

Regular Meeting–April 20, 2015

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Apr 20, 2015 at 5:00p.m.

In attendance were:

Jennifer Dickson, Councillor, Tay Valley, **Chair**

Richard Morris, Town of Perth

Carol Rigby, Tay Valley

Lynn Marsh, Secretary-Treasurer

Rachel Warren, Acting CEO

Lynda Kanelakos, Town of Perth

Heidi Taber, Tay Valley

Ted Parkinson, Drummond/North Elmsley

Regrets:

John Gemmell, Deputy Mayor, Town of Perth

John Kalbfleisch, Drummond/North Elmsley

George Sachs, Councillor, Drummond/North Elmsley

Jennifer Dickson called the meeting to order at 5:00 p.m.

Declaration of interest - none

Approval of previous minutes

15-32 The minutes of the Mar 16 , 2015, meetings approved by a motion from Heidi Taber and seconded by Ted Parkinson.

Carried.

Additions and approval of agenda

Delegations - none

CEO's Report

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

Usage statistics:

Metric	Mar 2015	Mar 2014	Percent change
Total circulation	9991	11265	-11%
- % Perth	44.1	44.3	0%
- % Drummond/NE	25.4	26.2	-3%
- % Tay Valley	25.5	23.0	11%
- % other	4.7	6.6	-29%
Membership	6519	7896	-17%
- % Perth	40.7	40.0	2%
- % Drummond/NE	26.5	26.4	0%
- % Tay Valley	28.0	28.8	-3%
- % other	4.8	4.6	4%
Public computers	906	932	-3%
Teen computers	243	267	-9%
Wireless sessions	450	450	0%
Electronic uses	46103	39259	17%
E-book downloads	985	1189	-17%
Website visits	14742	14017	5%
People entering	11938	11828	1%
Questions answered	653	623	5%
Volunteer hours	62	143	-61%
Programs	34	45	-24%
Program attendees	474	622	-24%

Finance, building and governance

This past month our AED batteries and pads were updated. Infant pads and new checklists for inspection were also suggested and will be purchased and implemented.

Our elevator broke twice and was repaired.

Updates will be provided by the Property Committee regarding the Old Fire Hall.

Programming, staff and services

We have hired two summer literacy tutors, Hanna Willows who will start July 6th and Jennifer Desjardine who will be a tutor and an assistant to Eli Hansen for children's

programming. Jennifer is hired under the Young Canada Works grant and will start June 22nd. Our Canada Summer Jobs Grant was also approved.

Our March Break programming was very well attended and run by Rebecca McPhee with the assistance of student volunteers. Programs ranged from story and craft to Chris Pilsworth's Born to Amaze Magic Show and Robotics by Let's Talk Science from Carleton University. Our Ontario Library Association's Forest of Reading Programs were held in April with three classes voting for the Silver Birch and one for the Blue Spruce Program. Voting parties were held for each program.

Our annual Friends of the Library Volunteer Appreciation Tea and Dessert was held on Sunday, April 12th in the afternoon. There was a good turnout of both young and older volunteers (see the picture in the Courier in our Correspondence. Thanks to Julie Hansen, John Gemmell, Martina Flannagan and Trisha Williams Lee for all their efforts.

There is an article in the Courier in our Correspondence about the Human Library Event to be held on April 18th. The Friends of the Library will have a booth at Maplefest and three of our teen volunteers will be putting on a puppet show at the Crystal Palace that morning.

Financial Report

15-33 The final draft of the audited financial statement and the regular monthly financial report were received on a motion by Carol Rigby and seconded by Richard Morris.

Carried.

Correspondence and communications

- a. Perth and District Community Foundation Letter
- b. Spring 2015 Trivia Challenge picture in Courier
- c. Allan Chartered Accountant Professional Corporation
- d. Career AIM
- e. The Hum article on Human Library
- f. The Hum article on Volunteers written by Elizabeth Goldman
- g. 2015-16 Public Library Operating, Pay Equity and First Nation Salary Supplement Grants email
- h. Public Libraries as Community Hubs
- i. Human Libraries article in Courier
- j. Library volunteers picture in Courier

Action Item – Management letter reviewed and Lynn Marsh will record reserve transfer in the accounting software this fiscal year.

Advocacy Reports

Carol Rigby has been speaking positively to many people about the hiring process for the new CEO. She also has been spending a great deal of time on board duties. Jennifer Dickson and Heidi Taber were busy with hiring committee duties, as well as the property and policy committees.

Linda Kanelakos has been doing the seniors technology program at PEP (Perth Enrichment Program) at the Elliot Street Location. And continues to speak to everyone about all the programs the library had to offer.

Ted Parkinson also busy with board and committee duties. He did speak to a colleague to get help with the press release which resulted in a governance discussion. Ted is also working a special project which will give an effective visual of the library's catchment area in contrast to the City of Ottawa. Richard Morris visited a Florida library twice while there and admired both their children's and teen sections. He had good conversations with the librarians about it.

Committee reports

The Property committee minutes and report were circulated. The plans and procedures currently happening for the Fire Hall space were discussed. Linda presented an update on the website progress.

15-34 Carol forwarded the motion to wait for the new CEO before proceeding with the RFP for the website. Linda will continue her work and brief the new CEO on the process and deadlines. Seconded by Heidi Taber.

Carried.

Policy Committee presented its minutes and report. Policy review was done at this time.

15-35 Motion to accept Policy 2.C.4 as amended was moved by Linda Kanelakos and seconded by Linda Kanelakos.

Carried.

15-36 Motion to accept Policy 2.D.10 as amended was moved by Ted Parkinson and seconded by Jennifer Dickson.

Carried.

15-37 Motion to accept Policy 2.G.10 as well as the Children's Membership Application, both as amended, was moved by Heidi Taber seconded by Ted Parkinson.

Carried.

Hiring Committee presented the letter and press release announcing the hiring of Erika Heesen.

Unfinished/New Business

15-38 Motion to appoint Ted Parkinson as the SOLS Trustee Council representative. Moved by Carol Rigby and seconded by Heidi Taber.

Carried.

SOLS Board Orientation session is being held in Almonte on May 9th. Open to all board members.

Upcoming dates

April 30, 6:00pm- Property Committee

May 11, 5:00pm - Library Board

15-39 Motion to adjourn at 6:50 moved by Heidi Taber.

Chairperson

Secretary-Treasurer