

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held June 14, 2016 at 12:30 p.m. at the library.

Present: M-W: Brian Reid, Sue Birta, Carole Roberts, Victor Suthren,

Montague: Wendy Simpson-Lewis
and Mary Kate Laphen (Librarian)

Absent: John Harris,

Meeting called to order at 12:42 pm.

1. Conflict of Interest: None.

2. Adoption of Agenda: ADOPTED.

3. Approval of Minutes: Minutes from May 10/16 meeting – APPROVED.

4. Correspondence:

5. Questions/ Presentations from Public: None

6. Friends of the Library Report: The Friends raised \$740 at the Plant Sale.

7. Librarian's Report: see below.

8. Other Business:

a. Updates: none.

b. Policy review:

- **General Accessibility Policy:** Reviewed and approved
- **Occupational Health & Safety Policy:** Reviewed and approved
- **Occupational Health & Safety Procedures:** Reviewed procedures. Approved
- **Workplace Violence & Harassment Policy:** Policies reviewed and approved as updated
- **Workplace Violence & Harassment Procedures:** Risk assessment completed and approved.
Procedures reviewed and approved as amended.
- **Local History & Genealogy Policy:** reviewed and approved as amended.

c. Planning:

- **Building:** Reviewed list of projects. Will proceed with higher priority projects, including roof repairs and lighting. Brian has volunteered to assist with setting these up.
 - Quote for roof repairs (from J Robinson): Approved.
- **Investment:** Mary Kate will make an appointment with the Treasurer re; investment of bequest; however this may have to wait until they have finished with 2015. Will also bring up planned giving idea. Will ask John to also attend.

d. Other Business: Mary Kate plans to take her usual vacation at the end of the summer.

9. Next meeting: Tues, Sept .20 at 12:30 at the Library.

Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for Apr-May/16

Statistics:

May	2016	2015	2014	2013
Patrons	1429 +19% w/mtgs 1444	1199 (1214 w/mtgs) +9%	1084 -10.5%	1212 -7%
(Kids/Youth)	454 (131 / 323) +52%	(298)	(302)	(343)
(Progs)	148-in (16 prgs-in, 1 CV -in) 22- out of Lib (3 prgs - out)	(101-in, 31-out of Lib) (13 prgs in / 4-prgs + 0 CV out)	111-in (13 prgs in) 27-out of Lib, (2-prgs out)	160-in, (14 prgs + 1 CV in) 50-out, (5-prgs out)
Mtg Rm users	15 (2 mtgs)	15 (2 mtgs)	32 (7 mtgs)	37 (7 mtgs)
Circulation	2229 -5% 2453 w/ ebks	2342 (2488 w/ebks) +2%	2287 -7%	2457 -19.5%
(Adult/Child)	(A-1581, J-575, T-73)	(A-1523, J-741, T-78)	(A-1435, J-805, T-47)	(A-1646, J-721, T-90)
Internet use (+wireless):	334 +1% (278 / 54w / 2 EL)	331 +25% (278 / 46w / 7 EL)	264 -15% (119 / 58w / 7 EL)	311 -4.5% (239/ 63w/ 9 EL)
ILL borrowed/lent	86 / 85	80 (B) / 85 (L)	66 / 67	95 / 62
E-collection use (approx.)	OverDrive: 224 (circ) Eresources: : 21 sessns 112 searches	OverDrive: 146 (circ) Eresources: 20 sessns 49 searches	OverDrive: 122 (circ) Eresources: 96 sessns 587 searches	OverDrive: 128 (circ) Eresources: 95 sessns

May visits were up from last year, largely due to a continued increase in youth visits. Circulation and internet use are much the same as last year. ILLs have been slower than previous months (as usual for this time of year).

Programs & Services:

Children's Programs:

StoryTime: continues to go well, but attendance has been a bit lower for June.

Lego Club: Is continuing about the same.

Drama Club: continues to go well and encourage our general Wed popularity. Attendance varies with the demands of homework.

Youth Group: is on hiatus for the summer. We have other activities for that age group.

Summer Reading Club: Planning and publicity are in progress. We have a lot of good stuff lined up.

PlayGroup: I am continuing my weekly story visits; but it is a small group lately.

Daycare: Continuing monthly visits to the toddlers and preschoolers & loan of books. I will be reading at their "graduation".

Schools: End of year class visits are in progress/scheduled. Ste-Marguerite's class visits have ended for the year, but we are a location on their treasure hunt.

Adult Programs:

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

Off The Shelf: will be going on hiatus for the summer.

Movie Club: continues to have small but enthusiastic audiences. Will try movies every Fri. afternoon in July.

Other Programs: We hosted a talk/slideshow by a member of the community, which was very well attended.

Museum Passes: Are continuing to do well – esp. the Aquarium pass.

Internet: Use was much the same as this time last year.

InterLibrary Loans: These have been slower for the past month.

Seniors Home: Rosebridge Manor still getting books (month loan). No loans to Hilltop this month.

Pools: The new LP Pool is in. Pools continue to be popular.

Meeting Room: The meeting room use was up this month. It was used by library programs, the Fair Board, and the Friends of the Library.

Collection: The books sponsored by Merrickville Goes Green have been ordered. Kids' books for the summer were purchased at the big Scholastic sale.

Volunteers: The volunteer situation continues to be good. Summer processers are lined up. Several people are helping with the summer programs.

Donations: Max Finkelstein donated copies of his books to several local libraries, including ours.

Facilities: We have replaced the exterior light at the front door, our front door handle, and one of the toilet handles.

Publicity/Outreach: Usual column in the Phoenix, webpage and Facebook updates, signs, and flyers. Am currently working on handouts and other publicity for the summer program to distribute to the schools.

Partnerships/Outreach: In appreciation for using the library as a drop-off for books, the United Church book sale let me take books for the library (mostly as replacement copies). Continuing to work with the schools & daycare. Continuing the Village facebook page and am looking into reactivating their Twitter account. Also continuing to attend managers' meetings with the Village.

Professional Development, Meetings, etc: Attended the small libraries' committee meeting this month.

Grants, etc: Have submitted our data for the Annual Survey/Provincial Grant report.

Plans for month: get the Summer program ready/ up and running, follow-up re: building projects - plus the usual. In later July/ early Aug. I will look at items to follow-up re: strat plan workplan. I plan to go on vacation at the end of Aug, as usual.