

REGULAR MEETING – Dec 19, 2011

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Dec 19, 2011, at 4:30 p.m.

In attendance were:

J. Gemmell, Deputy Mayor, Town of Perth
C Rigby, Tay Valley
B. Sutton, Tay Valley
E. Goldman, Head Librarian
R. Darling, Councillor, Tay Valley
J. Wickware, Drummond/North Elmsley
A. McLean, Drummond/North Elmsley
M. Lamping, Secretary-Treasurer
N. Gibb-Carsley, Perth
N. Fennell, Town of Perth

Regrets

C. Reed, Councillor, Drummond/North Elmsley

J. Gemmell called the meeting to order at 4:38 p.m.

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

11-45 Moved by N. Gibb-Carsley and seconded by N. Fennell that the minutes of the November 21, 2011, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

None

CORRESPONDANCE

1. A letter from Foodsmiths regarding the Bring Your Own Bag project and that the library will be receiving \$501.30.

2. A card from the staff thanking the board for the donation to the staff party and staff appreciation gifts.
3. A card from V. Rodenbush to the board with a Christmas wish and donation to the library.

LIBRARIAN'S REPORT

Usage statistics:

Metric	November 2011	November 2010	Percent change
Total circulation	10647	12276	▼ 13.3 %
- % Perth	41.9%	42.7%	▼ 1.9 %
- % Drummond/NE	25.6%	23.2%	▲ 10.3 %
- % Tay Valley	26.0%	25.3%	▲ 2.8 %
- % other	6.5%	8.8%	▼ 18.7 %
Public computer sessions	762	850	▼ 26.1 %
Wireless sessions	300	150	▲ 100 %
Electronic uses	18037	17483	▲ 3.2 %
Website visits	7927	NA	NA
People entering	10739	8398	▲ 27.9 %
Questions answered	780	NA	NA
Volunteer hours	100	NA	NA
Programs	25	NA	NA
Program attendees	518	NA	NA

Strategic planning

Staff committees met this month to brainstorm ideas for how to move the library closer to our identified objectives. These have been combined with information from other sessions to develop the full draft of the strategic plan. The board will solidify its own objectives at this meeting. With a draft in place, we will move on to final editing and polishing, with the goal of obtaining final board approval of the plan at the January meeting and then releasing it to the public.

Building & finance

We learned we are eligible for a HydroOne program to retrofit small businesses and other organizations with energy-efficient lighting. Almost all of the lights in our building are already at the highest standard, but through this program we will be able to get the lobby lights, an elevator light, and a light in the staff washroom replaced for free. We are also getting a supply of extra lights for the lobby. These will be compact fluorescents, not as bright as the LED option discussed last month, but they should provide at least as much light as we currently have in the lobby.

John Gemmell checked with the town and found the trees near the front entrance are on their property. Because of the condition of the trees, the town has agreed to remove them. There is a stake in this area that we could consider using for a new sign for the library.

The budget draft has been adjusted to reflect the results of negotiations between the town and their union for next year's pay panels. However, that collective agreement has not yet been ratified by both parties. Our collective agreement will be negotiated in January.

The Friends of the Library bake sale on November 19 was a successful fundraiser, bringing in more than \$1000. We also received \$501.30 from Foodsmiths as the November recipient of their "bring your own bag" program.

Programming and services

Fall programming has wrapped up. Sylvia Van Oort did another flower arranging session with holiday centrepieces on December 6 that was very well-received. We have increased our programming capacity substantially this fall, with dedicated programming now available for all ages from babies to seniors and as many people accessing programs each month as in our busiest summer months. Several other ideas are in the works for next year, including computer training courses, which should launch in February. Some proceeds from Film Night International are going toward the purchase of a movie license and new sound system for the program room. We are also using Film Night donations to reupholster the chairs on the first floor of the library.

At the suggestion of Leanne Dwyer from the Ontario Early Years Centre, who runs the playgroup here Wednesday and Thursday mornings, we are installing a changing table in one of the upstairs washrooms.

We will have several fewer magazine titles next year. We had not cut back on these in years, even as subscription prices increased and we also are very tight for shelving, so it was a necessary step.

