West Grey Public Library Board Minutes

May 18, 2016
West Grey Public Library – Durham Branch

Present: Tim Dyck, Don Marshall, Denise Edwards, Malcolm Beddoe, Gerri Grant, Dyan Jones

Staff: Chief Librarian/CEO, Kim Priestman

Guest (s)

Regrets: Bonnie MacIntyre

Call to Order

Meeting called to order at 6:10pm by Chair, Tim Dyck.

Agenda

Moved by: Malcolm Beddoe
Seconded by: Dyan Jones

That the agenda of the May 18, 2016 meeting be approved.
Carried

Declaration of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

Minutes

Moved by: Gerri Grant
Seconded by: Malcolm Beddoe

That the amended minutes of April 20, 2016 be adopted as amended.
Carried

Business arising from Minutes

Kim Storz informed the Board at this time there wasn't an update on digitizing the newspapers.

Kim Storz informed the Board, a meeting will be held with the Chair of Grey Highlands Library Board and the CEO of Grey Highlands Library on Tuesday May 24th at 7pm at the Markdale Public Library, to discuss the agreement between Grey Highlands Library and West Grey Public Library.

Grey Highlands also received a letter from the Municipality of West Grey as a follow up from the meeting in April that did not occur, although this letter was not sent to the West Grey Public Library. Once Kim found out about the letter from Grey Highlands, she called Larry to inform

him a meeting has been set for May 24th, this letter. At the time of this meeting, we are unsure if a representative from the Municipality will be attending.

The Mayor, CAO, CEO and Chair of the Library Board of the West Grey Public Library and CEO and Chair of the Grey Highlands Library signed the previous agreement. In this agreement West Grey would pay $13,500 a year with an annual increase of 2%. Typically this agreement would be between the two Boards only.

Librarian's and Statistical reports

The CEO, Kim Storz referred to the Chief Librarian/CEO, and Child & Youth Librarian reports and statistical information included with the minutes.

The reports be received for information.
Carried

Accounts Payable

Moved by: Gerri Grant
Seconded by: Dyan Jones

That the invoices, as presented on the Council/Board Report dated, 2016 in the amount of $ (A/P Voucher # invoices) be paid.
Carried

Correspondence

Strategic Plan

Personnel Committee (Gerri and Dyan)

Reviews will be held in June with the CEO.

Kim will be holding staff reviews in June as well.

Policy Committee (Denise and Malcolm)

OP-02 Security and Emergency Plan; OP-21 Working Alone Policy; OP-22 Staff/Public Safety Policy and OP-07 Computer and Internet Service Policy. Policies will be sent to the Board prior to the June meeting for approval.

West Grey PUBLIC LIBRARY

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May 18, 2016
West Grey Public Library – Durham Branch

Facility Committee (Malcolm, Don, Gerri, Dyan)

Mandate:
In accordance with the West Grey Public Library Strategic Plan, the Facilities Committee will conduct bi-annual inspections of its libraries to provide the Library Board updates of the current conditions of all facilities.

Board Members' Advocacy

Nothing to report at this time.

Other Business and Federation News

At this time we have not heard from the Municipality if a new building with be provided for the Durham Library Branch.

Gerri Grant inquired if there was an Ipad at The Elmwood Resource Centre and Kim informed the Board there used to be two computers, one wasn't working properly and now there is one laptop. Gerri asked if the computer stats could be available for the next Board meeting. The Board would also like to have a six-month report provided at the Board meeting in September.

WHEREAS the West Grey Library Board is dedicated to providing the best Library service possible.

AND WHEREAS the West Grey Council has endorsed the West Grey Action Plan 2016, that says Library service will be reviewed. (A.4.2)

AND WHEREAS the Library Board's Strategic Plan 2015, has also endorsed a service review.

AND WHEREAS senior staff have been directed to find efficiencies in services and infrastructures.

THEREFORE be it resolved that the West Grey Library Board supports the formation of a sub-committee that reviews the Neustadt Library Branch with a narrow mandate: to stay in the present location or move to the Community Hall to provide better Library services.

AND FURTHER that the committee be made up of the CEO, (1) staff, (2) Board members, (2) public appointees, (2) Friends of the Library (FOL), (1) Council Rep.

Moved by: Don Marshall
Seconded by: Malcolm Beddoe
Carried.

Kim Storz provided a copy of a Code of Conduct to the Board for review; she will also locate another version and will send out prior to the next meeting. This will be discussed and voted on at the June Board meeting.

Next Meeting

The next regular meeting of the West Grey Public Library Board will be held on June 15, 2016, at the West Grey Public Library – Durham Branch.

