

Regular Meeting–April 18, 2016

A regular meeting of the Perth and District Union Public Library Board was held on Monday, April 18, 2016 at 5:00p.m.

In attendance were:

Erika Heesen, CEO
Lynn Marsh, Secretary-Treasurer
Richard Morris, Town of Perth
Heidi Taber, Tay Valley
John Kalbfleisch, Drummond/North Elmsley
Jennifer Dickson, Councillor, Tay Valley
Carol Rigby, Tay Valley
George Sachs, Councillor, Drummond/North Elmsley

Regrets:

John Gemmell, Deputy Mayor, Town of Perth, **Chair**
Ted Parkinson, Drummond/North Elmsley
Lynda Kanelakos, Town of Perth

Jennifer Dickson called the meeting to order at 5:00 p.m.

Declaration of interest - none

Approval of previous minutes

16-12 The minutes of the February 22 & March 21, meeting approved by a motion from Carol Rigby and seconded by George Sachs.

Carried.

Additions and approval of agenda– auditors report moved from new business to delegations.

Delegations – Ashley Liznick from the auditors Allan and Partners LLP.

16-13 The 2015 draft financial statement was accepted as presented by a motion from Carol Rigby and seconded by Heidi Taber.

Carried.

16-14 A motion to move the 2015 unrestricted surplus of \$17,198 to the Capital Reserve was moved by Richard Morris and seconded by John Kalbfleisch.

Carried.

Action Items: Treasurer to make transfers from reserves entries in the general ledger throughout the year.

Board to prepare PSAB budget for 2017.

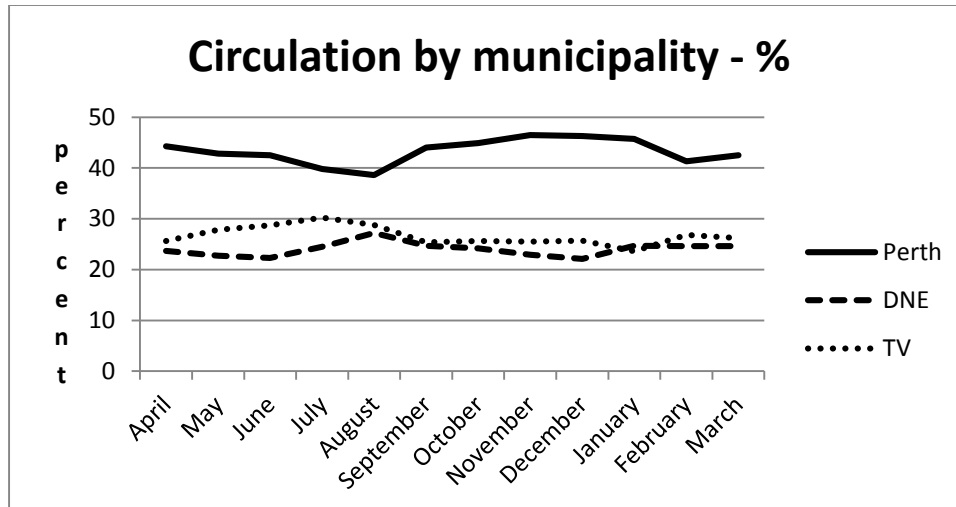
CEO's Report

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

Usage statistics:

Metric	March 2016	March 2015	Percent change
Total circulation	10655	9991	▲ 6.7%
- % Perth	42.5	44.1	▼ 3.6%
- % Drummond/NE	24.6	25.4	▼ 3.2%
- % Tay Valley	26.2	25.5	▲ 2.8%
- % other	6.8	4.7	▲ 4.5%
Membership	5790	6519	▼ 11.2%
- % Perth	41.1	40.7	No change
- % Drummond/NE	25.9	26.5	▼ 2.3%
- % Tay Valley	28.3	28	No change
- % other	4.8	4.8	No change
Public computers	838	906	▼ 7.5%
Teen computers	192	243	▼ 21%
Wireless sessions	450	450	No change
Electronic uses	4544	46103	▼ 90.1%
E-book downloads	1335	985	▲ 35.5%
Website visits	1190	n/a*	n/a
People entering	12097	11938	▲ 1.3%
Questions answered	970	653	▲ 48.6%
Volunteer hours	80.5	62	▲ 29.8%
Programs	53	34	▲ 55.9%
Program attendees	574	474	▲ 21.1%

