

## **Regular Meeting–September 15, 2014**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Sep 15, 2014 at 4:30p.m.

In attendance were:

Peter Wagland, Councillor, Drummond/North Elmsley, **Chair**

Allan McLean, Town of Perth

Joan Wickware, Drummond/North Elmsley

Carol Rigby, Tay Valley

Lynn Marsh, Secretary-Treasurer

Elizabeth Goldman, Chief Librarian

Neil Fennell, Town of Perth

John Kalbfleisch, Drummond/North Elmsley

Mark Burnham, Councillor, Tay Valley

Brian Sutton, Tay Valley

John Gemmell, Deputy Mayor, Town of Perth

PeterWagland called the meeting to order at 4:31 p.m.

**Declaration of interest - none**

### **Approval of previous minutes**

**14-76 Moved by Carol Rigby and seconded by Mark Burnham that the minutes of the Jun 16th, 2014, meeting be approved.**

**Carried.**

**14-77 Moved by John Kalbfleisch and seconded by Brian Sutton that the minutes of the Aug 6, 2014, special meeting be approved.**

**Carried.**

### **Additions and approval of agenda**

12g – recruitment of new board members was added to the agenda.

**14-78 The agenda was approved as amended on a motion from Mark Burnham and seconded by Neil Fennell.**

**Carried.**

**Delegations - None**

## CEO's report

Perth & District Union Public Library  
 Librarian's Report  
 September 2014

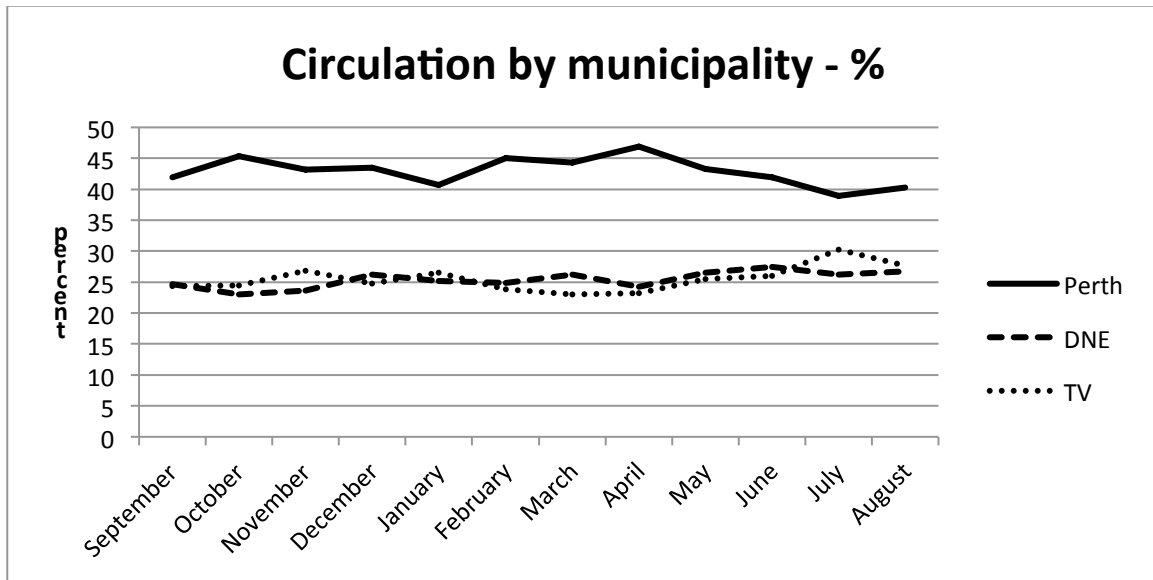
### Usage statistics:

