

Regular Meeting–March 16, 2015

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Mar 16, 2015 at 5:00p.m.

In attendance were:

John Gemmell, Deputy Mayor, Town of Perth, **Chair**

Carol Rigby, Tay Valley

Lynn Marsh, Secretary-Treasurer

Rachel Warren, Acting CEO

John Kalbfleisch, Drummond/North Elmsley

George Sachs, Councillor, Drummond/North Elmsley

Lynda Kanelakos, Town of Perth

Jennifer Dickson, Councillor, Tay Valley

Heidi Taber, Tay Valley

Ted Parkinson, Drummond/North Elmsley

Regrets: Richard Morris, Town of Perth

John Gemmell called the meeting to order at 5:00 p.m.

Declaration of interest - none

Approval of previous minutes

15-23 The minutes of the Feb 9, & Feb 18, 2015, meetings approved by a motion from Carol Rigby and seconded by Lynda Kanelakos.

Carried.

Additions and approval of agenda – no additions

Delegations

Ashley Robson from Allan Chartered Accountants presented the draft Audited Fincial Statements for 2014.

15-24 The report from Ashley was received on a motion from Jennifer Dickson and seconded by George Sachs.

Carried.

CEO's Report

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

Usage statistics:

Metric	Feb 2015	Feb 2014	Percent change
Total circulation	8453	10030	-16%
- % Perth	42.8%	45.0%	-5%
- % Drummond/NE	26.9%	24.9%	8%
- % Tay Valley	25.5%	23.8	7%
- % other	4.6%	6.3%	-27%
Membership	6463	7652	-13%
- % Perth	40.7%	33.9%	20%
- % Drummond/NE	26.4%	26.5%	0%
- % Tay Valley	28.1%	28.9%	-3%
- % other	4.7%	4.6%	2%
Public computers	664	638	4%
Teen computers	138	195	-29%
Wireless sessions	450	450	0%
Electronic uses	37872	44715	-15%
E-book downloads	931	1154	-19%
Website visits	14974	12987	15%
People entering	9877	9320	6%
Questions answered	351	773	-55%
Volunteer hours	81	131	-38%
Programs	32	31	3%
Program attendees	294	343	-14%

Finance, building and governance

We have signed the lease and obtained keys for the fire hall. The carpets have been cleaned and a plumber will look at the toilet. We have opened up accounts with Enbridge and Hydro One and town hall staff will transfer the water account to us.

The Friends of the Library generously donated \$3915.00 towards an upgrade of the children's section. We will be having an Open House on May 2nd (to which the Board is invited), where we will showcase our Angus Mowat Award and our new children's items. The Friends of the Library are also having a Volunteer Appreciation Tea on April 12th (to which the Board is invited as well).

Programming, staff and services

Elizabeth Goldman left us officially on March 6th. She had a send-off on February 27th at Code's Mill with board members, volunteers and staff present.

Cindy Goodfellow is contracting with us to provide Babytime and Storytime services while Rachel is interim CEO. Rebecca McPhee (our Summer Literacy Program Coordinator) joins us as a contract employee for March Break Programming. She will also be doing a placement with us for the Concurrent Education Program at Queen's University.

We are beginning to schedule potential summer tutors for job interviews starting next week.

15-25 The librarian's report was received on a motion by Ted Parkinson and seconded by John Kalbfleisch.

Carried.

Financial Report

15-26 The Financial report was received on a motion by Ted Parkinson and seconded by Heidi Taber.

Carried.

Action Item – John Gemmell to contact Karen Rennie at Town of Perth regarding heritage grant possibilities for Fire Hall renovations.

Correspondence and communications

- a. Perth Courier item on Seedy Sunday
- b. Perth Courier item on Human Library Project
- c. Perth Courier item on Civitan donation
- d. Perth Courier item on 2015 One Book One Community
- e. Ontario magazine article "In Praise of Libraries"
- f. CLA Young Canada Works letter
- g. Perth and District Community Foundation letter

Advocacy Reports

Jennifer Dickson attended the Perth Community Foundation Reception and accepted cheques on behalf of the library board.

Heidi Taber was the library's representative for Seedy Sunday.

John Gemmell spoke to librarian at the Brockville Library and informed her that the Perth Library was also well organized.

Linda Kanelakos is extending the seniors technology program to PEP (Perth Enrichment Program) at the Elliot Street Location.

Ted Parkinson spoke to his spin class about both e-books and e-readers being available to loan from the library.

Committee reports

15-27 The Hiring Committee report was received on a motion by Jennifer Dickson and seconded by Ted Parkinson.

Carried.

15-28 The Property Committee report was received on a motion by Carol Rigby and seconded by Ted Parkinson.

Carried.

15-29 The Policy Committee report was received on a motion by John Kalbfleisch and seconded by Jennifer Dickson.

Carried.

Policy Review - none

Unfinished/New Business

1. SOLS Trustee Council needs a representative

Action Item: Ted Parkinson will obtain further details.

2. Transfer of surplus to reserves

15-30 The unrestricted surplus amount of 34,825 indicated on the draft financial statements and presented to us by Ashley Robson, is to be transferred into the Building Reserve. Motion by Ted Parkinson, seconded by John Kalbfleisch.

Carried.

Action Item: Carol Rigby to look up the policy that explains the difference between the Capital Reserve and Building Reserve.

Upcoming dates

March 30, 6:00 pm – Property Committee

April 13, 5:00 pm – Policy Committee

April 20, 5:00pm - Library Board

15-31 Motion to adjourn at 6:45 moved by Heidi Taber.

Chairperson

Secretary-Treasurer