

Regular Meeting—June 15, 2015

A regular meeting of the Perth and District Union Public Library Board was held on Monday, June 15, 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

Erika Heesen, 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

Regrets:

Lynn Marsh, Secretary-Treasurer

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

Declaration of interest - none

Approval of previous minutes

15-47 The minutes of the May 11, 2015, meetings approved by a motion from Richard Morris and seconded by Ted Parkinson.

Carried.

Additions and approval of agenda

JPEC added to the agenda under #12.

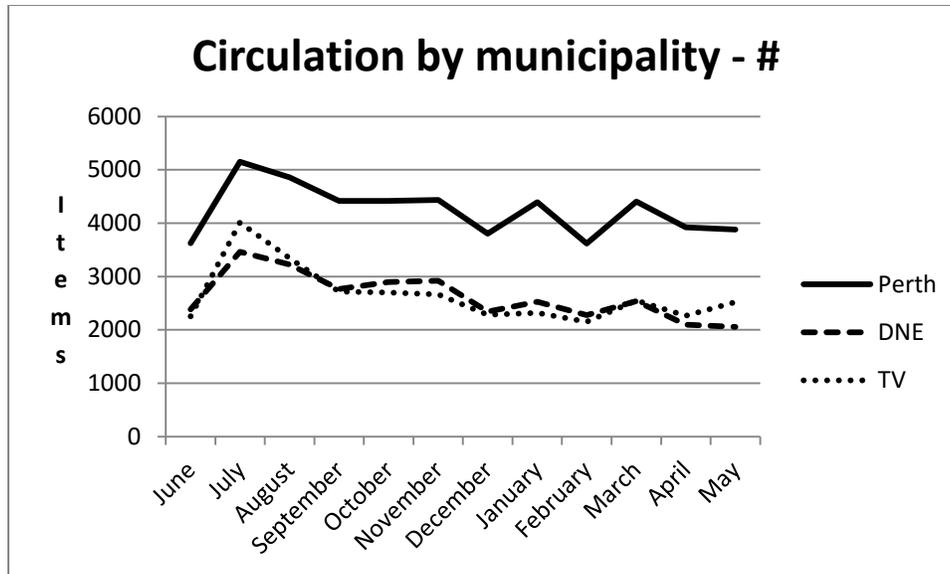
Delegations

Friends of the Library members Martina Flanagan and Loretta Erion reported on fundraising efforts and membership.

**Perth & District Union Public Library
CEO's Report
June 2015**

Usage statistics:

Metric	May 2015	May 2014	Percent change
Total circulation	9068	10,785	▼ 15.9%
- % Perth	42.8%	43.3%	▼ 1.1%
- % Drummond/NE	22.7%	26.5%	▼ 14.3%
- % Tay Valley	27.8%	25.5%	▲ 9%
- % other	6.7%	4.6%	▲ 45.6%
Membership	6,678	7,403	▼ 9.7%
- % Perth	40.6%	39.9%	▲ 1.7%
- % Drummond/NE	26.6%	26.7%	No change
- % Tay Valley	27.9%	28.7%	▼ 2.7%
- % other	4.8%	4.6%	No change
Public computer sessions	870	857	▲ 1.5%
Teen computer sessions	112	180	▼ 37.7%
Wireless sessions	450	450	No change
Electronic uses	55,739	49,462	▲ 12.6%
E-book downloads	896	1,101	▼ 18.6%
Website visits	14,750	14,133	▲ 4.3%
People entering	8,514	9,923	▼ 14.1%
Questions answered	480	697	▼ 31.1%
Volunteer hours	97.25	109	▼ 10.7%
Programs	37	39	▼ 5.1%
Program attendees	348	598	▼ 41.8%



Finance, building and governance

I have been meeting and introducing myself to a number of representatives of community groups, including the Friends of the Library, CROW, and the Perth BIA. I met with Perth and Drummond/North Elmsley staff, and hope to meet with Tay Valley staff in the near future. I also met with Peggy from SOLS to discuss available SOLS resources, and attended the SOLS regional CEO meeting to share ideas, network, and discuss library space planning issues.

I have been working with members of the property committee and sub-committee to move the Fire Hall project forward. I have purchased a ramp for the library entrance to the fire hall, and with the help of Bob Mikels, provided notes for evaluation of quotations for internet and phone connectivity in the old Fire Hall.

Carol and I met to review and update the existing policy review schedule, and I drafted updates to Technology Plan, particularly in light of e-resources funding news from SOLS.

We have received confirmation that we will be receiving Canada Summer Jobs and Young Canada Works grants, which will fund a portion of the work of two summer students, one literacy tutor and one programming assistant. We have also submitted an application for a Commonwell C.A.R.E. (Create a Ripple Effect) grant for \$500 for additional books for the Summer Literacy Program.

The Ministry of Tourism, Culture and Sport has announced the release of our grant of \$3,192 as part of the Ontario Libraries Capacity Fund 2015-2016. This grant must be used to improve library technology, and we intend to direct it toward development of a new library website. We intend to use the Capacity Fund 2014-2015 grant of \$3,841 towards software for the accessible computer station, LittleBits for children and teen programs, and other loanable technology (e.g. expanding eReaders or adding tablets) and/or expanding the eBook collection.

Programming, staff and services

I organized training for two new summer volunteers, and provided 'newcomer' bookmarks to Town of Perth for inclusion in newcomer packages.