Metric	June 2014	June 2013	Percent change
Total circulation	8,660	10,984	▼ 21.2%
- % Perth	41.9%	40.2%	▲ 4.2%
- % Drummond/NE	27.5%	26.6%	▲ 3.4%
- % Tay Valley	26.0%	27.3%	▼ 4.8%
- % other	4.6%	6.0%	▼ 23.3%
Membership	7,261	NA	NA
- % Perth	39.9%	NA	NA
- % Drummond/NE	26.4%	NA	NA
- % Tay Valley	29.0%	NA	NA
- % other	4.6%	NA	NA
Public computers	694	1,002	▼ 30.7%
Teen computers	125	12	▲ 942%
Wireless sessions	400	500	▼ 20%
Electronic uses	37,107	29,086	▲ 27.6%
E-book downloads	1,129	781	▲ 44.6%
Website visits	12,554	8,930	▲ 40.6%
People entering	6,609	9,997	▼ 33.9%
Questions answered	571	694	▼ 17.7%
Volunteer hours	61	74	▼ 17.6%
Programs	22	25	▼ 12%
Program attendees	261	255	▲ 2.4%

Metric	July 2014	July 2013	Percent change
Total circulation	13,239	13,209	▲ 0.2%
- % Perth	38.9%	38.4%	▲ 1.3%
- % Drummond/NE	26.2%	25.0%	▲ 4.8%
- % Tay Valley	30.3%	29.4%	▲ 3.1%
- % other	4.6%	7.2%	▼ 36.1%
Membership	7,314	NA	NA
- % Perth	39.7%	NA	NA
- % Drummond/NE	26.7%	NA	NA

- % Tay Valley	28.8%	NA	NA
- % other	4.7%	NA	NA
Public computers	1,066	1,236	▼13.8%
Teen computers	207	217	▼4.6%
Wireless sessions	550	550	No change
Electronic uses	5,390	7,236	▼25.5%
E-book downloads	1,222	795	▲53.7%
Website visits	8,049	4,992	▲61.2%
People entering	12,723	13,005	▼2.2%
Questions answered	879	925	▼5.0%
Volunteer hours	93	121	▼23.1%
Programs	83	89	▼6.7%
Program attendees	536	512	▲4.7%

Metric	August 2014	August 2013	Percent change
Total circulation	12,071	12,696	▼4.9%
- % Perth	40.3%	37.9%	▲6.3%
- % Drummond/NE	26.7%	25.1%	▲6.4%
- % Tay Valley	27.7%	30.4%	▼8.9%
- % other	5.3%	6.6%	▼19.7%
Membership	7,362	NA	NA
- % Perth	39.7%	NA	NA
- % Drummond/NE	26.6%	NA	NA
- % Tay Valley	28.9%	NA	NA
- % other	4.7%	NA	NA
Public computers	971	1,158	▼16.1%
Teen computers	241	260	▼7.3%
Wireless sessions	550	550	No change
Electronic uses	6,619	6,414	▲3.2%
E-book downloads	1,034	781	▲32.4%
Website visits	7,772	5,127	▲51.6%
People entering	11,508	11,937	▼3.6%
Questions answered	839	879	▼4.6%
Volunteer hours	91	60	▲51.7%
Programs	72	78	▼7.7%
Program attendees	424	524	▼19.1%



### Finance, building and governance

The 10<sup>th</sup> Annual Jim Noble/RBC Dominion Securities Golf Classic supporting the Summer Literacy Program raised a record \$40,000 this year. Total fundraising and grants for that program exceeded \$50,000 this year. Excess beyond what was required to run the program will be moved into the endowment fund. Some funds this year were spent to launch a pilot program at Lanark Highlands Public Library, which will have separate funding for 2015, as well as to pay program coordinator Rebecca McPhee to conduct a study on how to evaluate the program's impact, short- and long-term.

The Friends of the Library won first place for their cheering and water station at the Kilt Run in June. Many library supporters of all ages participated. The \$1,100 in prize money helped purchase summer reading prizes, a presenter for the teen media camp, and an upgraded device to support visually impaired patrons accessing CNIB material. The Friends also had a successful book sale at the Perth Farmers Market and sold tickets for their annual raffle for PPAC tickets and dinner at Maximilian.

