

Regular Meeting–November 16, 2015

A regular meeting of the Perth and District Union Public Library Board was held on Monday, November 16, 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

Ted Parkinson, Drummond/North Elmsley

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

Declaration of interest - George Sachs- lobby door quote

Approval of previous minutes

15-71 The minutes of the October 19, 2015, meetings approved by a motion from Richard Morris and seconded by Ted Parkinson.

Carried.

Additions and approval of agenda

No additions

Delegations - none

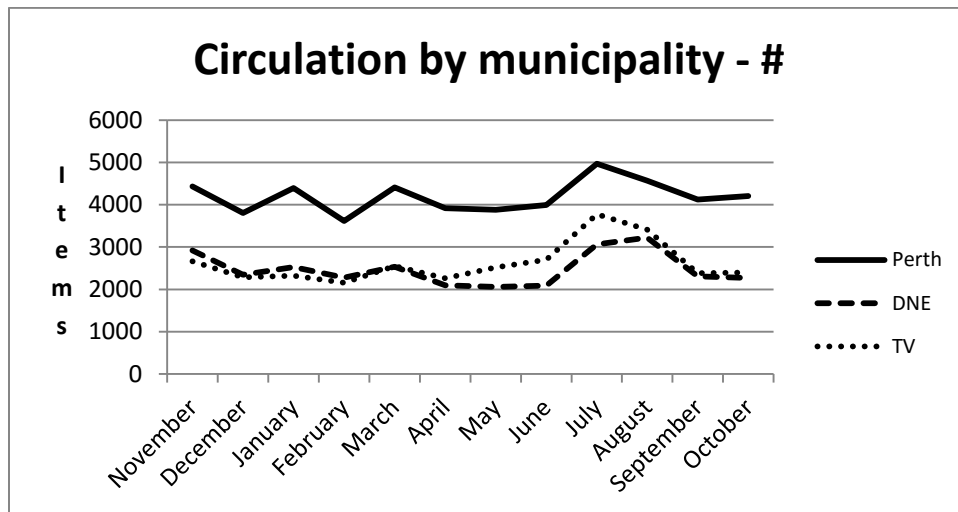
CEO's Report

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

Usage statistics:

Metric	Oct 2015	Oct 2014	Percent change
Total circulation	9,366	10,606	▼ 11.7%
- % Perth	44.9%	41.6%	▲ 7.9%
- % Drummond/NE	24.2%	27.3%	▼ 11.4%
- % Tay Valley	25.6%	25.5%	No change
- % other	4.7%	5.6%	▼ 1.6%

Membership	6,987	7,487	▼ 6.7%
- % Perth	40.8%	39.9%	▲ 2.3%
- % Drummond/NE	26.3%	26.7%	No change
- % Tay Valley	28.1%	28.7%	▼ 2.1%
- % other	4.8%	4.7%	No change
Public computers	745	950	▼ 5.2%
Teen computers	171	172	No change
Wireless sessions	450	450	No change
Electronic uses	4,799	61,440	▼92%
E-book downloads	1,044	1,058	▼1.3%
Website visits	14,900	16,047	▼7.1%
People entering	9,669	10,997	▼12.1%
Questions answered	599	750	▼20.1%
Volunteer hours	83.5	134	▼37.7%
Programs	35	45	▼22.2%
Program attendees	301	436	▼31%



Finance, building and governance

Our Public Library Operating Grant application (PLOG) has been submitted. We have also applied for and received a small grant for the ServiceOntario at Libraries Program, which provides \$425 for materials that promote the availability of serviceontario.ca at the library, or computers supplies/furniture that assist in improving access to serviceontario.ca.

Fire Hall: after some slight design changes following re-measuring the Fire Hall space, the first deposit on the new cabinetry has been put down and we will have an installation date shortly. All other furniture purchases have been made. We are currently looking at moving into the space in January 2016.

All three municipal treasurers have received our 2016 budget, and an invitation has been extended to all municipal councillors to a budget presentation following the November Board meeting.

Orders for 2016 online resources have been placed, and include Britannica Library, Flipster (digital magazines), Novelist Plus, TumbleBook Library, Mango Languages, and Teen Health & Wellness.