Julie and I had an adult programming planning meeting, and we have started to brainstorm topics and speakers for a 'lifelong learning' series in the fall. The new teen program, Youcreate!, funded by the Civitan Club, is going well, and the teens are currently working on a video trailer to promote the Create! Media Lab. Staff have been planning programming for all ages for the summer. Rachel, Laurie, Julie and I have put our heads together to create a summer Book Bingo for all ages, with a weekly prize draw for completed Bingo cards through July and August. The draw will be for a \$5 credit towards fines or the book sale. Rae-Ann is creating a bulletin board display for the Bingo. Laurie is also planning for the teens to have a summer-long reading tally, with a final party where the teens will create a 'book domino' video (similar to that of the Seattle Public Library, but on a smaller scale!).

Children's department report from Rachel: This month started with an Open House in the Children's Department. Featured were the Angus Mowat Award we won (with a thank you to our donors), and the new design, courtesy of the Friends of the Library. Rebecca McPhee, Jenn Bain and I were all involved in local Welcome to Kindergarten nights at our schools. There were approximately 126 children, and we signed up 56% of them for library cards. It was also a good opportunity to promote the Summer Reading Club. In addition, all principals were given information packages about our Children's Department, our programs and the services we offer teachers. The Literacy Program information went out to schools and applicant forms are currently being picked up. Rebecca McPhee starts full time on June 8th to begin the scheduling and registration process. To date, we have 149 applicants for 116 spots. Our TD Summer Reading Club calendar also became available in May - registration for programs will begin June 25th and our first Kick-Off Event to sign up for reading and prizes will be Monday, July 6th. I was also invited to a St. John's Elementary staff meeting to promote the TD Summer Reading Club and to answer any questions about the Summer Literacy Program. The May/June Babytime and Storytime sessions began with people already requesting to sign up for the fall. I was interviewed by two Early Childhood Educator students from Algonquin College in Perth for an assignment on local services for children. Eli Hansen and I met for a final evaluation session of the OWLS Homework Club. Our Coordinator next year will be Silas Jordan, and we will begin recruitment for volunteers in June and again in September. The 712 Club had its final meeting of the school year with pizza and bookmark making and, the Goodnight Moon Storytime was held for the last time until September. Our PA Day Movie was "Big Hero 6", an academy award winning animated film. Fall, winter and spring events are wrapping up as we move into summer mode.

15-48 The librarian's report was received on a motion by Ted Parkinson and seconded by Richard Morris.

Carried.

Financial Report

Action Item – E. Heesen to ask staff about vacation pay being paid out once/year.

15-49 The monthly financial report was received on a motion by Ted Parkinson and seconded by John Kalbfleisch.

Carried.

Correspondence and communications

- a. 2015-16 Ontario Libraries Capacity Fund email
- b. E-resources funding email (from SOLS) & Tier 1 E-resources list
- c. Perth Courier article
- d. Humm article
- e. ADP – service fee change
- f. Hydro One – Delivery charge increase

Advocacy Reports

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

Richard Morris noted that attendance at the puppet show was due to promotion on the CBC Saturday program “in town and out” and that is this a good medium for public advertising at no cost.

Carol Rigby attended the annual CLA conference in Ottawa the first week of June. She brought back materials on best practices for Friends of the Library Groups to share with the Board. She also volunteered to escort our MP for the opening reception, but he was unable to attend. However, she received a follow-up e-mail regarding arranging visits with MPs to libraries and wondered if the Board wanted her to do so.

Action Item - E. Heesen will circulate Friends of the Library information.

Action Item - C. Rigby will contact Impact Public Affairs for follow-up.

Ted Parkinson promoted the library’s effective hiring process in hiring our new CEO to colleagues at work.

Heidi Taber has been busy with her business at the farmer’s market, but when people ask for flowers or vegetables that are out of stock, she refers them to the seed library at the Library.

John Gemmell was in Edmonton doing genealogical research, toured the Edmonton Public Library facilities and spoke about our library.

Committee reports

The Property committee minutes were circulated. The plans and procedures currently happening for the Fire Hall space were discussed.

15-50 Motion to proceed with Country Carpet to remove carpet in The Old Fire Hall and install new carpeting within allocated budget. Forwarded by Jennifer Dickson and seconded by Heidi Taber.

Carried.

Action Item – George Sachs will do the concrete work to repair the door Wednesday morning.

Policy Review

15-51 Motion to approve policy E-4 Community Information as amended. Moved by Carol Rigby and seconded by Richard Morris.

Carried.

Action Item – E.Heesen to prepare special report on usage breakdown for online resources.

Heidi Taber and Jennifer Dickson left the meeting at 6:20pm.

The Technology Plan was substantially updated and reviewed, including discussion of the removal of funding for online resources by the province and the need to think about electronic and digital media as part of collection development.

15-52 Motion to accept the Technology Plan 2015-2017 as amended. Moved by John Kalbfleisch and seconded by Lynda Kanelakos.

Carried.

Unfinished/New Business

- a. Annual Report

15-53 Motion to approve the annual report in principal pending possible comments to CEO to be circulated to all. Moved by Ted Parkinson and seconded by George Sachs.

Carried.

- b. Info item regarding JPEC meeting.

Upcoming dates

Monday September 14, 5:00pm – Policy Committee

Monday September 21, 5:00pm - Library Board

Monday September 28, 6:00pm – Property Committee

15-54 Motion to adjourn moved by Ted Parkinson and seconded by John Kalbfleisch.

Chairperson

Secretary-Treasurer