

## **Regular Meeting–January 19th, 2015**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Jan 19, 2015 at 4:32p.m.

In attendance were:

Carol Rigby, Tay Valley  
Lynn Marsh, Secretary-Treasurer  
Elizabeth Goldman, Chief Librarian  
John Kalbfleisch, Drummond/North Elmsley  
John Gemmell, Deputy Mayor, Town of Perth  
George Sachs, Councillor, Drummond/North Elmsley  
Ted Parkinson, Drummond/North Elmsley  
Lynda Kanelakos, Town of Perth  
Richard Morris, Town of Perth  
Jennifer Dickson, Councillor, Tay Valley  
Heidi Taber, Tay Valley

Lynn Marsh called the meeting to order at 4:35 p.m.

**Declaration of interest - none**

### **Introductions**

### **Election of Chair**

**Carol Rigby nominated John Gemmell as chair, seconded by George Sachs.**

**15-01 Motion to acclaim John Gemmell as chair by Jennifer Dickson, seconded by Richard Morris.**

**Carried.**

### **Approval of previous minutes**

**15-01 The minutes of the November 17, 2014, meeting approved by a motion from John Kalbfleish and seconded by Ted Parkinson.**

**Carried.**

**15-02 The minutes of the special meeting of November 24, 2014 were approved by a motion from George Sachs and seconded by Carol Rigby.**

