

Regular Meeting–May 16, 2016

A regular meeting of the Perth and District Union Public Library Board was held on Monday, May 16, 2016 at 5:00p.m.

In attendance were:

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

Erika Heesen, CEO

Lynn Marsh, Secretary-Treasurer

Ted Parkinson, Drummond/North Elmsley

Richard Morris, Town of Perth

Heidi Taber, Tay Valley

John Kalbfleisch, Drummond/North Elmsley

Jennifer Dickson, Councillor, Tay Valley

Carol Rigby, Tay Valley

Regrets:

George Sachs, Councillor, Drummond/North Elmsley

Lynda Kanelakos, Town of Perth (maternity leave of absence)

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

Declaration of interest - none

Approval of previous minutes

16-22 The minutes of the April 18, 2016 meeting approved by a motion from Jennifer Dickson and seconded by Ted Parkinson.

Carried.

Additions and approval of agenda– add SOLS Trustee Report to 12 b. Move 8a to 12 c and add 12 d. appointment of auditor.

Delegations – none.

CEO's Report

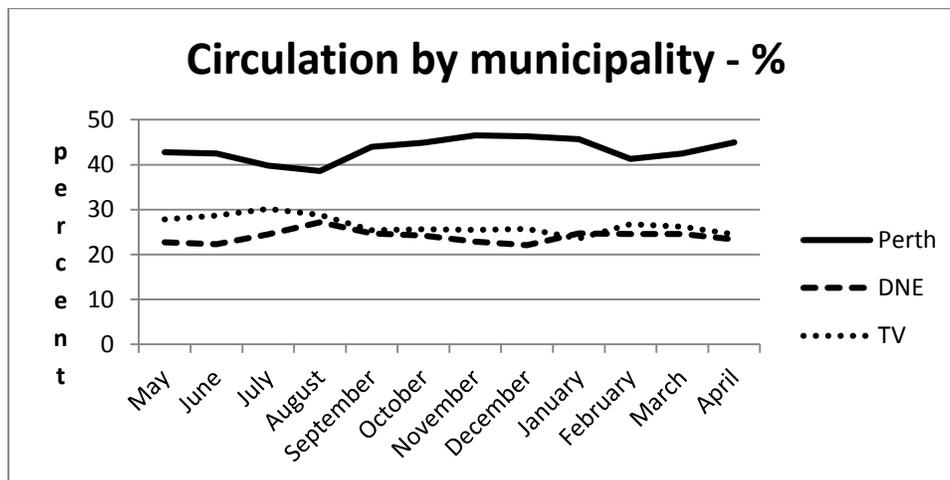
Perth & District Union Public Library
CEO's Report
May 2016

Usage statistics:

Metric	April 2016	April 2015	Percent change
Total circulation	9412	8852	▲ 6.3%
- % Perth	45	44.3	No change
- % Drummond/NE	23.4	23.7	No change
- % Tay Valley	24.5	25.6	▼ 4.3%
- % other	7.1	0	▲ 7.1%

Membership	5862	6568	▼10.8%
- % Perth	41.2	40.8	No change
- % Drummond/NE	25.9	26.5	No change
- % Tay Valley	28.2	28	No change
- % other	4.7	0	▲4.7%
Public computers	877	859	▲2.1%
Teen computers	174	274	▼36.5%
Wireless sessions	450	450	No change
Electronic uses	8911	53292	▼83.3%
E-book downloads	1262	894	▲41.2%
Website visits	1193	n/a*	n/a
People entering	10908	11010	▼1%
Questions answered	748	651	▲14.9%
Volunteer hours	116	51	▲127.5%
Programs	55	23	▲139%
Program attendees	478	238	▲100.8%

*the website visits statistic has changed from number of pageviews to number of users, to better reflect the number of people using the website.



Finance, building and governance

Staff completed their final brainstorming space planning meeting. I have been meeting with contractors to gather quotes to bring to the Property Committee, and based on the direction decided on at the space planning meetings, developing detailed plans for review by the staff and Property Committee.

