

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Feb. 14, 2017 at 12:30 p.m. at the library.

Present: M-W: Brian Reid, John Harris, Carole Roberts, Victor Suthren.

Montague: Wendy Simpson-Lewis.

and Mary Kate Laphen (Librarian)

Absent: Sue Birta,

Meeting called to order at 12:40 pm.

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

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

3. **Approval of Minutes:** Minutes from Jan. 10/17 meeting – APPROVED.

4. **Correspondence:**

- **Montague Resolution:** Montague Council sent a copy of a resolution they had passed calling for the continuation of provincial funding for Internet in libraries (in response to its possible cessation this year), and a corresponding letter to the provincial government.

5. **Questions/ Presentations from Public:** None

6. **Friends of the Library Report:** The Friends had their annual lunch/meeting where they take the staff out to lunch. There was also a positive article about the Friends 25th anniversary in the Advance.

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

8. **Other Business:**

A. Updates:

a. **Budget Update:** The budget has been approved by Merrickville-Wolford Council.

b. **Capacity-Building Grant:** This is moving along. Discussed purchases proposed by Mary Kate and John

c. **Building:**

- **Lights:** The plan to replace the high lights with LEDs turned out to be too expensive (not cost-effective), and we were only able to get one quote. We are now looking at just replacing/repairing the existing lights, and will revisit the LED technology when they next need to be replaced. Brian is in the process of getting prices for the revised plan. The board has endorsed the idea of getting this done as soon as possible.
- **Exterior Sign:** Public Works has put up this sign again, but the frame did not survive. Brian and John will look into a replacement frame, when the weather gets warmer.

d. **Community Engagement:**

- Re: Montague

i. Mary Kate has contacted the Forget-Me-Not Club and arranged to go to their March meeting.

ii. Will also try to arrange a visit to the Montague PlayGroup once the weather improves

- Reviewed Library Strategic Plan workplan and updated for 2017

B. Year-End Statistics/ draft Annual Report: reviewed additional year-end use numbers as distributed, and the draft Annual Report and Financial Summary. The Annual Report was approved with a few suggested tweaks. The Financial Summary was approved, while noting that it is not based on audited figures (not yet available). Mary Kate will contact the municipal offices to get scheduled to present the Report to Councils.

C. Merrickville-Wolford Strategic Plan: Board members had reviewed the approved plan as distributed. Some discussion of the upcoming meeting (Feb 28) for Council, staff, committee, etc to develop a workplan. In addition to Vic, John, Brian, and Mary Kate plan to attend.

D. Friends of Library 25th Anniversary: Discussion of ideas to mark this anniversary. Will discuss further when Sue is back.

E. Other Business:

a. **Canada 150:** Is the library doing anything related to this? Vic gave an update on municipal planning. The library is not planning anything major; however, the art workshops this winter and spring have a "Celebrate Canada" theme and will result in a mural to display in the Library. Canada is also the theme of this year's summer reading program, so our summer children's activities will tie into this. We are also working on some activities in conjunction with the Historical Society. The library is more interested in working with other groups, rather than taking a lead.

b. **TVO:** John asked whether the library should be doing anything to protest TVO's decision to end

over-the-air broadcasting outside of Toronto. It was agreed that it was not appropriate for the library to take a political position on this issue. However, residents can post information or petitions on the subject in the library.

9. Next meeting: To accommodate the demands of March Break, the next board meeting has been moved to Tues, Mar. 9, 2017 at 12:30 at the Library.
Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for Jan-Feb/17

Statistics:

