

## **Regular Meeting–November 17th, 2014**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Nov 17, 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**

**14-104 Moved by Brian Sutton and seconded by Neil Fennell that the minutes of the Oct 20, 2014, meeting be approved.**

**Carried.**

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

**14-105 The agenda was approved as amended on a motion from Neil Fennell and seconded by Carol Rigby.**

**Carried.**

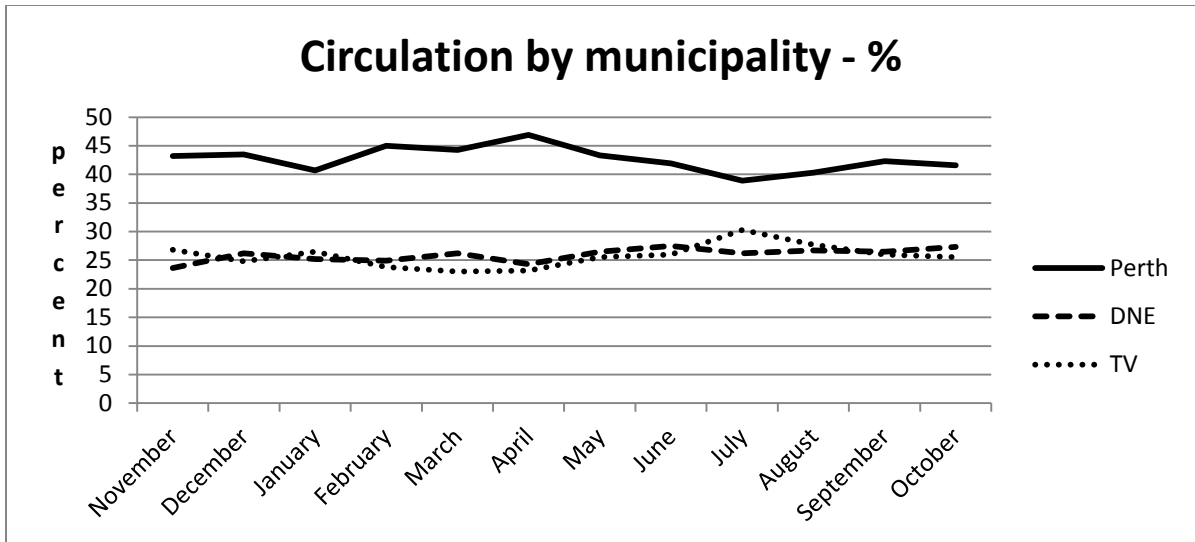
**Delegations - None**

## CEO's report

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

### Usage statistics:

Metric	Oct 2014	Oct 2013	Percent change
Total circulation	10,606	11,075	▼ 4.2%
- % Perth	41.6%	45.3%	▼ 8.1%
- % Drummond/NE	27.3%	23.0%	▲ 18.7%
- % Tay Valley	25.5%	24.5%	▲ 4.1%
- % other	5.6%	7.2%	▼ 22.2%
Membership	7,487	NA	NA
- % Perth	39.9%	NA	NA
- % Drummond/NE	26.7%	NA	NA
- % Tay Valley	28.7%	NA	NA
- % other	4.7%	NA	NA
Public computers	950	903	▲ 5.2%
Teen computers	172	149	▲ 15.4%
Wireless sessions	450	450	No change
Electronic uses	61,440	52,345	▲ 17.4%
E-book downloads	1,058	796	▲ 32.9%
Website visits	16,047	15,007	▲ 6.9%
People entering	10,997	10,587	▲ 3.9%
Questions answered	750	738	▲ 1.6%
Volunteer hours	134	134	No change
Programs	45	41	▲ 9.8%
Program attendees	436	386	▲ 12.9%



### Finance, building and governance

Discussions continue on the future of the Old Fire Hall. The Chamber of Commerce is currently reviewing a lease with the Ontario Heritage Trust for Inge-Va, and the Property Committee has reviewed a lease between us and the Town for the Fire Hall. The next progress meeting is scheduled for November 21. Greg Hallam has done some preliminary work investigating our options for extending our phone and internet lines to that building.

