

Regular Meeting–October 19, 2015

A regular meeting of the Perth and District Union Public Library Board was held on Monday, October 19, 2015 at 5:00p.m.

In attendance were:

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

Erika Heesen, CEO

Lynn Marsh, Secretary-Treasurer

Richard Morris, Town of Perth

Lynda Kanelakos, Town of Perth

Jennifer Dickson, Councillor, Tay Valley

Carol Rigby, Tay Valley

Heidi Taber, Tay Valley

John Kalbfleisch, Drummond/North Elmsley

George Sachs, Councillor, Drummond/North Elmsley

Regrets:

Ted Parkinson, Drummond/North Elmsley

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

Declaration of interest - none

Approval of previous minutes

15-64 The minutes of the September 21, 2015, meetings approved by a motion from Jennifer Dickson and seconded by Richard Morris.

Carried.

Additions and approval of agenda

12. d. Pay Equity Report

Delegations - none

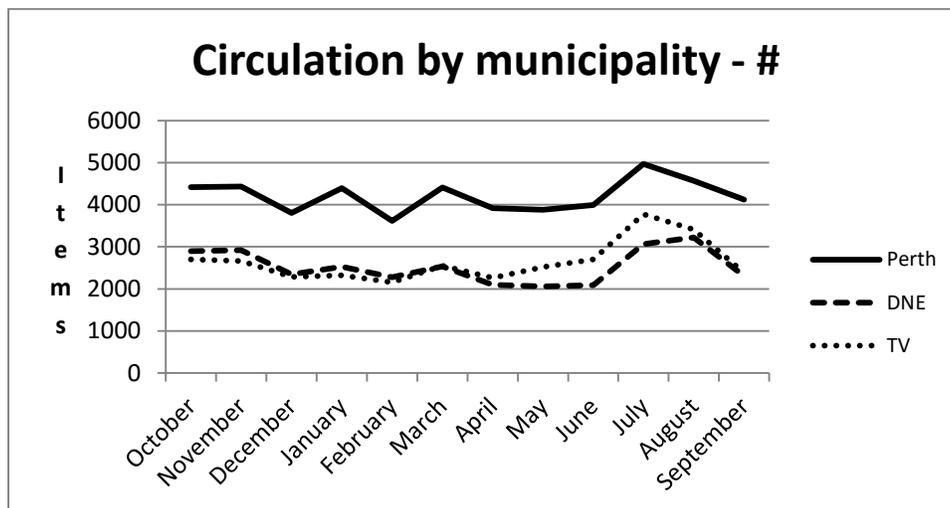
CEO's Report

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

Usage statistics:

Metric	Sept 2015	Sept 2014	Percent change
Total circulation	9361	10,433	▼ 10.3%
- % Perth	44%	42.3%	▲ 4.8%
- % Drummond/NE	24.7%	26.5%	▼ 6.8%
- % Tay Valley	25.4%	26.0%	▲ 2.3%

- % other	5.8%	5.2%	▲ 11.5%
Membership	6,916	7,450	▼ 7.2%
- % Perth	40.7%	39.9%	▲ 2%
- % Drummond/NE	26.4%	26.6%	No change
- % Tay Valley	28.1%	28.6%	No change
- % other	4.8%	4.7%	No change
Public computers	906	928	▼ 2.4%
Teen computers	158	187	▼ 15.5%
Wireless sessions	450	450	No change
Electronic uses	2,354	44,069	▼ 94.7%
E-book downloads	1,011	944	▲ 7.1%
Website visits	14,988	14,486	▲ 3.5%
People entering	8,912	10,425	▼ 14.5%
Questions answered	652	775	▼ 15.9%
Volunteer hours	42.75	96	▼ 55.5%
Programs	25	42	▼ 40.5%
Program attendees	248	397	▼ 37.5%



Finance, building and governance

The 2015 budget has been drafted and reviewed by the Property Committee. The 2015 budget includes the increase in funds for our online resources, ebooks, and computers, as laid out in our 2015-2017 Technology Plan.