The overall timeline remains to bring proposals and any related quotes to the Property Committee at their June meeting, and then to the Board. Based on the suggested time it will take for a new circulation desk to be built, I have moved the timeframe for the library closure back to November 27-December 10. This timing also works operationally, as December is traditionally slower than September/October.

The Perth Civitan Club has also graciously agreed to once again support our periodicals collection, and are considering supporting a teen media camp in the summer. I have purchased 4 new computers using the 2015-2016 capacity grant and our IT person Bob is working at getting them ready for use by the public.

I have also been working to implement our new Pay Equity Plan, and prepare for upcoming collective bargaining with our CUPE local.

Programming, staff and services

We had a low turnout for our books for the Human Library, and the Lanark libraries will be assessing this program going forward.

We will be holding a special technology program, Social Media for Seniors, on Saturday May 14 at 1pm. This will be delivered by our page, Ketsia, who has adapted it from a presentation that she did at the Mississippi Mills Public Library. Upcoming Lifelong Learning lectures include Rain Gardens with Sue Brandum of the Rideau Environmental Action League on May 27 at 10:30am, and in honour of Seniors Month, Healthy Brains with Robin Hull, Education and Support Coordinator at the Alzheimer Society Lanark Leeds Grenville on June 3 at 10:30am.

Laurie has launched a new film program with the assistance of Sheldon, a new volunteer. We currently have an enthusiastic group of teens gathering at the library every Tuesday to film, edit, and produce their own movies.

Children's Specialist Report: We wrapped up our Babytime and Storytime sessions this month and will begin a new one in May. Our OWLS Homework Club has seen an increase in children attending for tutoring these past few weeks. I have asked the coordinator to work on a new model for next year based on feedback and ideas from this year for a launch in the fall. Classes that participated in the Forest of Reading program with us voted this month for their favourite books. The Montessori class had a Cookie and Juice Party and older classes were invited for a Pizza Party. Welcome to Kindergarten is underway and will continue into next month. At most schools, I read a book, promote the TD Summer Reading Club and sign children up for cards. The 712 Club had a large turnout this month - it was very lively! Finally, our experiment with Maplefest was a success. A volunteer and then one of our staff located themselves at the Friends of the Library Booth/Bake Sale and gave tattoos and accompanying bookmarks to willing children. We had about 35 respond.

16-23 The May 2016 CEO's report was received on a motion by Richard Morris and seconded by Carol Rigby.

Carried.

Financial Report

16-24 The May 2016 monthly financial report was received on a motion by Jennifer Dickson and seconded by Heidi Taber.

Carried.

Correspondence and communications

Perth Courier article

Advocacy Reports

Carol Rigby attended the Bennet Lake Ladies Monthly Tea and tried to recruit community members for the Strategic Plan Committee. Carol has recruited the new pastor at St. James Anglican church.

Ted attended Maplefest and chatted with many about the library.

Heidi's daughter attends crafty tween program.

Committee reports

- a. Property – no report
- b. Policy – no report

Policy Review

No policies to review

Unfinished/New Business

- a. Board Advocacy Work Plan

16-25 Motion to accept the framework of the Board Advocacy Plan as amended. Moved by Carol Rigby and seconded by Jennifer Dickson.

Carried.

- b. SOLS Trustee Report

16-26 Motion to accept the report and to host the Nov 5th 2016 meeting. Moved by Carol Rigby and seconded by John Kalbfleisch.

Carried.

- c. Letter from Allan and Partners

16-27 Motion to accept the letter from the auditors. Moved by Richard Morris and seconded by Heidi Taber.

Carried.

- d. Appointment of 2016 Auditor

16-28 Motion to appoint Allen and Partners as the auditors for the 2016 fiscal year. Moved by Richard Morris and seconded by John Kalbfleisch.

Carried.

Upcoming dates

Policy Committee – Monday, June 6 @ 5:00 pm

Property Committee – Monday, June 13 @ 6:00 pm

Library Board Meeting – Monday, June 20 @ 5:00pm

16-29 Motion to adjourn moved by Richard Morris at 6:55pm.

Chairperson

Secretary-Treasurer