

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Sept. 16, 2014 at 12:00 p.m. at the library.

Present: M-W: Sue Birta, John Harris, Victor Suthren

Montague: n/a

and Mary Kate Laphen (Librarian)

Absent: Brian Reid,

Meeting called to order at 12:145 pm by acting chair Vic Suthren.

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

**2. Adoption of Agenda:** ADOPTED.

**3. Approval of Minutes:** Minutes from June 26/14 meeting – APPROVED.

**4. Correspondence:**

- Received letter of resignation from Elaine Empey.
- Contacted Montague Township re: their plans now that both representatives have resigned. Council has decided to wait until after the election to appoint new representatives.
- Received letter from Ottawa Public Library seeking letters of board support for an ebook pricing advocacy campaign (seeking more equitable ebook pricing and access from publishers). Motion to send letter(s) of support – APPROVED.

**5. Questions/ Presentations from Public:**

- Received a new energy meter for public use donated by EcoGen Energy.

**6. Friends of the Library Report:** The Friends' Bulb Sale raised \$660 from sales and donations. The Friends held their AGM and experienced some difficulty finding a new chair. Alice Mills is the interim chair. The Friends have decided against doing a raffle this fall.

**7. Librarian's Report:** see below. See Summer Highlights report.

**8. Other Business:**

**a. Canadian Anti-Spam Legislation (CASL):** The government has introduced new legislation to reduce commercial spam email. According to information received from SOLS, our library's emails are compliant under this legislation as our emails are not commercial, and they require recipients to opt in (express consent), and include an unsubscribe mechanism. FOPL is having a webinar on this subject, which Mary Kate will also "attend" to confirm this and for additional info.

**b. Strategic Plan Update:**

- **Building Report:** Have passed the report on the Public Works. The motor in our sewage pump burned out (this seems to be unrelated to previous problems) and has been replaced. The problem with the roof is scheduled to be looked at in late Oct. The roof has leaked somewhat along the roof seam in question during recent heavy rain.  
**Natural Gas Switch:** Mary Kate has been told that the natural gas supplier is no longer willing to provide free trenching to extend the gas line to the library. This project seems to be shelved for the foreseeable future.
- **New Staff & Hours:** Hiring and training is completed and our new staff person is on the job. The library's new hours were introduced at the beginning of Sept. and are proving popular. The new afternoon hours are bringing kids (tweens) into the library (as per our plan).
- **Timeline:** Reviewed other strategic plan items. Most will be pushed back for the new board. However, the board pursue the following items:
  - address the library with municipal candidates and provide information for the new Council
  - keep an ear to the ground re: public awareness/opinion of the library, new hours, etc.

**c. Board Legacy:**

- Discussed and agreed to creating a legacy document for the incoming board indicating priority areas.
- Discussed and agreed to creating a Board Report for the Councils listing the activities and accomplishments of the board during this term.
- Discussed doing a user satisfaction survey re: new hours, overall satisfaction. Since the library has done several surveys & other consultation recently (including one on the proposed hours) it was felt that another survey would be unlikely to get a good response rate, and so this idea has been deferred.

**d. Performance Review:** The board needs to complete the annual performance review of the CEO before the end of the term.

**9. Next meeting: Tues, Oct. 14 at 12:00 pm**

**Schedule for fall meetings:**

- **Oct** - Board report to Council and Board Legacy document & schedule Performance Review
- **Nov** - Budget
- **Dec** - finish CEO Performance Review

Meeting concluded.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_