on our end. The town is still hoping for the change to happen by the end of the year. Architect Eddie Edmundson reviewed some options for us related to the front stairwell and the fire code.

We have two new shelving units: One for the Share the Stories bags, funded by Film Night International, and one for new books, funded through donations in memory of Natalie Gibb-Carsley. We also have new original art hanging in the lobby: Drawings of the front and back of the library building done by one of our patrons, Mike Fogarty. McVeety Electrical came and did work on a large number of lighting fixtures that had components Brian cannot fix himself. The lights over the circulation desk are now operational but still not in use until we find appropriate bulbs.

Tay Valley Township has started their development charges review. I will be meeting with their consultant the week of October 20.

The Friends of the Library raised almost \$900 in their summer raffle. They are hosting two fundraisers later this fall: A bake sale on November 15 and a book sale on December 6. Donations to either are welcome.

## **Programming, staff and services**

The library participated in a North American initiative called Outside the Lines the week of September 14-20 and is gearing up for Ontario Public Library Week October 19-25. To bridge the time in between, we have been posting an “alphabet of library services” on Facebook for the past five weeks. This is material we can turn into a bookmark or flier about the library. For Ontario Public Library Week, the Friends of the Library sponsored a bookmark design contest for kids. We received 123 entries and have winners for JK-grade 3, grades 4-6, and high school. Winners will be announced at a library open house on Sunday, October 19, at 1 p.m., where we will also showcase certain library services.

The new afterschool tutoring program, Owls Homework Club, will launch November 4 and run every Tuesday from 3-6 p.m. through early June. We have several volunteer tutors lined up, and the first training session will be held October 21, run by Kathy Boelsma, the early literacy specialist. Planning is also underway for a second Human Library Project next spring and Lanark County’s first One Book Program in fall 2015. Both projects are joint efforts by all of the Lanark libraries.

Regular fall children’s programs – babytime and storytime – are at capacity, and the OEYC playgroup and Health Unit Baby Talk program have returned to the library this fall. The new evening storytime kicked off in late September. Rachel is also doing library tours for students in the early childhood education program at Algonquin College. Deliveries to home daycares have started back up with volunteer drivers provided by the Rotary Club of Perth.

Teen programming has seen an upswing in attendance this fall, with creative crafts such as Sharpie tie-dyeing and disco balls made from old CDs. We will be hosting the first Eastern Ontario Teen Services Summit on October 27, bringing library staff working (or hoping to start working) in teen services together for the first time. The teen librarian from Kingston will be the keynote speaker for that event, which being organized locally and supported by SOLS.

Adult programming continues with the knitting group, e-reader classes, computer tutoring, and two book clubs. A fall craft event with Art & Class was held on October 9. We are supporting a new book club that will start at Carolina Retirement Suites this fall and continue to provide delivery to residents at all area retirement homes. A set of large print books removed from our collection due to space restrictions has been donated to the new Perth Enrichment Program for seniors.

The library was asked to help organize a Lanark, Leeds & Grenville event called Nature for Life on September 30 about helping families and children spend more time in nature. We will be working with the Rideau Lakes and Brockville libraries on a pilot project this fall to develop themed backpacks with books, activities, maps and information for where and how families can spend time in nature.

The library hosted the Perth community brainstorming session for the Local Immigration Partnership on September 25. Similar events were held throughout the region. The ideas gathered at these events will be part of a Trillium Foundation application by the LIP that will, if funded, support local projects such as a collection of diverse children’s books for each library.

I attended a consultation in Toronto in preparation for a Libraries 2025 symposium to be held next spring. The work of the group at the consultation will help guide the agenda in terms of themes relevant to the future of libraries. I also attended a workshop through the American Library Association about new models for community engagement, which will be useful both for the library and for other organizations in this region.

**14-91 The librarian's report was received on a motion by Carol Rigby and seconded by John Kalbfleisch.**

**Carried.**

## **Financial Report**

**14-92 The financial report was received on a motion by Mark Burnham and seconded by Brian Sutton.**

**Carried.**

## **Correspondence and communications**

- a. Notice from Ministry re: Public Library Operating Grant
- b. Notice from Foodsmiths re: donation to library
- c. Thank you: Ottawa International Writers Festival
- d. Thank you: Drummond Women's Institute

**14-93 The correspondence was received on a motion by Allan McLean and seconded by John Kalbfleisch.**

**Carried.**

**14-94 A motion to congratulate Rachel on her excellent job at the Drummond's Women's Institute meeting by Brian Sutton and seconded by Carol Rigby.**

**Carried.**

## **Advocacy Reports**

John Gemmell recommended his newly retired brother volunteer with a reading program. Peter Wagland recruited new board member.

Mark Burnham and John Gemmell have been promoting the library while election campaigning.

Carol Rigby promoted the board while at social events.

## **Committee reports**

- 1) Property – report from Oct 3 meeting was presented.

**14-95 The property committee report was received on a motion by Mark Burnham and seconded by Neil Fennell.**

**Carried.**

- 2) Policy – none

**Policy Review - none**

## **Unfinished/New Business**

1. Draft 2015 Budget presented

**14-96 The draft budget was referred back to the property committee for finalization on a motion by Mark Burnham and seconded by John Kalbfleisch.**

**Carried.**

2. Old Fire Hall update: Elizabeth presented an update.
3. E-book advocacy letter presented.

**14-97 A motion that the Perth & District Union Public Library Board request that the Department of Canadian Heritage and the Ontario Ministry of Tourism, Culture and Sport investigate publishers' restrictive practices in making eBooks and eMagazines available to public libraries, including the higher prices charged to public libraries, was moved by Mark Burnham and seconded by Carol Rigby.**

**Carried.**

4. Board Legacy Document was presented by Carol Rigby.

**14-98 The legacy document was referred back to policy committee on a motion by John Gemmell and seconded by Brian Sutton.**

**Carried.**

Neil Fennell left the meeting at 6pm.

5. Board recruitment flyer presented.

**14-99 Motion by Brian Sutton and seconded by Mark Burnham to approve the board recruitment flyer.**

**Carried.**

6. **14-100 Rural broadband spectrum (Industry Canada/CLA letter) was received as information on a motion from Carol Rigby and seconded by Allan McLean.**

**Carried.**

7. The board dinner will be at Fiddleheads at 5:30pm on November 28, 2014.

8. Ontario Public Library Week resolution to be sent to the councils was presented:

**14-101 A motion to approve sending the motions to the councils was moved by Allan McLean and seconded by John Gemmell.**

**Carried.**

9. Bookkeeping software file.  
**14-102 Brian Sutton moved, seconded by Carol Rigby to have Lynn start a new bookkeeping software file in January 2015 in order to have the chart of accounts reflect the budget format.**

**Carried.**

Allan McLean left the meeting at 6:27.

**Upcoming dates**

November 7, 10 a.m.: Property Committee

November 10, 3 p.m.: Policy Committee

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

November 28: Board dinner

**14- 103 Motion to adjourn at 6:30 moved by Mark Burnham, seconded by Joan Wickware.**

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**Chairperson**

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**Secretary-Treasurer**