Adjournment

Chair Tim Dyck

21 Jun / 2016
Date

ADMINISTRATION

Ontario Library Capacity Grant Fund (OLCF)

We received approx. $6000 to support IT and service capacity improvements within the library from Sept 2015 til Mar 2016. The final OLCF 2016 report has been sent into the Ministry at the end of April.

The grant helped us purchase:

- 3 computers
- IT services to update our network
- E-Resource Tumbleweed books for children
- Paid for a staff member to attend the 2016 OLA Super Conference
- New network equipment required for the upgrade

Policies have been sent to the Policy committee for comment. These policies are: OP-02 Security and Emergency Plan; OP-21 Working Alone Policy; OP-22 Staff/Public Safety Policy. I am working on the OP-07 Computer and Internet Service Policy and this will be sent out shortly.

ELMWOOD RESOURCE CENTRE UPDATE

March saw 72 visitors. Of those 72, we were able to gather that 26 people were from Bruce County and 10 from West Grey.

April saw 47 visitors. Of those 47, we were able to gather that 19 were from Bruce County and 14 from West Grey.

We will continue to gather more information as the months continue.

FINANCIAL UPDATES

A draft capital budget plan for the next 10 years is included in your package. I have included an update to shelving and furniture, sprucing up the branches, upkeep of technology, flooring, and new circulation desks.

STRATEGIC PLANNING

The Strategic Plan has been handed out to the Municipal Office, all branches and posted on our website.

BRANCH UPDATES/PLANS/INITIATIVES

Display shelves are being used to promote new non-fiction materials. This will ideally increase circulation to new non-fiction titles.

Researching news signs for the library buildings to include the new logo

Reorganization of the Ayton library is underway.

A tutor has started coming in every Thursday from 3:15-4:15 to teach a teen at the Neustadt branch.

FACILITY INFORMATION

Furnace was cleaned and inspected in Neustadt

There was an ant problem in the kitchen and children's area in Durham. Steve A was called and the problem was taken care of.

The roof in Durham is being replaced at the beginning of May.

A property survey is being done in Durham.

Bohnert Fire and Safety was in and tested all the emergency exit lights and fire extinguishers in all branches- 1 bulb was changed in Durham- all are working fine.

STAFFING UPDATES

We just held our first staff meeting of the year; another one is set for June.

Reviews will be scheduled in June.

Brenda and Sarah have completed the required Health & Safety online program as well as the AODA Customer Service Manual and IASR Training.

STAFF TRAINING INITIATIVES/ACTIVITIES/SUMMARIES

We have a session tentatively booked in June after our staff meeting on dealing with Mental Health issues, difficult people etc. for staff. We are collaborating with Southgate Public Library.

LIBRARY SYSTEM ISSUES/UPDATES

A new release is scheduled in June for KOHA.

FRIENDS GROUPS UPDATES/SUMMARIES

The Annual Meeting for the FOL will be held on May 4th.

NEW INITIATIVES

Investigating new programming ideas, including passive programming.

Mugs have been ordered for prizes, due to the minimum quantity we had to order, we will be selling mugs for $5.00 to support the library.

ADVERTISING

April's advertisement was titled National Youth Week a Chance to celebrate our Young People.

PROGRAMMING/EVENTS

Reading challenge contest
Hockey card collecting
Slips/Falls Prevention
Master Gardener Presentations in Elmwood and Durham

All branches have been holding a Reading Challenge Contest for adult/teen patrons – the contest ended April 30th. A name will be pulled and announced next month.

STATISTICAL REPORTS & SUMMARIES

Social Media Stats

Facebook

430 Facebook friends

WEBSITE

PAGE VIEWS 5088 VISITS
NUMBER OF VISITS 1268

Program	Attendance	Comments
Ayton Story Time	2 to 6 each time, 13 total	Partnering with Ontario Early Years
Creativity Sparked	AYT- 2 NEU – 3	A program with LittleBits and LEGO
Inventology	Dur – 3	Monthly Theme: Animals Big and Small
Durham Story Time	0 to 9 each time, 22 total	Partnering with Ontario Early Years
Tween/Teen Program	DUR – 8	Painting and planting seeds with flower pot craft

Program	Attendance	Comments
Durham Comp Tech Training	8	Tech training has started up again
Durham Book Club	6	Reviewed Lighthouse Island by Paulette Jiles.
Neustadt Noon Hour Book Club	5	Reviewed the book An Inconvenient Indian by Thomas King
Neustadt Evening Book Club	5	Reviewed the book Small Change by Elizabeth Hay
Neustadt Writer's Group	7	Held the 3rd Thursday of the month.
Elmwood Book Club	4	Reviewed the book Gold Diggers by Charlotte Gray
Elmwood Card Making	6	Card-making workshop – Lamlash Hall
Durham Master Gardeners	No attendees	We will not be holding Master Gardeners in Durham again