

Regular Meeting–May 11, 2015

A regular meeting of the Perth and District Union Public Library Board was held on Monday, May 11, 2015 at 5:00p.m.

In attendance were:

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

Jennifer Dickson, Councillor, Tay Valley

Richard Morris, Town of Perth

Carol Rigby, Tay Valley

Lynn Marsh, Secretary-Treasurer

Rachel Warren, Acting CEO

Erika Heesen, incoming CEO

Lynda Kanelakos, Town of Perth

Heidi Taber, Tay Valley

Ted Parkinson, Drummond/North Elmsley

John Kalbfleisch, Drummond/North Elmsley

George Sachs, Councillor, Drummond/North Elmsley

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

Declaration of interest - none

Approval of previous minutes

15-40 The minutes of the Apr 20, 2015, meetings approved by a motion from John Kalbfleisch and seconded by Ted Parkinson.

Carried.

Additions and approval of agenda

Delegations - none

Introduction of incoming CEO Erika Heesen to the board

CEO's Report – given by Rachel Warren, acting CEO
 Perth & District Union Public Library
 CEO's Report
 April 2015

Usage statistics:

Metric	Apr 2015	Apr 2014	Percent change
Total circulation	8852	10764	-18%
- % Perth	44.3	46.9	-6%
- % Drummond/NE	23.7	24.3	-2%
- % Tay Valley	25.6	23.2	+10%
- % other	0.0	0.0	0
Membership	6568	7773	+18%
- % Perth	40.8	40.0	+2%
- % Drummond/NE	26.5	26.6	0
- % Tay Valley	28.0	28.7	-2%
- % other	0.0	0.0	0
Public computers	859	794	+8%
Teen computers	274	193	+42%
Wireless sessions	450	450	0
Electronic uses	53292	46325	+15%
E-book downloads	894	1177	-24%
Website visits	14763	13782	+7%
People entering	11010	11828	-7%
Questions answered	651	746	-13%
Volunteer hours	51	143	-64%
Programs	23	30	-23%
Program attendees	238	490	-51%

Finance, building and governance

Plans are moving along nicely for the Old Fire Hall – the Property Committee has a report regarding this.

A lot of physical changes have taken place in the Children's Department as the items roll in for our new look, including a new couch.

Our new pads for infants were purchased and put into our AED device.

Programming, staff and services

April was very active for staff. We had our Human Library event along with the other Lanark Libraries. The Friends of the Library had their booth at Maplefest and sold approximately \$400.00 worth of baked goods. Our teen volunteers also presented a puppet show for Maplefest in the Crystal Palace. The on-site tax clinic wrapped up, although people can continue to drop off forms throughout May.

Welcome to Kindergarten visits have started at our schools – this is a good opportunity for parents to sign up children for library cards as well as to meet the Children’s Specialist. Rachel has prepared bags of information for the future students and their families that include general information as well as TD Summer Reading Club information and invitations. She has also prepared information kits for all the principals regarding the services we offer children, parents and teachers, and has met with three principals in person at this point in time.

Our Open House to celebrate the Summer Literacy Program award and to showcase our new items (thanks to the Friends), was held on May 2nd. We had a nice sampling of attendees from our former Children’s Librarian Sue Snyder who started the program to board members, staff and literacy tutors. There are three Facebook postings re: this and I sent a picture and a blurb to the paper.

15-41 The librarian’s report was received on a motion by Carol Rigby and seconded by Ted Parkinson.

Carried.

Action Item – Add the year-to-date graphs back into the CEO’s report

Financial Report

15-42 The monthly financial report was received on a motion by Ted Parkinson and seconded by Richard Morris.

Carried.

Correspondence and communications

- a. Thank-you letter from Chamber of Commerce Festival of Maples
- b. EMC articles: human library, new CEO and volunteer tea

Advocacy Reports

George Sachs has been busy working on board duties for the work in the fire hall.

Richard Morris attended the open house.

Linda Kanelakos has been doing the seniors technology program at PEP (Perth Enrichment Program) at the Elliot Street Location. Some seniors from there have started coming to her regular program at the Library.

Carol Rigby has been advocating with the Trustees Network to ensure that trustees have a voice at the national level as part of proposed revisions to the structure of the Canadian Library Association (CLA). She is also working with the Technical Services Network of

CLA, who are advocating with Library & Archives Canada to ensure its new National Union Library catalogue system is free or of minimal cost to small libraries. Ted Parkinson attended the open house and plugged the library at the pub with friends. He also convinced his wife to use the e-books services, which she ended up enjoying.

Committee reports

The Property committee minutes were circulated. The plans and procedures currently happening for the Fire Hall space were discussed. A report titled Old Fire Hall to Library Workspace Renovations: Furnishings and Equipment was circulated along with drawings of potential layouts for the space. The staff continues to be involved in the planning.

15-43 The Old Fire Hall renovation budget was set to a maximum of \$35,000 to be transferred from the Capital Reserve. Forwarded by Jennifer Dickson and seconded by Carol Rigby.

Carried.

No Policy Committee report

Linda Kanelakos left the meeting at 5:45 pm

Policy Review - none

Unfinished/New Business

15-44 Motion that the board approve the appointment of Erika Heesen as the CEO of the Perth & District Union Library. Moved by Carol Rigby and seconded by Jennifer Dickson.

Carried.

15-45 Motion to reimburse mileage for the SOLS representative to attend SOLS meetings at the same rate as the County of Lanark. Moved by Jennifer Dickson and seconded by Heidi Taber.

Carried.

Carol Rigby updated the board on the progress of the Joint Pay Equity Review.

Upcoming dates

Monday May 25, 6:00pm- Property Committee

Monday June 8, 5:00pm – Policy Committee

Monday June 15, 5:00pm - Library Board

15-46 Motion to adjourn at 6:35 moved by John Kalbfleisch and seconded by Ted Parkinson.

Chairperson

Secretary-Treasurer