The Joint Pay Equity Committee met and did initial review and rating of job descriptions. We will meet to do the final evaluation on November 20.

Work on the Fire Hall continues, and we are currently looking at moving in the end of November (dependent on the cabinet installation date). Our alarm system for both the main building and the additions for the Fire Hall has been set up with WTC Communications.

The Friends of the Library is hosting a 'Friends' membership drive on October 20, and is again hosting a bake sale on November 14. Bake sale donations are welcome.

Programming, staff and services

Adam Reese has been hired on as a permanent Library Assistant. I have scheduled our fall staff meeting for November 9. We will also be hosting 'Five Great Ideas' – an Eastern Ontario library symposium with presentations on collection development, space planning, technology, and community-led libraries organized by the Southern Ontario Library Service on November 2. A number of staff will be attending, and I will be co-presenting on technology with our 'LittleBits'.

We launched our Lifelong Learning series for adults with a well-attended Zentangle program. Future topics include astronomy, homeopathy, home organization, and Irish language and culture. Janet Hepburn's visit was very well received, and the Lanark libraries will be meeting to discuss how our first One Book, One Community program went. Two new volunteers have been recruited for computer tutoring, and we have had regular computer tutoring on Friday mornings. We hope to encourage the Tuesday mornings. The book clubs have started up again, and the Death Café is possibly going to be a regular event at the library. For Ontario Public Library Week, we will be inviting the public to share what they love about their library in photos, words, and video.

Children's Specialist Report:

This month marks a return to many ongoing programs such as Babytime, Storytime and 712 Club. We had a good turnout for our first Goodnight Moon family storytime. We also hired a new OWLS Homework Club Coordinator - Silas Jordan (to replace Eli Hansen who has gone off to university). We did our OWLS training with Kathy Boelsma (Early Literacy Specialist) and welcomed five new tutors and two returning ones this year. We also had our first class visit of the fall - a Grade 2 class.

15-65 The librarian's report was received on a motion by Richard Morris and seconded by John Kalbfleisch.

Carried.

Financial Report

15-66 The monthly financial report was received on a motion by Carol Rigby and seconded by Jennifer Dickson.

Carried.

Correspondence and communications

- a. Foodsmiths letter

Advocacy Reports

Jennifer Dickson took communications packages to her Tay Valley council meeting.

Committee reports

- a. Property – report from meeting of October 6

15-67 Motion to accept the property report by John Kalbfleisch and seconded by Richard Morris.

Carried.

- b. Policy – no meeting

Policy Review

15-68 Motion:

In accordance with the Perth & District Union Public Library’s procedures for amending by-laws (1.A-1, s. 16), the Policy Committee moves as follows:

Moved that By-law 1.A-1, Procedural By-law, s.17(b) (Committees of the Board: appointment of committees) be amended as follows:

S.17(b)(viii) *Ad hoc* committees may be appointed at the discretion of the Board for a specific and time-limited purpose. Add the following sentence: The terms of reference and membership of every *ad hoc* committee shall be approved by the Board before the committee conducts its initial meeting.

S.17(b)(ix) with regard to appointing qualified individuals from outside the Board to *ad hoc* groups, change the word “groups” to “committees” as follows: The Board may invite qualified individuals from outside the Board to sit on an *ad hoc* advisory committee with Board Members, to consider specific matters referred to such committees by the Board.

Moved by Carol Rigby and seconded by Richard Morris.

Carried.

Unfinished/New Business

- a. 2016 draft budget presented

15-69 Motion to approve 2016 Budget as amended. Moved by Richard Morris and seconded by Heidi Taber.

Carried.

- b. Consent Agenda – deferred to a later date.
- c. Individual advocacy plans – document to be reviewed by board members.
- d. Pay Equity report presented by Carol Rigby.

Upcoming dates

Property Committee – Monday, November 2 @ 6:00 pm

Policy Committee – Monday, November 9 @ 5:00 pm

Library Board Meeting – Monday, November 16 @ 5:00pm

15-70 Motion to adjourn moved by Jennifer Dickson at 6:25.

Chairperson

Secretary-Treasurer