Jan	2017	2016	2015	2014
Patrons	1294 +3% w/mtgs 1294	1259 +8.5% w/mtgs 1280	1159 +35%	859 -15.5%
(Kids/Youth)	336 (107 / 229)	290 (114 / 176)	265 (96 / 169)	209 (155 / 54)
(Progs)	135-in (17 prgs, 1 CV in.) 58-out of Lib (2-prgs, 3 CVs out)	136-in (17 prgs - in) 41- out of Lib (6 prgs - out)	(134-in, 41-out of Lib) (16 prgs in / 5-prgs + 1 CV out)	(97-in, 33-out of Lib) (10 prgs in / 5-prgs out)
Mtg Rm users	0 (no mtgs)	21 (3 mtgs)	19 (3 mtgs)	28
Circulation	2460 +4% 2735 w/ ebks	2359 -4.5% 2583 w/ ebks	2475 +12%	2204 -14%
(Adult/Child)	(A-1587, J-798, T-68)	(A-1568, J-742, T-49)	(A-1699, J-732, T-44)	(A-1503, J-648, T-53)
Internet use (+wireless):	343 -2% (288 / 47w / 8 EL)	351 +9% (284 / 60w / 7 EL)	321 +49% (255 / 52w / 14 EL)	215 -18% (179 / 28w / 10 EL)
ILLs borrowed/lent:	124 / 91	113 / 107	81 / 79	62 / 90
E-collection use (approx.)	OverDrive: 275 (circ) Eresources: deferred	OverDrive: 224 (circ) Eresources: 41 sessns 159 searches	OverDrive: 263 (circ) Eresources: 32 sessns 70 searches	OverDrive: 146(circ) Eresources: 49sessns

Visits were up a bit from last January, although evenings were quite slow. Circulation was also up, including ebooks and ILLs. Program attendance was quite good. There were a few class visits this month.

Programs & Services:

Children's Programs:

StoryTime: Going fine, a few new kids starting up. Attendance has been a bit more regular lately.

Lego Club: this is up and down.

Afterschool Youth Group: This has been affected by snow days, but kids are coming to work on their speeches.

Art Workshop: full this month and interest from some new families. Many want to continue with this

Juice Jam: Attendance was moderate. I am trying to build up activities for younger kids. Will be running something for this age group during March Break, and have scheduled another Juice Jam for April. F

March Break: planning is under way. Will run activities for school aged kids each week day. Planning to run another Coding session after March Break.

Schools: Did visits to Wolford school & teacher requested visit to Merrickville School. Also have loaned books to Wolford classes. Ste-Marg class continues to visit library.

PlayGroup: is on indefinite hiatus due to low turnout

Daycare: Continuing monthly visits to the toddlers and preschoolers.

Groups (Cubs, Brownies, etc): n/a.

Adult Programs:

Library Book Club / Off The Shelf / Friday Movies: continue to go well. Movie attendance was up in Jan.

Art Workshops: The new adult art workshop is going well. The group is full & there are other people interested. Participants love it. Gloria would like to run a limited series of monthly workshops with this group.

Museum Passes: less busy than over the holidays, but still getting regular use.

Internet: Continues to be well-used.

InterLibrary Loans: Very busy this month (making up for the Dec lull).

Seniors Home: Rosebridge Manor still getting books (month loan). Have also started up sending books to Hilltop again (at request of their staff person).

Pools: still popular. DVD pool rotated in Jan; LP will rotate in Feb

Meeting Room: There were no meetings this month, although the room was used for some programs.

Collection: About to do the big Spring-Summer order. Continuing to weed the collection as time permits (currently working on kids' picture books), but this will be a low priority until after March Break.

Volunteers: The volunteer situation is good. Will be reviewing accessible customer service training with presenters.

Donations: received a \$1000 donation.

Facilities: No new issues – just the continuing lighting problem (see above).

Publicity/Outreach: Usual info on programs, etc in Phoenix, webpage, Facebook page, signs, and flyers. Have made website changes to reflect changed eResources.

Partnerships/Outreach: Did a joint workshop with Historical Society on digital archives and genealogy.

Planning to show their Rideau 175 lectures as a Canada 150 event. Have a community engagement visit to Montague group scheduled.

Professional Development, Meetings, etc: A webinar on outcome measurement and a small libraries committee teleconference are scheduled for early March. Will be attending the Merrickville-Wolford Strategic Planning meeting on Feb. 28

Grants, etc: Continuing to finalize plans and make purchases for Capacity Building funds. Collecting data for Annual Provincial Grant survey.

Plans for month: Prep and promote March Break programs; finish spending for Capacity Building Grant; schedule Annual Report presentations to Councils; follow-up with municipal strategic planning; continue with community engagement; plus the usual.