Municipalities continued to discuss their new development charges bylaws over the summer. Perth has voted to include library funding in their bylaw for books, shelving and equipment but not a building expansion. Drummond/North Elmsley has voted not to include library funding. Tay Valley is still in the early stages of their study.

The library's potential access to the Old Fire Hall went from an idea to a strong likelihood. All of the necessary players have approved the Chamber of Commerce moving to Inge-Va. Perth, Tay Valley and Drummond/North Elmsley councils have approved the library moving forward with negotiations. Perth staff are preparing a proposed lease. Library staff will meet Sept. 15 to review ideas and preferences, which will be forwarded to the board at the Monday meeting.

Peter, Lynn and I met with our auditor, Serena Fortin, in June to review reserves, reserve funds, and banking practices. The Property Committee will be looking at her recommendations this fall, and Lynn will incorporate changes into next year's budget.

Rachel did significant research over the summer on ways to spruce up the children's section and make it more welcoming. The Friends will likely fund this project. We received a donation of six chairs from Algonquin College, which was moving them from their lounge. These have replaced many of our aging and wobbly chairs. The oversize wooden cabinets that were in the lobby and children's section have gone to the museum at the Perth Legion. A replacement bookshelf for the Share the Stories bags is on order.

### **Programming, staff and services**

Library assistant Lessia Broadbent will be going on maternity leave starting Sept. 17. Jenn Bain will be filling the contract while Lessia is on leave. Jenn started training on Sept. 10.

A preliminary meeting on the pay equity review was held on September 5, with representatives from the CUPE Ottawa office, the library union, the library board, and the CEO. The process will be happening in the new year.

The Summer Literacy Program supported 116 children this year, including 8 who attended onsite at the Lanark Highlands Public Library with the assistance of two of our tutors. The Lanark Library was pleased with the program, which had more demand than spaces. Thanks to a BestStart grant that all Lanark County libraries received for 2014-15, this program will be able to expand next year. We will continue to offer administrative support.

The theme for the TD Summer Reading Club was Eureka! Summer students offered programs Monday-Thursday in July and August, including special visits from magician Chris Pilsworth, singer Mary Lambert, and Chance the Library Dog. A group called Maker Jr from Ottawa led a craft called "doodle-bots" and also demonstrated a 3D printer. About 200 children total participated in the reading aspect of the Summer Reading Club, including literacy students, and the group read a combined total of 3,700 books. One child from Perth and one from Lanark won the grand prizes of a new bicycle. Summer students also led two outreach storytimes, one at Stewart Park Festival in July and one at Watershed Discovery Day in August. The library also had a table at Watershed Discovery Day.

Teens participated in a film camp in July, filming scenes from the Classic Theatre Festival's walking tour. The hope is to build on this in future years. Teens also read for ballot over the summer and won gift certificates to Chapters or local bookstores. Adults this year did Reading Bingo, a game to encourage people to read beyond their normal boundaries. Grand prizes were a Kobo e-reader and gift certificates.

The library supported the Ottawa International Writers Festival expansion to Perth in August by providing support in graphic design, advertising and volunteer recruitment. We hosted a sold-out workshop led by Phil Jenkins of the Ottawa Citizen. The Writers Festival will be doing future activities in Perth and will be working with Rachel on potentially bringing a children's author to speak at the library.

A set of librarians from Lanark and Renfrew counties are now writing a monthly column in the Humm, organized by the CEO of the Mississippi Mills Public Library. Perth's first column appeared in July on the theme of innovation and creativity, and the next will be in December.

We replaced our Early Literacy Station with an upgraded model. The previous machine, from 2009 but still functional, was donated to the Lanark Highlands Public Library.

Over the summer, we began circulating passes for five Ottawa museums. The passes can be checked out at the library and are good for a family of five in most cases. Passes are for: the National Gallery of Art, the Canada Aviation and Space Museum, the Canada Science and Technology Museum, the Canada Agriculture and Food Museum, and the Canadian Museum of Nature. We hope to add additional passes in the future.