I met with representatives from several of the Canadian Federation of University Women's book clubs to discuss a potential book club set project here. This is a popular service where libraries collect several copies of a title, along with discussion questions and author information, and check out the complete set to book groups. While we currently obtain multiple copies of books through interlibrary loan, there are potential efficiencies and improvements to be realized from a book-club-in-a-bag program.

Marketing and technology:

We will be getting a new online database for language learning in January. Mango Languages should be very popular with patrons, offering access to learning the basics of more than 30 languages, as well as ESL. The subscription also comes with a product for language learning aimed at kids 0-6. We are subscribing to this instead of NetLibrary,

which we have dropped due to the Overdrive e-book service. Overdrive is much more user friendly and has more popular titles.

We obtained our second e-reader, a Sony wifi, which allows downloads from Overdrive directly onto the device, rather than downloading to a computer and transferring. Staff have had time to practice with both this and our Kobo Touch. There is already a newer Kobo out, though, and keeping up with all the changes requires a great deal of staff attention and training.

Community

A few local projects worth mentioning:

There is a new Local Immigration Partnership forming for Lanark and Renfrew counties. This is a project funded by Citizenship and Immigration Canada, in part to improve the ability of rural areas to attract newcomers to fill labour market shortages, as well as to improve the experience of those newcomers. There is another Local Immigration Partnership in Smiths Falls that I have also made contact with, as their service area covers parts of Drummond/North Elmsley Township. Being involved with these efforts will allow us to ensure we are providing good support services and are aware of changing needs and demographics in the community.

The Rural Voices Network is a project about improving rural civic engagement that is being directed by the Federated Women's Institutes of Ontario under a Trillium Foundation grant. The group had an information-gathering session in Perth on November 29 and will be using the material gathered from this and other sessions to develop a survey. I have offered the library as a site for community access to the survey, and we can expect some useful information for our own planning purposes from the project. Many of the themes discussed at the November meeting mirrored what we have heard at our community sessions, namely issues around transportation and public spaces.

Twenty-five area librarians attended the open source integrated library system training workshop here on December 5. The group has decided to move forward with investigating options for a possible shared system for the region, which has the potential to improve our online services while creating savings. The project is still in the very early stages. I worked with SOLS to create this workshop and am also partnering with them to develop a series of webinars about Wordpress websites for libraries.

Staff and professional development:

Rachel Warren will be job-sharing with Susan Snyder for the 2012 calendar year. Rachel will work as the children's library specialist Mondays and Wednesdays, responsible for Toddler Time and the 7/12 Club as well as collection development for chapter books. She will continue in her regular library assistant job other days, while Marina Ramsden, who has job-shared with Susan the previous two years, will return to her previous cataloguing, circulation, and local history work.

We had a very successful staff holiday party, organized by Penelope Bass, at the Stone Cellar on Friday, December 9. Thank you for the board's contribution to this event and especially to RoxAnne Darling for her beautiful gift baskets for service awards.

ADVOCACY REPORTS

- J. Gemmell discussed the library at budget meetings
- B. Sutton promotes the library at various gatherings
- R. Darling discussed the library at council meetings regarding the cap on the capital reserve

PROPERTY COMMITTEE

11.46 Moved by J. Gemmell and seconded by C. Rigby as the CEO's annual evaluation has been completed.

Carried.

POLICY COMMITTEE

UNFINISHED AND NEW BUSINESS

After discussion regarding the proposed budget

11-47 R. Darling moved that the budget be accepted as presented and it was seconded by A. McLean.

Carried.

A budget evening with all councils is planned for Jan23 at 6 PM in the library

Due to conflicts with holidays the February and May board meeting have been changed to the 27th and 14th respectively.

E Goldman lead the discussion regarding the Strategic Plan and the order in which the board shall address there part of the plan. The board felt that the first item we should address is a business plan for the library

Next regular meeting is Jan 16, 2012.

11-48 Motion to adjourn by N. Fennell at 6:04 p.m.

Chairperson

Secretary-Treasurer