

Regular Meeting–December 21, 2015

A regular meeting of the Perth and District Union Public Library Board was held on Monday, December 21, 2015 at 5:00p.m.

In attendance were:

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

Erika Heesen, CEO

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

Regrets:

Lynn Marsh, Secretary-Treasurer

John Gemmell called the meeting to order at 5:03 p.m.

Declaration of interest - none

Approval of previous minutes

15-80 The minutes of the November 16, 2015, meetings approved by a motion from Richard Morris and seconded by Jennifer Dickson.

Carried.

Additions and approval of agenda

2016 Meeting schedule

Policy regarding porn on computers

Lynda informing board of maternity leave

Delegations - none

CEO's Report

Perth & District Union Public Library

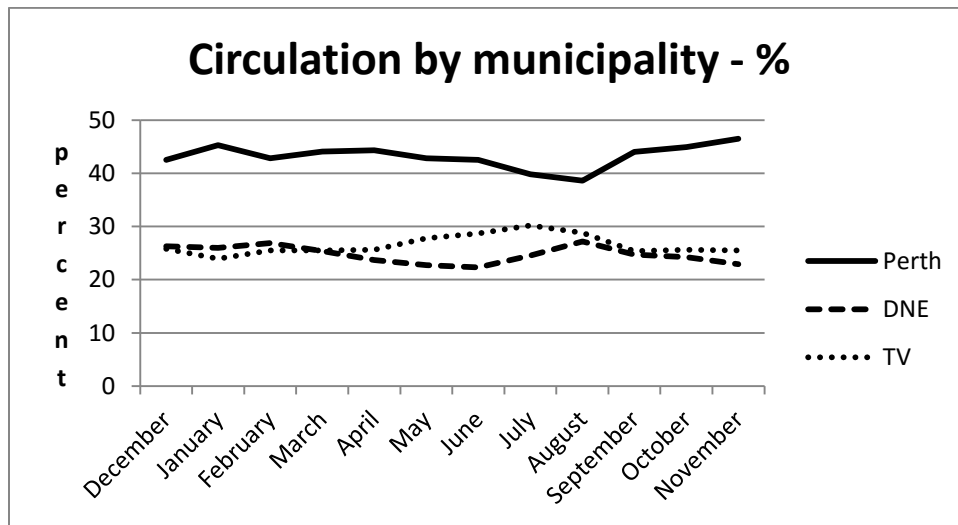
CEO's Report

December 2015

Usage statistics:

Metric	Nov 2015	Nov 2014	Percent change
Total circulation	9,477	10,579	▼ 10.4%
- % Perth	46.5%	41.9%	▲ 11%

- % Drummond/NE	22.9%	27.6%	▼ 17%
- % Tay Valley	25.5%	25.2%	No change
- % other	5.2%	5.3%	No change
Membership	7,032	7,514	▼ 64.1%
- % Perth	40.8%	39.9%	▲ 2.3%
- % Drummond/NE	26.3%	26.7%	No change
- % Tay Valley	28.2%	28.6%	No change
- % other	4.8%	4.7%	No change
Public computers	875	923	▼ 5.2%
Teen computers	186	227	▼ 18%
Wireless sessions	450	450	No change
Electronic uses	4, 198	55,465	▼92.4%
E-book downloads	1,024	1,086	▼5.7%
Website visits	15,117	15,664	▼3.5%
People entering	9,722	11,492	▼ 15.4%
Questions answered	579	688	▼15.8%
Volunteer hours	84.5	155	▼45.5%
Programs	40	38	▲5.3%
Program attendees	361	458	▼21.2%



Finance, building and governance

We completed our typical week survey for next year's Public Library Operating Grant the last week of November.

Fire Hall: the door move is tentatively scheduled for the week of January 4, and the cabinetry will be installed starting January 4. We are on schedule to move into the space in January 2016.

I presented on library services to Tay Valley Council, and with John Gemmell at the Perth Town Council 'Report Card' night.

Programming, staff and services

Our November National Novel Writing Month (NaNoWriMo) self-publishing and editing workshops had good attendance and feedback. Kevin Page will be visiting the library on Saturday, January 16 at 1pm to discuss his new book, *Unaccountable: Truth and Lies on Parliament Hill*.

Annual performance reviews have been completed for all staff. Rachel Warren and Laurie Murray will be attending the OLA SuperConference at the end of January. Jenn Bain has signed up to take an EXCEL course in the winter term on electronic information.

I have been acclaimed as the Eastern Ontario representative for the Ontario Public Library Association Council. The Ontario Public Library Association (OPLA) is a division of the Ontario Library Association (OLA) and represents librarians and library staff who work in public libraries in Ontario on issues of common concern. Activities of OPLA include an annual conference, RA in a Day event, lobbying and advocacy, publications, continuing education, and the OPLA-L listserv for members. OPLA Council meets four times per year.

Children's Specialist Report: Babytime and Storytime sessions were started again in November and were well attended. There were four class visits this month and the movie "Inside Out" was shown on a PA Day. Goodnight Moon Family Storytime had a few attendees this month and the 712 Club now has 4 teen volunteers (two who are new), and was well attended. We have introduced "Littlebits" with the LEGO table for this. We had a young local author named Fisher Horn do a book reading and talk at the library on Nov. 28. He has written and published a book called "Slinkytown: Part III". We re-scheduled our OWLS Homework Club volunteers since our turnout has been low to none, and one adult volunteer withdrew. Erika and I will look at a new marketing plan in the New Year.

15-81 The librarian's report was received on a motion by Ted Parkinson and seconded by Carol Rigby.

Carried.

Financial Report

15-82 The monthly financial report was received on a motion by Lynda Kanelakos and seconded by George Sachs.

Carried.

Correspondence and communications

- a. Library celebrates Novel Writing Month

Advocacy Reports

-none

Committee reports

- a. Property – no report
- b. Policy –report from virtual discussions
- c. JPEC update

Policy Review

- a. 2.D-13 CEO succession

15-83 Motion to accept Policy 2.D-13as presented. Moved by George Sachs and seconded by John Kalbfleisch.

Carried.

- b. Advocacy Plan

15-84 Motion to accept Advocacy Plan moved by Linda Kanelakos and seconded by Richard Morris.

Carried.

Unfinished/New Business

- a. Advocacy training for the board

Action Item: Erika Heesen to bring proposal to January meeting.

- b. Transfer to PDCF – Children’s Literacy Fund

15-85 Motion to transfer \$24,647 to PDCF fund. Moved by Jennifer Dickson and seconded by Heidi Taber.

Carried.

- c. Discuss policy for pornography on computers.

Action Item: recommend adding user agreement as a pop-up with an acceptance for wifi users as well as computer users.

- d. Lynda Kanelakos will be taking a leave of absence for maternity beginning in March.

- e. Drop box issues

Action Item: Erika will check with staff as to degree of problem

- f. John Gemmell notified board of the break in on Dec 18.

- g. CEO performance review

15-86 Motion to go in camera at 6:15 by Ted Parkinson and seconded by John Kalbfleisch.

Carried.

15-87 Motion to end the in-camera session at 6:23pm by Ted Parkinson and seconded by John Kalbfleisch.

Carried.

Richard Morris left the meeting at 6:30pm

- h. Reviewed list of purchases from donations in 2015

Upcoming dates

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

Library Board Meeting – Monday, January 18 @ 5:00pm

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

Joint Pay Equity Committee – Friday, February 12 @ 9:30am

15-88 Motion to adjourn moved by Jennifer Dickson at 6:35.

Chairperson

Secretary-Treasurer