All three municipal treasurers have been updated on the status of our 2015 budget. I met with the new Tay Valley treasurer and their consultants about the development charges study, although it will be a while before we know if the library will be included in that document as we have requested.

### Programming, staff and services

The Friends of the Library hosted a successful Ontario Public Library Week open house and awards ceremony for the bookmark contest winners. Eight out of 10 finalists attended with their families, and the bookmarks have been very popular with library patrons. We also found out during Ontario Public Library Week that we are finalists for the provincial Angus Mowat Award of Excellence for the Summer Literacy Program.

The Eastern Ontario Teen Services Summit that was organized locally brought 18 librarians from around the region to Perth on October 27 to discuss teen collections, programming and space. Many librarians met each other for the first time, and everyone responded positively to the program. We are hoping there will be leadership from within this group to have annual events for teen services.

Two new programs started in early November: Owls Homework Club for kids in grades 1-6 Tuesdays from 3-6 p.m. and the Seniors Technology Clinic, an iPad and tablet help class on Friday afternoons at 1 p.m. The first Homework Club meeting went smoothly, with more experienced tutors mentoring newer teen volunteer tutors.

The Lanark County libraries met to discuss the launch of the One Book Program for fall 2015. The theme will be aging. From November 17-30, libraries will be accepting nominations for titles, either fiction or nonfiction, on the theme. A committee will review nominations and select a shortlist for voting in the new year.

Rachel gave tours of the children's department to Early Childhood Education students from Algonquin College. She also spoke to a PDCI life skills class about reading as a tool for stress management. The scheduled kids' movie for the PA Day on October 24 was replaced with a live program offered to us by the Friends of Murphy's Point. They were unable to hold their program in the originally planned location and got a good crowd in our space.

The library has registered with an organization called First Book Canada that distributes free or low cost children's books to groups that will get them into the hands of low-income families. We are hoping to distribute these books to participants in the Summer Literacy Program and through partnerships with the Table Community Food Centre and other organizations. A volunteer is organizing a children's book drive for early December to add to the stock of books to give away.

**14-106 The librarian's report was received on a motion by Joan Wickware and seconded by John Kalbfleisch.**

**Carried.**

## **Financial Report**

**14-107 The financial report was received on a motion by John Kalbfleisch and seconded by Allan McLean.**

**Carried.**

## **Correspondence and communications**

- a. Notice from Town of Perth re: Addressing Assignments
- b. EMC coverage: Homework Club and PD Day
- c. Thank you from Heritage Mica Days re: PD Day
- d. Thank you from parent re: Homework Club

**14-108 The correspondence was received on a motion by John Kalbfleisch and seconded by Neil Fennell.**

**Carried.**

## **Advocacy Reports**

John Gemmell still trying to convince his newly retired brother volunteer with the reading program.

Brian Sutton worked on recruiting new board member.

Allan McLean and Peter Wagland attended SOLS Trustee Council meeting.

Carol Rigby organized and chaired a teleconference for Library Trustee Network on the topic of best practices in fundraising for library infrastructure.

## **Committee reports**

- 1) Property – report from Nov 7 meeting was presented.

**14-109 The property report was received on a motion by Allan McLean and seconded by Carol Rigby.**

**Carried.**

- 2) Policy – report Nov 10 meeting was presented.

**14-110 The policy report was received on a motion by Brian Sutton and seconded by Joan Wickware.**

## **Policy Review**

- a. Workplace Violence and Harassment

**14-111 Motion to adopt policy 2.D-8, as presented, and refer it back to the policy committee to add a section on mediation in next year's review, by John Gemmell and seconded by Neil Fennell.**

**Carried.**

- b. Financial Management

**14-112 Motion to adopt policy 2.C-1, as presented, by Joan Wickware and seconded by Allan McLean.**

**Carried.**

- c. Procurement

**14-113 Motion to adopt policy 2.C-2 as presented, by Brian Sutton and seconded by Carol Rigby.**

**Carried.**

- d. Investments

**14-114 Motion to adopt policy 2.C-5 as presented, by John Kalbfleisch and seconded by Joan Wickware.**

**Carried.**

- e. Credit Card

**14-115 Motion to adopt policy 2.C-6 as presented, by Allan McLean and seconded by Neil Fennell.**

**Carried.**

- f. Financial Plan

**14-116 Motion to accept interim report, by Brian Sutton and seconded by Carol Rigby.**

**Carried.**

## **Unfinished/New Business**

1. Old Fire Hall – draft lease was reviewed and discussed.

**14-117 Motion to approve the signing of the lease with the Town of Perth for the Old Fire Hall in principal to be used as additional library space, by John Gemmell and seconded by Brian Sutton.**

**Carried.**

2. 2015 draft budget.

