

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Jan. 9, 2014 at 7:00 p.m. at the library.

Present: M-W: Sue Birta, John Harris, Brian Reid,

Montague: Dianne Coates, Elaine Empey

and Mary Kate Laphen (Librarian)

Absent: Victor Suthren

Meeting called to order at 7:15 pm

1. **Conflict of Interest:** None.

2. **Adoption of Agenda:** ADOPTED with additions to Other Business.

3. **Approval of Minutes:** Minutes from Nov. meeting and notes from Dec. - APPROVED

4. **Correspondence:** None.

5. **Questions/ Presentations from Public:** None.

6. **Friends of the Library Report:** Annual lunch meeting scheduled for tomorrow.

7. **Librarian's Report :** see below.

Business arising:

- Contact with Fulford Academy? Contacted last year re: visits, but nothing came of it. Will try again re: academic eResources
- Suggestion to put signs for library events at the Village Bean

8. **Other Business:**

a. **Performance Review:** Review completed and circulated. Content approved, but some formatting changes were suggested. Revised document will be circulated by email. Mary Kate will place on record and forward copy to Village Office.

b. **Strategic Plan Update:**

• **Accessibility Update:**

- Accessibility amendments to specific policies: collection development, personnel, purchasing, and communication policy and procedures - APPROVED.
- From the task list:
 - task list created,
 - information updated for the library's website and promotional materials re: the availability of alternate formats
 - newer software for accessible documents under investigation
 - The library is included in the municipal accessibility plan.
- Training: Board viewed and discussed powerpoint presentation on IASR requirements.
- **Action item:** Contact Village Office re: a handicapped parking spot sign for the library.

• **Timeline review:** reviewed winter and spring items from the timeline

• **Discussion:** re: raising library profile & identifying target groups - deferred to February meeting.

• **Budget Update:** Mary Kate will contact Victor re: when budget request will be decided on.

c. **Capacity Building Grant Update:** Reviewed purchases to date. Purchasing must be completed by end of Jan.

d. **New Board Chair:** Brian was once again acclaimed as Chair for 2014. It was suggested that one of the of Montague reps might consider this, but they were not able to take it on at this time.

• e.

10. **Next meeting:** Feb. 13, 2014.

Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for Dec /13 - Jan /14

Statistics:

December	2013	2012	2011	2010
Patrons	677 -10%	751 -10%	837 +13.5%	737 +9%
(Kids/Teens)	(95 / 38)	(159 / 43)	(199 / 43)	(124 / 50)
(Progs)	(80-in, 115-out of Lib) (7 prgs / 3-prgs out + 5 CV out)	(92-in, 217-out) (6 prgs + 1 CV-in / 2 prgs-out + 11 CV out)	(111-in, 232-out) (2 CV-in, 11 CV-out)	(40-in, 219-out) (7 CV-out)
Mtg Rm users	20	23	39	11
Circulation	1872 -9%	2057 -1%	2075 +10%	1880 +7.5%
(Adult/Child)	(A-1356, J-461, T-55)	(A-1315, J-645, T-97)	(A-1236, J-741, T-98)	(A-1177, J-492, T-78)
Internet use (+wireless):	145 -20% (109 / 33w / 3 EL)	181 -14% (153/ 24w/ 4 EL)	210 +28% (163+36w+1EL)	164 +0% (136+28w)
ILL borrowed/lent:	87 / 60	58 / 55	44 / 40	63 / 52
E-collection use (approx.)	OverDrive: 137 (circ) Eresources: 28 sessions	Total: 158+ sessions/circs	Total: 150+ sessions/circs	Total: 122+ sessions/circs

December was quite slow, especially the evenings, and this has continued into January. Children's visits were especially low in Dec. The weather has been bad for business.

Programs & Services:

StoryTime: Attendance was very low in Dec., partly because of bad weather.

Lego Club: Continuing as a Sat. morning drop-in. Attendance low but enthusiastic.

Read To Every Kid: Continues until Jan. 17. Will have a special Sat. StoryTime to announce with winner and celebrate Family Literacy Day. I'm hoping this will lure back some kids/parents.

PlayGroup: Continuing weekly story visits. Attendance is low for this too.

Daycare: Continuing monthly visits & loan of books.

Groups (Cubs, Brownies, etc): n/a

Schools: Wolford teacher contacted me for books ☺ Will try to arrange some visits to classes before March Break.

Adult Programming:

Library Book Club: Our book club continues to go well.

Off The Shelf: Had a large turnout for December with the Giocosos Strings.

Other: Have a Wellness Talk and a Book Reading scheduled for January; have a tax seminar and a music workshop planned for Feb., and a workshop for iPhones, and maybe one on tablets for Mar.

Museum Passes: still in demand, but not as much as previous Xmas holidays.

Internet: use was down in Dec. (with everything else).

InterLibrary Loans: usual drop around Xmas, but is picking up again.

Seniors Home: Rosebridge Manor still getting books (month loan).

Pools: still circulating well. DVD pool with rotate this month.

Meeting Room: The meeting room was used by library programs and by the Fair Board, Knitting Club, card group. Some meetings are booked for Jan.

eResources: OverDrive (eBooks/eAudio) continuing to do well. Have been getting some post-Xmas inquiries. Other eResources continue to have low use.

Collection: Purchased kids' books at the big Scholastic sale, and DVDs in the Boxing Day sales, so there is lots of new stuff to add for the new year. The book budget for 2013 is fine. Also purchased a few high demand ebooks for our OverDrive collection. Have reorganized a bit to give more room for DVDs. Would like to do some more weeding in the Adult collection, but this will have to wait a bit.

Volunteers: The volunteer situation is fine. Have given out gift certificates. Have done accessibility training with the Friends.

Donations: A couple more year end donations. Book bundles did well.

Facilities: No problems this month ☺. Thanks to Omar & Brian we have a bit more DVD shelving.

Publicity/Outreach: No Phoenix this month, but have signs, flyers, webpage/email, and Facebook updates. I am still publicizing our email updates.

Professional Development, Meetings, etc: Nothing in Dec. Have a Children's Libn meeting in Jan.

Grants, etc: Need to finish the Capacity Building grant this month and post-project report.

Plans for month: Finish grant, start compiling year-end data and doing other end of year stuff, find out about budget/new staff question, work on accessible communications, and the usual library business.