With the BestStart grant received by the Lanark County libraries, we will be starting a new afterschool homework help program in November. Eli Hansen, one of our summer tutors, will be the student coordinator. The program will be held on Tuesdays from 3-6 p.m. in the program room for kids in grades 1-6. It will be less formal than the summer program, which will hopefully allow us to accommodate more children. We will also be launching a program in conjunction with the Brockville Public Library to circulate backpacks with nature books and activities to encourage families to spend time in nature. This is supported by the Healthy Communities Partnership.

We are in the process of setting up e-mail notifications through Insignia, though we require an upgrade to our system before these can start. We will offer the following notifications: book on reserve to be picked up; book soon to be due; book overdue; library card to expire. To ensure compliance with the new anti-spam legislation, we are having patrons expressly consent for their email to be used for this purpose and/or for notification about library services and events.

**14-79 The librarian's report was received on a motion by Brian Sutton and seconded by Mark Burnham.**

**Carried.**

## **Financial Report**

**14-80 The financial report was received on a motion by John Kalbfleisch and seconded by Mark Burnham.**

**Carried.**

## **Correspondence and communications**

- a. Thank yous: Jim Noble, CROW, Lanark Community Programs, Carolina Suites, book club
- b. Article in the Humm, July issue
- c. Various photos from EMC Perth

**14-81 The correspondence was received on a motion by Joan Wickware and seconded by Carol Rigby.**

## **Advocacy Reports**

John Gemmell reminded councillors that the Fire Hall is not an expansion, just a very small addition.

Peter Wagland and Brian Sutton are working on recruiting new board members.

Carol Rigby attended a tea and spread the word of the programming and special resources available at the Library. She attended her road association meeting and promoted the library. Carol also persuaded a patron to renew her card and explore ebooks.

## **Committee reports**

- 1) Property – no meeting held.
- 2) Policy – Report from meeting of September 8

**14-82 The policy report was received on a motion by Joan Wickware and seconded by Mark Burnham.**

**Carried.**

## **Policy Review**

Disaster Plan was presented by Elizabeth.

**14-83 The Disaster Plan was approved with a motion by Allan McLean and seconded by Brian Sutton.**

**Carried.**

## **Unfinished/New Business**

1. Development charges update: The town of Perth will continue with including the Library in their development charges for books, shelves and equipment only. Drummond/North Elmsley has decided not to include the library in their development charges. Tay Valley is still in discussion.

**14-84 Development Charges information was received on a motion by Mark Burnham and seconded by John Kalbfleisch.**

**Carried.**

2. Old Fire Hall update: Elizabeth presented a report from the staff meeting had to discuss possible use of the space. Elizabeth was given direction from the board to move ahead with possible plans that involve using the Old Fire Hall space for a staff working area, a staff break room and staff offices.
3. Pay Equity Update was presented by Elizabeth. Mark Burnham noted that he had received information regarding Pay Equity in relation to libraries at a recent meeting and will forward the presentation on to Elizabeth.

**14-85 The board accepted 2001 as the retroactive pay date on a motion by Mark Burnham and seconded by Carol Rigby.**

**Carried.**

**14-86 The board agreed to retain the services of Clarence Willms for the pay equity process on a motion by John Gemmell and seconded by Brian Sutton.**

**Carried.**

4. Ebook access: Elizabeth presented a letter from Ottawa Public Library requesting libraries participate in an e-book advocacy campaign. It was agreed to move the discussion to the next meeting.
5. Municipal elections strategy activities and timelines were presented and discussed.

**14-87 Motion by Carol Rigby and seconded by Joan Wickware to approve the strategy as amended.**

**Carried.**

6. Recognition for major donors discussion moved to next meeting.
7. Recruiting new board members. Current members indicated whether they intended to apply again. A general strategy for recruitment was discussed.

### **Upcoming dates**

October 3, 10 a.m.: Property Committee

October 20, 4:30 p.m.: Library Board

**14- Motion to adjourn at 6:12 moved by Mark Burnham, seconded by Neil Fennell.**

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**Chairperson**

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**Secretary-Treasurer**