**14-118 Motion to approve the 2015 Budget as presented for a total operating budget of \$646,000 and a levy increase of 2.75%. Moved by John Gemmell and seconded by Carol Rigby.**

**Carried.**

**14-119 Motion to approve the 10 year Capital Budget in principal. Moved by John Kalbfleisch and seconded by Carol Rigby.**

**Carried.**

3. Reserve and Reserve Funds.

**14-120 Motion to eliminate the Patricia Hooper Memorial Fund and place its contents into the Literacy Reserve. Moved by Carol Rigby and seconded by John Kalbfleisch.**

**Carried.**

**14-121 Motion to create the Donation and Bequest Reserve, with the purpose of holding unrestricted donations and bequests, which may be allocated to programming, technology, or services. Moved by Brian Sutton and seconded by Allan McLean.**

**Carried.**

**14-122 Motion to eliminate the Bequest and Memorial Reserve Fund and place its contents into the Donation and Bequest Reserve. Moved by Brian Sutton and seconded by John Kalbfleisch.**

**Carried.**

**14-123 Motion to eliminate the Books Reserve Fund and place its contents into the Books Reserve. Moved by Neil Fennell and seconded by Carol Rigby.**

**Carried.**

**14-124 Motion to rename the Building Expansion Reserve Fund to the Building Reserve Fund. Moved by Allan McLean and seconded by John Gemmell.**

**Carried.**

**14-125 Motion to eliminate the following reserves that currently hold no funds: Community Access Program, Training and Pay Period. Moved by Carol Rigby and seconded by Brian Sutton.**

**Carried.**

**14-126 Motion to eliminate the Pay Equity Reserve once funds held in it are spent in 2015. Moved by Neil Fennell and seconded by Allan McLean.**

**Carried.**

4. Funds transfer to PDCF

**14-127 Motion to transfer \$20,000 to the Perth & District Community Foundation. Moved by Joan Wickware and seconded by John Kalbfleisch.**

**Carried.**

5. CEO evaluation

**14-128 Motion to go in camera at 5:45 by John Gemmell and seconded by Carol Rigby.**

**Carried.**

The in camera session ended at 6 pm.

**14-129 Motion that Elizabeth Goldman's pay rate be set at G5 for 2015. Moved by Neil Fennell and seconded by Joan Wickware.**

**Carried.**

6. Bookkeeper contract

**14-130 Motion that the 2015 Bookkeeper contract with Lynn Marsh/HealthyBooks be accepted as presented. Moved by Brian Sutton and seconded by Neil Fennell.**

**Carried.**

**14-131 Motion to thank Lynn Marsh and Elizabeth Goldman for their hard work on the 2015 budget. Moved by Carol Rigby and seconded by Neil Fennell.**

**Carried.**

7. Board Legacy Document

**14-132 Motion to adopt the legacy document as presented. Moved by Carol Rigby and seconded by John Kalbfleisch.**

**Carried.**

8. Strategic Plan update presented

9. Holiday hours were presented. The library will be closed on December 24-25-26-31 and Jan 1<sup>st</sup>.

**14-133 Motion to set the holiday hours as presented. Moved by Brian Sutton and seconded by Joan Wickware.**

**Carried.**

10. Staff Holiday Gathering

**14-134 Motion to approve \$500 contribution from the board for the staff holiday gathering. Moved by John Gemmell and seconded by Carol Rigby.**

**Carried.**

11. Board Comments on the term were received.

### **Upcoming dates**

November 28: Board dinner at Fiddleheads at 5:30pm.

**14-135 Motion to adjourn at 6:30 moved by Neil Fennell, seconded by John Kalbfleisch.**

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**Chairperson**

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**Secretary-Treasurer**