

Regular Meeting–October 17, 2016

A regular meeting of the Perth and District Union Public Library Board was held on Monday, October 17, 2016 at 5:30p.m.

In attendance were:

John Gemmell, Deputy Mayor, Town of Perth
Ted Parkinson, Drummond/North Elmsley
Carol Rigby, Tay Valley
Heidi Taber, Tay Valley
Erika Heesen, CEO
Lynn Marsh, Secretary-Treasurer
Richard Morris, Town of Perth
Jennifer Dickson, Councillor, Tay Valley, **Acting Chair**
George Sachs, Councillor, Drummond/North Elmsley
Lynda Kanelakos, Town of Perth

Regrets:

John Kalbfleisch, Drummond/North Elmsley

John Gemmell called the meeting to order at 5:30 p.m.

Declaration of interest - none

Approval of previous minutes

16-47 The minutes of the September 19, 2016 meetings approved by a motion from Richard Morris and seconded by Heidi Taber.

Carried.

Additions and approval of agenda

Moved straight to 12c. Draft Budget.

16-48 Motion: The chair will send a letter to each of the contributing councils to express the board's disappointment in the process followed in giving direction to the board regarding the 2017 budget. Moved by Richard Morris and seconded by Carol Rigby.

Carried.

16-49 Motion: The budget is referred to the property committee for consideration of options under anticipated 1% cap. Moved by Carol Rigby and seconded by George Sachs.

Carried.

Heidi Taber and John Gemmell left the meeting at 6:22pm. Jennifer Dickson took over as chair of the meeting.

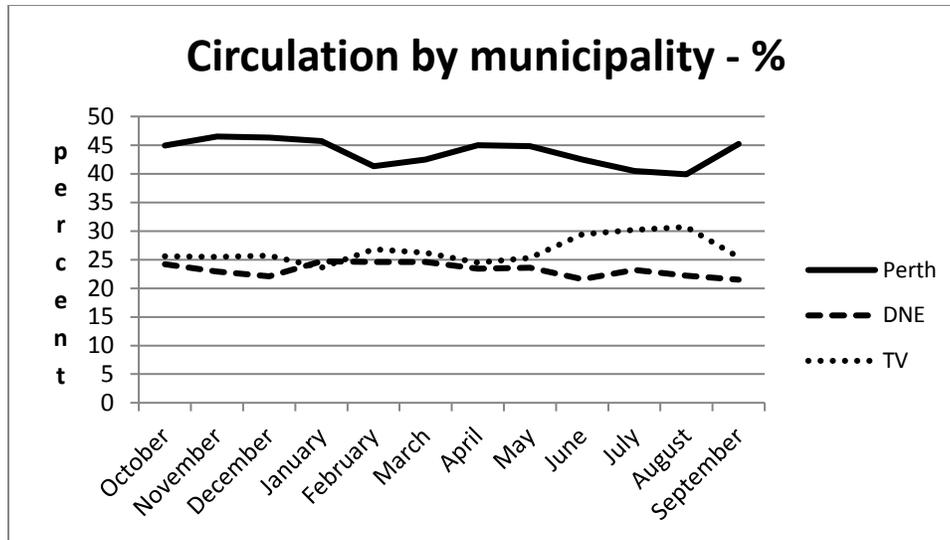
Delegations – none.

CEO's Report

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

Usage statistics:

Metric	Sept 2016	Sept 2015	Percent change
Total circulation	10,239	9,361	▲ 9.4%
- % Perth	45.2%	44%	▲ 2.7%
- % Drummond/NE	21.5%	24.7%	▼ 13%
- % Tay Valley	25.4%	25.4%	No change
- % other	7.9%	5.8%	▲ 36.2%
Membership	6,268	6,916	▼ 9.4%
- % Perth	41.5%	40.7%	▲ 2%
- % Drummond/NE	25.5%	26.4%	▼ 3.4%
- % Tay Valley	27.8%	28.1%	▼ 1.1%
- % other	5.1%	4.8%	▲ 6.3%
Public computers	855	906	▼ 5.6%
Teen computers	182	158	▲ 15.2%
Wireless sessions	450	450	No change
Electronic uses	9,908	2,354	▲ 321%
E-book downloads	1,298	1,011	▲ 28.4%
Website visits	1,130	n/a	n/a
People entering	10,439	8,912	▲ 17%
Questions answered	602	652	▼ 7.6%
Volunteer hours	90.75	42.75	▲ 112.2%
Programs	36	25	▲ 44%
Program attendees	338	248	▲ 36.3%



Finance, building and governance

The 2016 budget has been drafted and reviewed by the Property Committee, included a business case for increasing hours of operation and hours for outreach/marketing. This budget contains a higher increase than normal due to increased staffing costs, and I have drafted a number of options for consideration by the Library Board.