**Carried.**

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

**15-03 The agenda was approved as amended on a motion from Ted Parkinson and seconded by Heidi Taber.**

**Carried.**

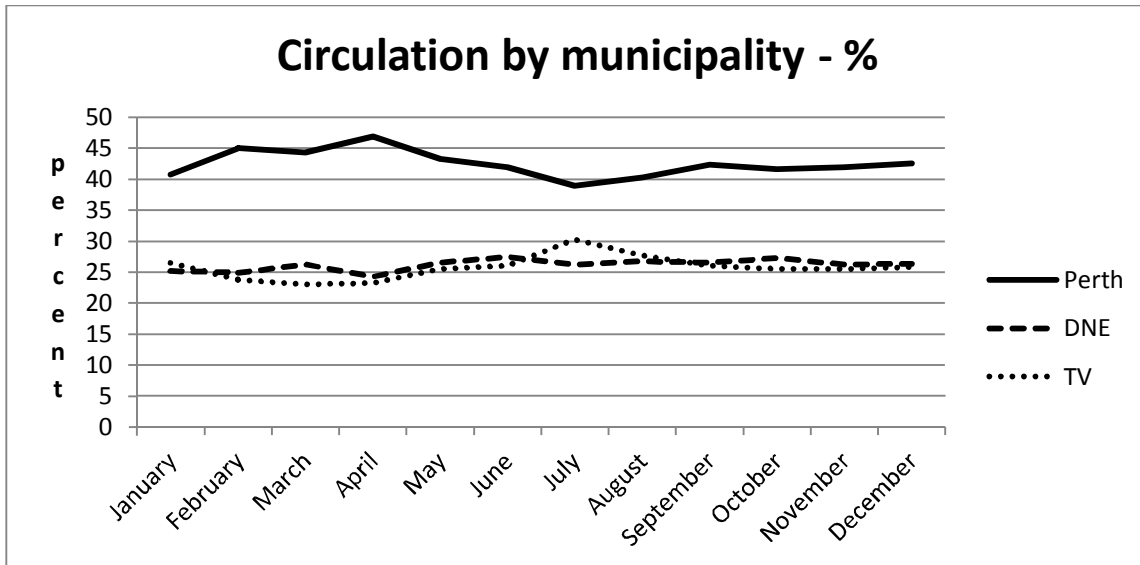
## Delegations – None

## Orientation

Perth & District Union Public Library  
CEO's Report  
January 2015

### Usage statistics:

Metric	Dec 2014	Dec 2013	Percent change
Total circulation	8,953	8,794	▲ 1.8%
- % Perth	42.5%	43.5%	▼ 2.3%
- % Drummond/NE	26.2%	26.2%	No change
- % Tay Valley	25.5%	24.8%	▲ 2.8%
- % other	5.8%	5.5%	▲ 5.5%
Membership	7,566	8,258	▼ 8.4%
- % Perth	39.9%	40.4%	▼ 1.2%
- % Drummond/NE	26.7%	26.5%	▲ 0.8%
- % Tay Valley	28.7%	28.4%	▲ 1.1%
- % other	4.7%	4.7%	No change
Public computers	758	640	▲ 18.4%
Teen computers	153	173	▼ 11.6%
Wireless sessions	450	450	No change
Electronic uses	31,317	33,011	▼ 5.1%
E-book downloads	1,117	933	▲ 19.7%
Website visits	12,674	12,606	▲ 0.5%
People entering	9,376	8,974	▲ 4.5%
Questions answered	664	571	▲ 16.3%
Volunteer hours	103	72	▲ 43.1%
Programs	34	18	▲ 88.9%
Program attendees	290	253	▲ 14.6%



#### Annual statistics

Metric	2014	2013	Percent change
Total circulation	126,460	134,432	▼ 5.9%
- % Perth	42.4%	41.8%	▲ 1.4%
- % Drummond/NE	26.3%	24.7%	▲ 6.5%
- % Tay Valley	25.8%	27.0%	▼ 4.4%
- % other	5.5%	6.5%	▼ 15.4%
Membership	7,566	8,258	▼ 8.4%
- % Perth	39.9%	40.4%	▼ 1.2%
- % Drummond/NE	26.7%	26.5%	▲ 0.8%
- % Tay Valley	28.7%	28.4%	▲ 1.1%
- % other	4.7%	4.7%	No change
Public computers	10,244	11,005	▼ 6.9%
Teen computers	2,387	1,137	▲ 109.9%
Wireless sessions	5,550	5,650	▼ 1.8%
Electronic uses	469,862	382,721	▲ 22.8%
E-book downloads	13,402	8,908	▲ 50.5%
Website visits	156,080	124,740	▲ 25.1%
People entering	124,478	126,067	▼ 1.3%
Questions answered	9,067	9,115	▼ 0.5%
Volunteer hours	1,390	1,317	▲ 5.5%
Programs	508	464	▲ 9.5%
Program attendees	5,382	4,229	▲ 27.3%

Study room uses	210	156	▲ 34.6%
Home delivery items	2,107	1,367	▲ 54.1%
Interlibrary loans rec'd	2,300	2,167	▲ 6.1%
Interlibrary loans sent	1,372	1,606	▼ 2.7%

### **Finance, building and governance**

The lease for the Old Fire Hall is set; we are waiting on the town to set a date for signing. The plan is still tentatively that we will have access on March 1, but that may be delayed because of a change in management at the Chamber of Commerce. I have been speaking with service providers about how to extend systems to that building, particularly phone, internet, and regular and fire alarms.

The 2015 budget has been submitted to all municipalities. Municipalities are at various stages in their own budget process, and I have not received any feedback to date. The Perth budget hearing is at the end of January.

The Civitan Club of Perth will be donating \$5,000 to the library once again in 2015. Of this amount, \$2,500 will be directed to our periodicals collection. The remainder will support a new program in the Create! Digital Media Lab described below. Donation revenue in 2014 was more than \$60,000, and the Friends of the Library brought in an additional \$4,500.

### **Programming, staff and services**

All staff performance evaluations were completed in November 2014.

After 20 years with the library, Marina Ramsden retired at the end of December. Julie Hansen was promoted internally, and Christine Chu was hired as our new library assistant. Staff have also been working on cross-training in terms of both service points and tasks so we will have more redundancy in our processes and be less vulnerable when a staff member is away or leaves the organizations.

Bob Mikels began work as the IT contractor in January and has already been able to take on a greater role in organizing IT systems and processes.

