

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Mar. 8, 2012 at 7:00 p.m. at the library.

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

Montague: Dianne Coates, Elaine Empey

and Mary Kate Laphen (Librarian)

Absent: Sue Birta, Victor Suthren

Meeting called to order at 7:09 pm.

1. **Declaration of Conflict of Interest (pecuniary):** None.

2. **Adoption of Agenda:** ACCEPTED.

3. **Approval of Minutes:** Feb. 16, 2012 minutes – APPROVED.

Business Arising: None

4. **Correspondence:** Received 2 reports from SOLS:

- Library Environmental Scan (which is about trends affecting libraries, not about environmental issues)
- Your Library and Your Community's Cultural Identity

Mary Kate will email the Library Environmental Scan to the board members - it will be useful to consider in our planning. Hard copy of the L&CCI report (which we may also want to consider in our planning) is available for perusal - Mary Kate will send a link to the online copy, if available.

5. **Questions/ Presentations from Public:** None. But survey responses are starting to come in.

6. **Friends of the Library Report:** No report.

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

8. **Other Business:**

a. **Security/ Web Cameras:** John reported on a more suitable type of surveillance camera (cost ~\$500) that he is investigating. Would require installation by an electrician. Fuller report next meeting.

b. **Year-End / Annual Report Update:** The financial summary for the Annual Report will be ready for next meeting. Will have the financial information for the Provincial Annual Survey/Grant form completed before the end of the month. The rest of the form is already completed.

c. **Performance Review:** The board has met on this. Brian and Elaine will be meeting with Mary Kate for the interview portion. Will be scheduled for after March Break.

d. **Policy Review:** Reviewed, updated & approved the following policies:

- Circulation Policy
- Children's Services Policy
- Teen Services policy
- InterLibrary Loan policy

e. **Community Needs Assessment Update:**

- Community Survey is in progress. Elaine & Dianne received copies to distribute in Montague.
- Scheduled 2 open door meetings (with board members) for Wed., Apr. 18, 6:30-8:00 pm and Sat. Apr. 21, 10am-12noon. Will have name tags for the board & refreshments. Will determine talking points at next meeting, using survey results for input.
- Questions for Community partner groups: Mary Kate will contact & distribute questionnaire.
- John distributed some additional material to be included in the situational analysis. Brian wants to make use of some of the ideas from the King City Community Needs Assessment.

9. **Next meeting:** Apr. 12/12.

Meeting concluded.

\_\_\_\_\_  
Librarian

\_\_\_\_\_  
Chairperson

## Librarian's Report for Feb-Mar /12

February Statistics:	2012	2011	2010	2009
Patrons	1057 +15%	913 -5%	963	923
(Kids/Teens)	(208 / 59)	(185 / 88)	(194 / 83)	(200/ 72)
(Progs)	(119-in, 47-out of Lib)	(68-in, 70-out)	(116- in, 68-out)	(48- in,76 -out)
	(class visits - 1in)	(class visits-2 out,+1 KReg)		
Meeting Rm users	40	25	59	33
Circulation	2967 +13%	2613 +14.5	2282	2369
(Adult/Child)	(A-1797, 1012, T-158)	(A-1534, J-971, T-108)	(A-1329, J-837, T-116)	(A-1265, J-932, T-172)
Internet (+wireless):	274 +31%	208 -4%	217	209
	(234+7T+33w)	(146+24T+38w)	(190+27w)	(183+26w)
ILL borrowed/lent:	83/81	108/72	98/ 48	56 / 46
E-collection use	178 sessions	458 sessions		

February use stats were up significantly from last year (and were unusually high for a Feb). Good attendance for programs, and circulation and internet use were up across the board. Dvd and graphic novel circulation has been very high. March visits are up and down with the weather.

### Programs & Services

**StoryTime:** Continuing to go well, attendance continues to be good.

**PlayGroup/Well-Baby:** Continuing to visit regularly (~3X/month for PG, 1X/month for WB), but had to miss a few sessions this month due to meetings. Attendance there continues to be lower than usual.

**Daycare:** Continuing to do monthly visits. Teachers continue to borrow books.

**Schools:** nothing new to report.

**Groups (Cubs, Brownies, etc):** Cubs continue to use us as a back up location. Sparks will visit this month.

**March Break:** Have 5 programs scheduled. They are being run by other people, who are doing much of the planning. I am doing publicity (papers, website, school newsletters, flyers). The EMC may take pictures.

**Off The Shelf:** Continues to get full houses. March will have a Irish theme & the Giocosso Strings, so should be packed. Have contacted the EMC about it.

**Tax Tips Seminar:** John & Jane Graham gave the seminar. It went well, but attendance was on the low side.

**Mysterious Mars:** turnout was low, but it was well-received by audience.

**Library Book Club:** our 2 book clubs continue.

**Museum Passes:** continue to circulate well. Should be popular over March Break.

**Internet:** Continues to be busy most days. We have a number of regular users.

**InterLibrary Loans:** are back up again. We are also lending a lot of books to other libraries.

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

**Pools:** New LP rotation this month. Continue to circulate well, esp. the dvds.

**Meeting Room:** This month the meeting room was used by: Book clubs, Off the Shelf, Fair Board, knitting club, 2 card groups, and exam proctoring.

**eResources:** eBooks continue to do well. We have already circulated more than we did from Jan- Nov next year - which is good, but means that our subscription costs will be up next year.

**Collection:** French books are ready for the launch on Mar. 10. Continuing to add winter bestsellers, and the DVDs & kids books purchased in Dec. More weeding of cassettes.

**Volunteers:** All is good. Genealogy scanning has started up again, plus usual processing, shelving, ILL packaging, etc.,. Some of the volunteers will be away, but we should still be OK.

**Donations:** nothing to report.

**Facilities:** Still having occasional drips through the roof during sudden melts. Will contact Public Works about having the roof checked. Have installed new public computer (CAP funding). Having some time-consuming trouble with virus protection (being handled). Installing the Untangle software (wireless protection) will require a server (possibly can be covered by CAP money), however installation costs will be covered by the IT grant.

**Publicity/Outreach:** Publicizing programs/March Break & survey on website, in Phoenix & EMC, through schools, and signs & flyers, and talking it up (esp. for Fr. Storytime).

**Professional Development, Meetings, etc:** Have been to the Small Libraries meeting & a children's librarians meeting. Am looking to another course on online resources from SOLS.

**Grants, etc:** Post project report for the Capacity-Building Grant is done. French Best Start is completed (except for the program on Mar. 10) and we have been reimbursed for the books. Final CAP claim has been submitted. Provincial Grant survey is done except for the financial info.

**Plans for month:** March Break; next steps for community needs assessment, performance review, financial summary& finish provincial grant form. Plus the usual.