The strategic planning process for 2017-2021 is well under way. The community survey has been completed, and received 421 responses. Our first community committee meeting will be held October 15, and the Board and staff will meet October 21.

Plans continue for our space planning project. Coutts Coffee on Gore St. has agreed to be a 'Pop-Up' library location for an hour a day during the time that we are closed, from Dec. 5-16.

The Friends of the Library is again hosting a bake sale on November 5. Bake sale donations are welcome.

Programming, staff and services

We will again be hosting 'Five Great Ideas' – an Eastern Ontario library symposium with presentations on signage, kindergarten readiness, and First Nations Communities Read organized by the Southern Ontario Library Service on October 24. A number of staff will be attending, and I will be presenting on tech tools for social media & communications.

Our first Lifelong Learning program of the year, Retiring on a Low Income, was very well attended. We are continuing the finance theme with a budgeting basics seminar in October, and income tax basics in November. The Illegal was the winning book for our Lanark County One Book, One Community. We will be hosting a program in November. For Ontario Public Library Week, we will be sharing 'did you know?' social media posts to get the word out about less-visible services at the library. We will also be hosting a Harry Potter Trivia Night on Wednesday, November 16 at 6pm.

Children's Specialist Report: The month of September kicked off with the usual Babytime, Storytime and 712 start-ups. New programs this year will be Read2gether Book Club - a family book club for parents and children, and instead of movies on PA Days, we will try "Board @ the Library" - a drop-in for families to play their choice of a variety of board games set up in the program room. In addition, our OWLS Homework Club is evolving into OWLS Tutoring (reading and writing only) for Kindergarten - Grade 6. We promoted it this summer in our Literacy Program and ended up with a large sign up. We have 3 tutors (including Silas Jordan, our Program Coordinator). We have divided the names into 2 groups and each group will come alternate weeks. Even with this, we still have a wait list. These first two groups will come from October to the end of January, and the next round will be from February-May where we will offer tutoring to folks on the wait list if they are still interested. Also this month, letters went out to the teachers at our schools via email explaining the services the library can offer them. And, new this year, we have asked principals if we can send library membership applications/information home with their Grade 3 students. So far, three schools have given us the okay to do so. Class visits have begun again with six classes looking to attend on a monthly basis.

16-50 The October 2016 CEO's report was received on a motion by George Sachs and seconded by Ted Parkinson.

Carried.

Financial Report

16-51 The October 2016 monthly financial report was received on a motion by Carol Rigby and seconded by Lynda Kanelakos.

Carried.

Correspondence and communications

- a. News articles

Advocacy Reports

Carol Rigby was promoting museum passes to neighbours.

Ted Parkinson was also promoting the museum passes as well as the survey.

Committee reports

- a. Property
- b. Policy

16-52 The policy and property reports were both accepted on a motion by George Sachs and seconded by Carol Rigby.

Carried.

Policy Review

- a. 3.E Accessibility Plan 2016-17

16-53 Policy 3.E Accessibility Plan 2016-17 was approved, as amended, on a motion by Lynda Kanelakos and seconded by Ted Parkinson.

Carried.

Unfinished/New Business

- a. Connectivity funding cuts letter

16-54 Motion to accept the letter with revisions sent to Erika. Moved by Ted Parkinson and seconded by Carol Rigby.

Carried.

- b. 2016 transfer to PDCF

16-55 Motion to transfer \$18,000 to PDCF moved by Ted Parkinson and seconded by Richard Morris.

Carried.

Upcoming dates

Policy Committee – Monday, November 7 @ 5:30 pm

Property Committee – Monday, November 14 @ 6:00 pm

Library Board Meeting – Monday, November 21 @ 5:30pm

16-56 Motion to adjourn moved by Ted Parkinson at 6:59pm.

Chairperson

Secretary-Treasurer