Two new programs are starting in February 2015: A third adult book club, Book Buzz, meeting on the third Tuesday of each month in the evening. The other book clubs are at capacity, and demand continues to grow. In the teen section, the new Youcreate! program will start February 5. With this year's Civitan donation, we have hired a student from Carleton University's interactive media and design program to work with local teens twice per month using the lab equipment. We have been unable to build a sustainable program teaching these skills with volunteers, so this money is crucial in making sure teens themselves have the skills needed to use the equipment, plus some direction and mentorship. The student for winter 2015 is Brad Campbell, who is from Smiths Falls and has lots of experience working with high school age students.

Overall, library numbers were steady or up in 2014 over 2013. The dip in circulation and attendance numbers can be attributed to our week-long closure in June for new carpet. Of particular note, e-book circulation and home deliveries both increased by more than 50%.

The book committee for the One Book One Community-Lanark County program met to develop the shortlist of titles on the theme of aging, which will be revealed January 26. I will be speaking about this program on Lake 88 In Focus on January 28.

Rachel has been busy getting the Owls Homework Club running. In January, she has started a series of meetings with principals at area elementary schools to explain library programs and services, discuss communication preferences and find other areas for partnerships. Laurie did her first class visit in January to a grade 7 class at PDCI. Besides regular class visits, a number of classes have been making special trips to the library for History Fair research.

**15-04 The librarian's report was received on a motion by Carol Rigby and seconded by John Kalbfleisch.**

**Carried.**

## **Financial Report**

Received as information

## **Correspondence and communications**

- a. Response from Minister Michael Coteau re: e-book pricing
- b. Thank you from CROW for use of library space
- c. Letter from EcoPerth re: 2014 solar panel proceeds
- d. Article in January issue of the Humm
- e. Perth Courier articles: One Book Program, library funding

## **Advocacy Reports**

Carol Rigby attended retirement dinner where she had opportunities to advocate for the library and discuss underfunding.

John Kalbfleisch had discussions with friend who is a library board member in B.C.. He was explained our excellent summer literacy program and agreed that they would continue to share information and ideas from their libraries.

Lynda Kanelakos takes all opportunities to advocate for her technology group at the library.

## **Committee reports – committee assignments**

Carol Rigby was named as chair of the policy committee.

Jennifer Dickson was named as chair of the property committee.

Committee assignments:

Property:

Jennifer Dickson, Chair

Richard Morris  
Heidi Taber  
George Sachs

Policy:  
Carol Rigby, Chair  
Ted Parkinson  
John Kalbfleisch  
Lynda Kanelakos

## **Policy Review**

Carol Rigby did a brief orientation on the policy manual and the policy committee processes.

## **Unfinished/New Business**

1. 2015 Library board meeting schedule was set for the 3<sup>rd</sup> Monday of the month at 5:00pm. When the 3<sup>rd</sup> Monday is a holiday, the meeting moves to the week before.

### **2015 meeting schedule**

January 19

February 9 (special date due to Family Day)

March 16

April 20

May 11 (special date due to Victoria Day)

June 15

September 21

October 19

November 16

December 21

2. Old Fire Hall – Elizabeth brought the new board up to date.
3. 2015 Budget presented
4. Sports Hall of Fame proposal

**15-05 Motion that the board support in principal the use of space on a wall of the library lobby for the Perth & District Sports Hall of Fame. Moved by Carol Rigby and seconded by Heidi Taber.**

**Carried.**

5. Film Night fundraiser.

**15-06 Motion that Faye Cunningham be recognized and applauded for her countless hours of dedicated volunteer work over the past decade in raising funds for Perth & District Union Public Library through Film Night International screenings. Moved by Ted Parkinson and seconded by John Kalbfleisch.**

**Carried.**

6. Pay Equity Update
7. Support for 200<sup>th</sup> anniversary

**15-07 Motion for board to write a letter of support for the Joint 200<sup>th</sup> Anniversary Committee's application for a grant from the Department of Canadian Heritage.  
Moved by Carol Rigby and seconded by Richard Morris.**

**Carried.**

### **Upcoming dates**

February 9, 5:00 pm Library Board

**15-08 Motion to adjourn at 6:59 moved by Heidi Taber.**

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**Chairperson**

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**Secretary-Treasurer**