

Regular Meeting–February 22, 2016

A regular meeting of the Perth and District Union Public Library Board was held on Monday, February 22, 2016 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

Jennifer Dickson, Councillor, Tay Valley

Carol Rigby, Tay Valley

George Sachs, Councillor, Drummond/North Elmsley

Ted Parkinson, Drummond/North Elmsley

Regrets:

Lynda Kanelakos, Town of Perth

Heidi Taber, Tay Valley

John Kalbfleisch, Drummond/North Elmsley

John Gemmell called the meeting to order at 5:07 p.m.

Declaration of interest - none

Approval of previous minutes

16-06 The minutes of the January 18, 2016, meeting approved by a motion from Ted Parkinson and seconded by Carol Rigby.

Carried.

Additions and approval of agenda

Delegations - none

CEO's Report

Perth & District Union Public Library

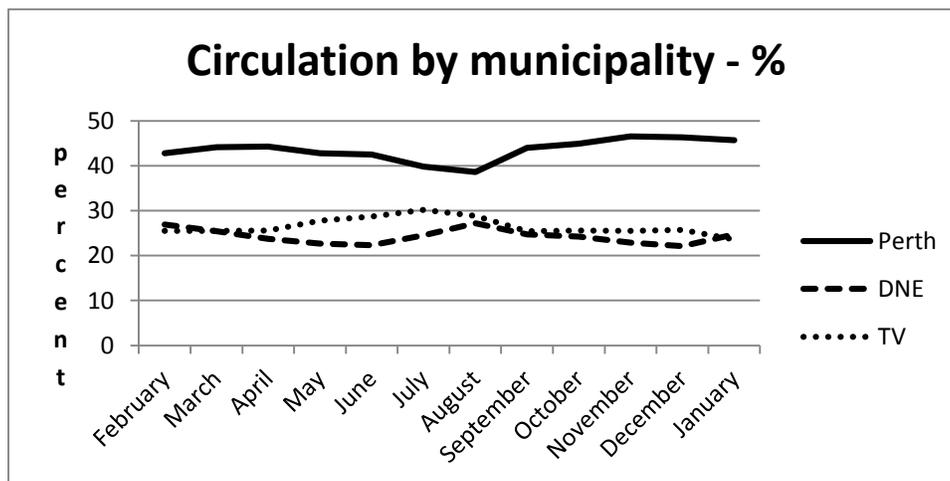
CEO's Report

February 2016

Usage statistics:

Metric		Jan 2015	Percent change
Total circulation	9,695	9,704	▼ .09%
- % Perth	45.7%	45.3%	No change
- % Drummond/NE	24.7%	26.0%	▼ 5%
- % Tay Valley	23.6%	23.9%	No change
- % other	6%	4.8%	▲ 25%

Membership	7,162	6,413	▲11.7%
- % Perth	40.9%	40.7%	No change
- % Drummond/NE	26.1%	26.4%	No change
- % Tay Valley	28.1%	28.1%	No change
- % other	4.9%	4.8%	No change
Public computers	866	835	▲3.7%
Teen computers	233	181	▲28.7%
Wireless sessions	450	450	No change
Electronic uses	3,032	40,333	▼92.5%
E-book downloads	1,230	1,151	▲68.6%
Website visits	14,704	16,785	▼12.4%
People entering	11,313	10,516	▲7.6%
Questions answered	616	728	▼15.4%
Volunteer hours	67.5	140	▼51.8%
Programs	47	37	▲27%
Program attendees	572	438	▲30.6%



Finance, building and governance

We have moved the staff workroom into the new workspace in the Fire Hall. We have been settling in to our new work area over the past few weeks, and making any changes that are needed with the new set-up. Generally this has been a positive change, and one that gives us more space for both staff and public.

Programming, staff and services

Rachel (children's and teen library specialist) and Laurie (teen services library technician) attended the Ontario Library Association Super Conference in Toronto January 28-29.

Rachel and Laurie attended workshops that included information about makerspaces, narrative true crime stories for teens, Makerfaires, aboriginal media, and LGBTQTIA books. Jenn has started her SOLS EXCEL course on electronic information.

Rachel has continued efforts to establish stronger ties with area schools by arranging to meet with elementary school principals to explain library services and discuss areas for collaboration. We are piloting a virtual library/school visit with students at North Elmsley school this month. Rachel will continue to connect with children and parents at Welcome to Kindergarten events in the spring, and we plan to distribute membership forms to all area grade 3 students in the fall.

I am working with Rachel to develop a new 'outreach kit' for use at MapleFest and other community events. It will have free temporary tattoos, with attached recommended reading bookmarks (e.g. if a person picks the pirate tattoo, they will also get a bookmark with recommended pirate books available at the library).

I am also working with Rae Ann to make some minor changes to the upstairs desk so that it can be more fully used for circulation, to help take the pressure off the main desk downstairs. This would give us two locations to check out books, accept fines, etc.

The library is hosting two special education co-op students from St. John Catholic High School this semester. They are accompanied by an Educational Assistant, and will be assisting with shelf straightening and tidying in the children's department. They will be here one hour per day Monday-Friday every other week.

Children's Specialist Report: In January we started Babytime and Storytime again. We also hosted two Grade 7 classes from PDCI for Historica project research. I have paired up with a Montessori class to run the Forest of Reading Blue Spruce Program, and with two classes from St. John's Elementary to run the Silver Birch and Silver Birch Express Programs. Two Grade 2 classes had an author visit with Anne Raina (a local Ottawa author) who has written two children's rhyming books. The children were very engaged and Anne had a great time - it was her first author talk for children. I attended a Best Start meeting on behalf of the Lanark Children's Librarians. At the meeting a presentation was done that included our pilot project results from the OWLS Homework Club from last year (the program was initiated with a Best Start grant and is sustained by the Rotary Club of Perth). Goodnight Moon and 712 Club were well attended this month.

16-07 The CEO's report was received on a motion by Jennifer Dickson and seconded by Ted Parkinson.

Carried.

Financial Report

16-08 The monthly financial report was received on a motion by Jennifer Dickson and seconded by Ted Parkinson.

Carried.

Correspondence and communications

- a. Press Clippings & Lake 88 interview (weblink)

Advocacy Reports

George Sachs held his baseball meeting in the Library meeting room. He used the opportunity to advocate for the library and all it has to offer.

Jennifer Dickson met with the new refugee family and let them know how close the library and what services it has to offer.

Ted Parkinson used coffee time after spin class and badminton club to talk about all the library has to offer.

Carol Rigby worked on pay equity.

John Gemmell was at the Brockville Library and took the time to talk to their librarian, comparing programming and advocacy.

Committee reports

a. Property – no report

b. Policy –report from meeting of February 8

16-09 The policy report was received on a motion by Richard Morris and seconded by Ted Parkinson.

Carried.

c. JPEC update

Policy Review

a. 2.B-3 Planning

b. 2.B-4 Policy Development and Review

16-10 Motion to accept Policies 2.B-3 and 2.B-4 as presented. Moved by Richard Morris and seconded by Carol Rigby.

Carried.

Action Item – Policy committee to present policies for review with changes highlighted in the future.

Unfinished/New Business

a. Strategic Plan update & renewal timeline

Upcoming dates

Advocacy Training – Monday, March 7 @ 6:00pm

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

Joint Pay Equity Committee – Thursday, March 24 @ 10:00am

Policy Committee – Monday, April 4 @ 5:00 pm

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

16-11 Motion to adjourn moved by Jennifer Dickson at 6:12pm.

Chairperson

Secretary-Treasurer