Programming, staff and services

I spoke at the October 19 Rotary Club meeting about available library services and the impact of their literacy donation. The Eastern Ontario Library Symposium Five Great Ideas brought over 30 librarians from around the region to Perth on November 2 for presentations on community led libraries, collection management, makerspace technology and library spaces. A number of Perth library staff also attended and came away with a host of new ideas to utilise in our library. A staff meeting was also held on November 9.

The Lanark County libraries met to discuss the outcome of the One Book Program and plan for 2016. Overall, we found that we had good circulation/reading of our One Book, but outside of the Death Cafés, not large attendance. We will again be offering the Human Library in the spring, and plan to offer the One Book program from August – November of 2016, with a focus on reading the book and more passive programming.

Our first French Conversation group started up in October. Facilitated by a francophone volunteer, it is currently a small but dedicated group that meets on Thursday evenings. The Death Café continues to have a good turnout. Our second Lifelong Learning lecture, on the history of human spaceflight, had a smaller turnout but an excellent presenter. Upcoming monthly lectures have been planned until March, and include homeopathy, home organization, LittleBits, and Irish Language & Culture. For November, we are also promoting National Novel Writing Month (NaNoWriMo) with self-publishing and editing workshops on Saturday, November 21.

The Craft-T-Tweens returned in October, and made sugar skulls in honour of Dia de los Muertos, and even made some extra for the Death Café. Teen Wednesdays are also in full swing, with a mix of activities from Book Club to movies to LittleBits.

Children's Programs: regular Babytime and Storytime programs continue. There are 7 classes who visit the library on a monthly basis. OWLS Homework Club has many eager teen volunteers. The Club started earlier this year (October instead of November), and has slowly started to bring in children each week.

15-72 The librarian's report was received on a motion by Jennifer Dickson and seconded by Linda Kanelakos.

Carried.

Financial Report

15-73 The monthly financial report was received on a motion by John Kalbfleisch and seconded by Heidi Taber.

Carried.

Correspondence and communications

- a. Reinventing the Library article

Advocacy Reports

Jennifer Dickson encouraged her council to have Erika come do a budget presentation. Linda Kanelakos has been working on the website.

Carol Rigby has been working on materials for an advocacy plan for Canadian Library Association. She is talking to library forums to ensure that there will still be advocacy forums etc.

Committee reports

- a. Property – report from meeting of November 2.

15-74 Motion to accept the property report by Jennifer Dickson and seconded by Linda Kanelakos.

Carried.

- b. Policy – report from meeting of November 9.

15-74 Motion to accept the policy report by Richard Morris and seconded by Carol Rigby.

Carried.

Policy Review

- A. 2.D-13 CEO succession - *returned for reformatting*
- B. 2.A-3 Statement of Values
- C. 2.D-8 Workplace Violence and Harassment
- D. 2.G-11 Code of Conduct

15-75 Motion to accept Policy 2.A-3 as amended, Policy 2.D-8 as presented and Policy 2.G-11 as presented. Moved by Ted Parkinson and seconded by Jennifer Dickson.

Carried.

Unfinished/New Business

- a. Fire Hall door

15-76 Motion to use Rideau Lakes Construction for the Fire Hall inner door to lobby renovation. Moved by Jennifer Dickson and seconded by Richard Morris.

Carried.

b. Staff holiday gathering

15-77 Motion to approve \$550 to be moved from contingency reserve. Moved by Jennifer Dickson and seconded by Ted Parkinson.

Carried.

c. Library holiday hours

d. CEO probation

15-77 Motion to go in camera at 6:15 by Jennifer Dickson and seconded by John Kalbfleisch.

Carried.

The in-camera session ended at 6:20pm.

15-78 Motion to approve Erika Heesen passing her probation period. Forwarded by Jennifer Dickson and seconded by John Kalbfleisch.

Carried.

Upcoming dates

Joint Pay Equity Committee – Friday, November 20 @ 9:30am

Library Board Meeting – Monday, December 21 @ 5:00pm

Property Committee – Monday, January 11 @ 6:00 pm

Policy Committee – Monday, February 8 @ 5:00 pm

15-79 Motion to adjourn moved by Carol Rigby at 6:25.

Chairperson

Secretary-Treasurer