*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

We have started this year's space planning project. This project is to reconfigure our existing space to open up the old staff workroom to the public, and to look at the library space holistically in the process. I have been conducting staff planning exercises through the month of April to create a new layout that will accommodate the library's needs. Board members are welcome to contribute their thoughts to this process. Following this planning process, the overall timeline is to bring proposals and any related quotes to the Property Committee at their June meeting, and then to the Board. Planning for any changes will take place over the summer, with changes actually taking place the week of August 29-September 2. The Board may be asked to once again invest some 'sweat equity' in this project.

We have received confirmation that we will again be receiving a Young Canada Works grant for one of our summer student positions. I have also applied to the Canada Summer Jobs grant, and expect to hear back in May.

Programming, staff and services

We have been hard at work preparing for our How To Fair on Saturday April 16. Upcoming programs also include Sow and Grow, an intergenerational program to learn how to start seeds on April 23, and the Human Library on April 30.

The library will have a presence at Maplefest, and we will be testing out our new outreach kit (with free temporary tattoos and accompanying reading recommendations).

When staffed, the upstairs desk is now fully set up for circulation. Patrons now have the option to check out their books upstairs. We have also added bookmarks to the checkout process: each colourful bookmark includes information about upcoming programs and hours at the library.

Children's Specialist Report for April 2016: We began a new session of Babytime and Storytime in March. Both have been well attended so far. We had five class visits this month. 712 Club was also well attended this month, but Goodnight Moon had no shows - probably due to very bad weather. March Break was well attended - we had Chris Pilsworth the magician, Chance the Library Dog, Story and Craft for 4-7 years old, LEGO Club and the

movie "The Good Dinosaur". Programs were very well attended. Planning for Welcome to Kindergarten and the Summer Programs continues.

16-15 The March & April 2016 CEO's reports were received on a motion by Heidi Taber and seconded by George Sachs.

Carried.

Financial Report

16-16 The March & April 2016 monthly financial reports were received on a motion by Richard Morris and seconded by George Sachs.

Carried.

Correspondence and communications

- a. Press Clippings

Advocacy Reports

Richard Morris asked 2 librarians to review our website and both thought the content and ease of use were good.

John Kalbfleisch and Carol Rigby attended the fire hall open house.

George Sachs moved cabinets for the fire hall space.

Jennifer Dickson shared library pictures and posts on Facebook

Committee reports

- a. Property – report of meeting of Monday April 4
- b. Policy – report of meeting of Monday April 11
- c. JPEC – verbal report

Policy Review

- a. 2.G-1 Accessible Customer Service

16-17 Motion to accept Policy 2.G-1 as presented. Moved by John Kalbfleisch and seconded by Carol Rigby.

Carried.

- b. 3. C Collection Development Plan

16-18 Motion to accept Policy 3.C as presented. Moved by George Sachs and seconded by Heidi Taber.

Carried.

Unfinished/New Business

- a. Union Negotiating Committee – Terms of Reference

16-19 Motion to accept Terms of Reference as amended. Moved by George Sachs and seconded by John Kalbfleisch.

Carried.

- b. Community committee suggestions (strategic plan)

George Sachs left eh meeting at 6:05pm.

c. Board member leave of absence
**16-20 Motion to approve maternity leave of absence for board member Linda Kanelakos. Moved by John Kalbfleisch and seconded by Carol Rigby.
Carried.**

Upcoming dates

Library Board Meeting – Monday, May 16 @ 5:00pm
Policy Committee – Monday, June 6 @ 5:00 pm
Property Committee – Monday, June 13 @ 6:00 pm

16-21 Motion to adjourn moved by Heidi Taber at 6:10pm.

Chairperson

Secretary-Treasurer