

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Nov. 18, 2014 at 12:00 p.m. at the library.

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

Montague: n/a

and Mary Kate Laphen (Librarian)

Absent: Victor Suthren

Meeting called to order at 12:15 pm.

1. Conflict of Interest: None.

2. Adoption of Agenda: ADOPTED with additions under New Business.

3. Approval of Minutes: Minutes from Oct. 14/14 meeting – APPROVED.

4. Correspondence:

- Offer to replace dead tree in front of library: The board decided not to replace the tree as it is very close to the septic bed, but something with less extensive roots would be welcome.

5. Questions/ Presentations from Public:

- None.

6. Friends of the Library Report: Is not doing a fall raffle, but will continue with their regular fundraising projects in 2015.

7. Librarian's Report: see below.

8. Other Business:

- a. Board Report to Council:** Presented to Merrickville-Wolford Council by Vic. He reports that it was well received. I have sent the report to Montague Council and it will be presented this month. Decided against sending a copy to our former Montague reps
 - b. Policy Review – Board By-laws:** This policy has been revised based on recommendations from SOLS. Review was deferred, as it will have to be done by the new board once it is appointed; however, the board is interested in looking it over informally for next meeting.
 - c. Budget 2005:** Reviewed draft budget as distributed by Mary Kate. Motion to accept budget: APPROVED. Mary Kate will forward to municipal office. Discussed approaching Montague Township for an increase in funding, as per M-W Council comments. Mary Kate will draft a letter for board review and contact Montague re: presenting it.
 - d. Board Transition Document (formerly called Board Legacy):**
 - Planned Giving: The board will add consideration of a planned giving campaign to the items for the new board to address. This will be tied into the funding development aspect of the strategic plan.
 - CNA Update: Discussed whether this should be an item for the new board. Since the strategic plan already calls for community consultation on some issues, and for periodic review/evaluation of the plan, it was felt that this would be enough until it is time to restart the strategic planning process.
 - Mowat Award: There was a suggestion of applying for a Mowat award, but it was thought that the new board would be busy enough in 2015.
 - e. Heritage Merrickville Grant:** Sue brought up this grant opportunity. Mary Kate will contact the Historical Society to see if they would be interested in a joint application to upgrade the hardware housing their digital archives at the library, and whether this could also house the scanned genealogy collection.
 - f. Statistical Reports from FOPL:** Mary Kate distributed these reports to the board. Although they currently only go up to 2010, Merrickville has a high circulation per capita, circulation per card member and a low costs per capita compared with other similarly-sized libraries. John requested that these reports be given to the new board.
 - g. Holiday Hours:** Mary Kate will take some vacation time between Christmas and New Year's. She will consult with Linda re: providing some open hours during this period.
 - h. Performance Review:** The board has completed the CEO performance evaluation, and will meet with Mary Kate after this meeting to review.
- 9. Next meeting:** Tues, Dec. 9 at 12:00 pm

Meeting concluded.

Librarian _____

Chairperson _____

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Librarian's Report for Oct-Nov /14

Statistics:

Oct	2014	2013	2012	2011
Patrons	1388 +2%	1363 +7%	1271 -3%	1317 +11%
(Kids/Teens)	(349 / 95)	(290 / 65)	(339/90)	(364/64)
(Progs)	121-in (16 prgs in) 253-out of Lib, (4 prgs + 12 CVs out)	206-in, (13 prgs + 1 CV) 291-out, (3 prgs + 13 CV)	222-in (13 prgs + 2 CVs) 258-out (20 prgs+ CVs)	198-in 275-out
Mtg Rm users	14 (2 mtgs)	38 (5 mtgs)	23	48
Circulation	2846 +0.5%	2833 -7%	3056 +7%	2848 +4%
(Adult/Child)	(A-1550, J-1229, T-67)	(A-1937, J-820, T-76)	(A-1791, J-1165, T-100)	(A-1518, J-1163, T-167)
Internet use (+wireless):	434 +26% (367 / 48w / 19 EL)	344 +37% (268/ 62 w/ 14 EL)	252 -8% (218+24w+9EL)	346 +17% (246+31w+13EL)
ILL borrowed/lent:	86 / 87	124 / 111	123 / 73	107 / 60
E-collection use (approx.)	OverDrive: 180 (circ) Eresources: 67 sessions 119 searches	OverDrive: 134 (circ) Eresources: 90 sesn	Total: 224+ sesn & circ	Total: 195+ sesn & circ

