

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Oct. 19, 2012 at 7:00 p.m. at the library.

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

Montague: Elaine Empey

and Mary Kate Laphen (Librarian)

Absent: Dianne Coates (on leave of absence)

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: Sept. 13, 2012 minutes – APPROVED.

4. Correspondence: None

5. Questions/ Presentations from Public: None.

6. Financial Report: reviewed report from Treasurer. Victor reported that the municipality is looking into re-establishing the library's reserve fund.

7. Friends of the Library Report: Mary Kate has spoken with the Friends about various projects/services that need funding (eg Overdrive collection, some e-resources, DVD pool, new mats, etc.). They are on board with this.

8. Librarian's Report : see below

9. Other Business:

a. Building Report Update:

- i. **Mats, etc.:** Mary Kate has been in contact with Public Works about this and has selected some mats.
- ii. **Solar Panels on roof:** The Village is putting solar panels on some municipal building roofs to generate electricity. They have measured the library's roof, but there has not yet been a decision about including the library in this.
- iii. **Utilities:** The Village is switching the Community Centre to natural gas. This will come with some "free" feet of gas line installation. This may be used to help extend that gas line to the library. There is also some talk of extending the water/sewer lines to the library.

b. Community Needs Assessment Update:

Report: The final draft of the report was approved as circulated. Discussion of printing and distribution. Copies will be given to both Councils and made available in the library. The report will also be added to the library's website. The January board meeting will be for strategic planning.

c. Policy Review:

- i. **Workplace Violence & Harassment Procedures:** Reviewed risk assessment and WV&H procedures as per policy approved last meeting. APPROVED.

d. Montague update:

Elaine discussed Montague representation with the Montague clerk. They will review this later (agenda is too busy at present), but for now are fine with having Dianne on a leave of absence. The board will leave this with Montague Council for now, and will continue on as is. Mary Kate will continue to send board minutes to Dianne.

e. Reading Room. Etc.: Following up on our previous discussion re: a reading room built into the front porch.

John is acquainted with an advanced year architectural student, and proposed that he approach her about doing an informal assessment of the building re: a reading room, or other modest expansion/change, in exchange for gift certificate from a local restaurant. She may also be able to speak to our upstairs heating & cooling problem. The board approved this attempt. John will write up terms of reference and circulate by email.

9. Next meeting: Nov. 22 /12 (rescheduled to this date due to conflicts). Meeting concluded.

_____ Librarian

_____ Chairperson

Librarian's Report for Sept-Oct /12

Statistics:

September	2012	2011	2010	2009
Patrons	1202 +4%	1152 +15%	1002 +8.5%	923 -26% (from '08)
(Kids/Teens)	(301/71)	(274/75)	(197/82)	(231 / 59)
(Progs)	(189-in, 36-out)	(140-in, 67-out -incl. 2 CV)	(45-in, 51-out)	(50- in, 52 -out)
	(12 prgs + 2 CV-in, 4prgs-out)			
Meeting Rm users	36	42	39	58
Circulation	2911 +7%	2713 +16.5%	2328 +11%	2102 -27%
(Adult/Child)	(A-1703, J-1071, T-137)	(A-1602, J-949, T-162)	(A-1360, J-854, T-103)	(A-1144, J-828, T-130)
Internet (+wireless):	266 (221/31w/14 EL) -8%	290 (246/31w/13EL)+0%	290 (236/54w) +20%	241 (194+ 47w) -24%
ILL borrowed/lent:	92/111	75/103	80/80	74 /48
E-collection use(approx.)	313+ sessions	180 sessions	108 sessions	953 sessions

September was up for library visits/program attendance and circulation, but down a little for internet use.

Programs & Services: The library has a number of programs for adults and children this month.

StoryTime: Going well, attendance is very good.

Lego Club: runs 3X this month. Attendance is increasing slowly, kids continue enthusiastic. Easy to run.

French StoryTime: Ran in Sept., but volunteer leader has quit. Am looking for a new leader.

R2EK: Launch hosted here on Oct. 15. Was very successful - lots of kids from daycare, etc. Mayor Struthers read one of the books.

Halloween Howl: Halloween kids program scheduled for Oct. 27.

PlayGroup: continuing my regular weekly story visits.

Daycare: Continuing monthly visits & loan of books.

Schools: 2 French classes are visiting for books. Have scheduled Halloween visits to primary classes at Merrickville, Wolford & Montague schools. Have spoken to Merrickville teachers about library resources for classes - have some class loans happening. Will talk to teachers at other schools when I visit for Halloween.

Groups (Cubs, Brownies, etc): Nothing happening with this now, but I've spoken with some leaders.

Off The Shelf: played to full house in Sept. Very positive feedback from audience.

Wellness Talks: first one had a small audience, but expect a better turnout for this month.

Internet Basics: There continues to be interest in this.

Library Book Club: Our 2 book clubs continue.

Adult Programming: Sue won't be able to spearhead our adult programming (find ideas, speakers, etc.), but we have some irons in the fire. Would like to get something going over the winter.

Museum Passes: continuing to circulate.

Internet: continues to be well used, but not overly busy. Down a bit from last year.

InterLibrary Loans. Very busy in Sept. An unusually high number of requests from other libraries.

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

Pools: New DVD pool has arrived - very popular.

Meeting Room: Used by library programs and book clubs, as well as Fair Board, Knitting Club, bridge groups.

eResources: ebook use continues to have slow increase. Other e-resource use may be picking up now that school is back in session.

Collection: The fall bestsellers are to come in. Budget-wise, we are on track for the year. Have weeded the children's collection.

Volunteers: Volunteers are coming a bit irregularly, but we have a lot, so we are OK. Will need to cover the customer service training requirements again with those volunteers who haven't yet had it.

Donations: Received a few donations from our satisfied customers.

Facilities: We now have Untangle software monitoring our wireless network. It keeps track of usage and provides some filtering.

Publicity/Outreach: The usual Phoenix column & EMC notices, webpage, Facebook, signs & flyers. Publicity for October programs, new books, etc.

Professional Development, Meetings, etc: attended the Small Libraries Committee meeting in Oct., discussed annual work plans, which will be useful when we get to planning.

Grants, etc: nothing new.

Plans for month: do Halloween programs (17 planned); getting the CNA report printed; publicity, review remaining policies, decide on magazines & e-resources for 2013, finish off lingering items, plus the usual library business.