October visits are virtually the same as last year, in spite of the new hours. Kids' visits and circulation continue to be up substantially from last year (20% and 50%), as is Internet use; but program attendance and adult circulation were down significantly (41% and 20%). I'm not sure whether the problem is lack of interest. The evening hours (all nights) were unusually slow in October. November seems to be doing fairly well so far (for November), but the evenings are still slow. I suspect that this may be the case until closer to spring.

Programs & Services:

StoryTime: attendance was rather low in Oct, but may be picking up (until cold & flu season hits).

Lego Club: Continuing as a Sat. morning drop-in. Attendance has been low in Oct.

Read To Every Kid: is running. The books are moving rather slowly, but many kids are doing it at school/daycare.

Art Workshop: This was full (15 kids) and went well. We are optimistic for next month.

Halloween Howl: had a small crowd this year; but there was another big Halloween event that day.

PlayGroup: I am continuing my regular story visits. They continue to be a small group this year.

Daycare: Continuing monthly visits & loan of books. Am now making visits to the toddlers and the preschoolers.

Schools: Did Halloween visits to primary classes in all 3 schools.

Groups (Cubs, Brownies, etc): No news

Adult Programming:

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

Off The Shelf: attendance was modest this month, but it is an enjoyable evening for those who come.

Other programs: Very sparse turnout for most of these (health/wellness, eldercare, genealogy, ipad). I will be interested in doing some market research about this because we don't seem to have hit upon the right formula yet. Will see how the rest of Nov. goes.

Upcoming: In Dec, we have fewer programs, but will try afterschool Christmas crafts for kids to test the waters for future afterschool programming.

Museum Passes: Slow this time of year, but continue to circulate.

Internet: As mentioned this has been quite busy in the afternoons. Wireless use is continuing strong.

InterLibrary Loans: was at a more average level this month, mostly due to fewer book club loans.

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

Pools: Recently received new rotation of DVD pool and LP pool.

Meeting Room: Fewer users this month: Knitters, and library programs.

eResources: eBook/eAudio use had a big increase this month. Have helped a few more patrons get started with it. Other eResources have low use, but have been talking them up to teachers and homeschoolers.

Collection: Am almost done weeding the adult collection and the book sale books. One of the volunteers is sorting and packing up the discards. Will be setting up book bundles soon. Have put in the order for Winter bestsellers. Will be going to the big Scholastic sale (kids' books) in Dec.

Volunteers: The volunteer situation is OK. They continue to process, shelve, package ILLs, etc. Am about to

get appreciation gift certificates for them.

Donations: received a \$500 donation from one of our patrons.

Facilities: We have been having a lot of false alarms from the security system, usually in the middle of the night. The service person thinks that it may have been a plant blown by the furnace. He also suggested that we might want to switch the way our alarm is monitored (would reduce monthly cost, although requires some new equipment). I have sent an inquiry. Omar has taken care of a few small fixes around the library. I contacted Public Works about the roof problem (scheduled for end of Oct), but have not heard back.

Publicity/Outreach: The usual Phoenix column, webpage, Facebook updates, signs, and flyers. Sent a short article to the EMC about events, but they didn't run it.

Partnerships/Outreach: Will be participating in Christmas in Merrickville next month. Contacted the Lions' Club about providing a space for their senior's activities. Will try to get something started up for teens/tweens in the new year; will try to get some youth involved in planning.

Professional Development, Meetings, etc: Went to a Teen Services meeting/idea exchange. "Went" to a webinar on community consultation methods. Linda is still doing the SOLS Compass 101 course on library eResources.

Grants, etc: The grant from Montague did arrive. No news about any other grants at this time.

Plans for month: The upcoming month is usually a slow one in terms of library visits. I will be finishing the weeding and hope to send out the discards. Will send out the budget & related. Will be planning and running the afterschool Christmas crafts and doing some class visits. Will prep for the new board and create a performance review document for Linda, will also review mine in light of SOLS competencies information. And will take vacation time over the holidays.

