

West Grey Public Library Board Minutes

September 21st, 2016
West Grey Public Library – Durham Branch

Present: Tim Dyck, Don Marshall, Bonnie MacIntyre, Dyan Jones, Malcolm Beddoe, Gerri Grant

Staff: Chief Librarian/CEO, Kim Priestman

Guest (s): Ralph Clark, Ron Murdock

Regrets: Denise Edwards

Call to Order

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

Agenda

Moved by: Gerri Grant

Seconded by: Dyan Jones

That the agenda of the September 21st, 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: Malcolm Beddoe

Seconded by: Gerri Grant

That the amended minutes of June 15, 2016; July 20, 2016 and August 24, 2016 be adopted.

Carried

Business arising from Minutes

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: Malcolm Beddoe

That the invoices, as presented on the Council/Board Report dated September 9, 2016 in the amount of \$15,824.24 (A/P Voucher #06, #07, #08 invoices) be paid.

Carried

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Correspondence

Strategic Plan

Personnel Committee (Gerri and Dyan)

Policy Committee (Denise and Malcolm)

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

Other Business and Federation News

Other Business

1. Local history collection

Ralph Clark and Ron Murdock asked the board if they could find space for the black boards presently in the Carnegie Library, and provided some ideas on how this could be handled.

Ralph asked if there would be room for a computer to use for local history research. Kim Storz responded that all computers in the West Grey Public Library had access to any local history information available at this time. Any further information gathered would also be added so that all computers would be able to access it.

All local history material in the Carnegie building would be brought over and would have it's own room, the only items not able to come would be the black boards, and the pictures of the past Mayor's, reeves of the Town of Durham.

Ralph asked about scanning local newspapers, as digital images are becoming the norm. Kim responded that she is hoping to start working on this task with the help of some grants.

2. Lion's meeting

Gerri reported that she had attended the Lion's meeting & did a presentation asking for their help with the children's area. Bonnie also attended and asked for their help the day of the children's walk. Don T had also been there and presented the idea of helping with the move, be paid the \$5,000 and then donate it back to the Library. That was approved as well as helping the day of the walk.

3. Update on the Durham move.

Dyan reported that

She has arranged for students from St. Peter's & St. Paul's and from Spruce Ridge Community schools to participate in moving books on Thursday, October 6th starting at 9:30 she has 100 bags from Foodland, she has arranged for the police to assist in the crossing of the highway, she has secured Randy to be the Town Crier and has Liz Barningham & Cheryl Lindsay to assist with the official opening, she has Jenny Parsons for a magic act, she has Ann Haggdorn for the word wall.

Bonnie reported that

There was an excellent response from Gerri's presentation to the Lions, there were 16 signed up to help with the move on the 8th and 6 to help with the walk and more will help that day if no police check is needed, the Lions have tent/shelters we can use on the 6th and the 22nd, She spoke to Deb Brown at Tim Hortons to arrange for timbits for

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the 6th and she will take a letter in and follow up on that, she has spoken with Ralph Clark and he is happy to do a ½ hour talk on the 22nd.

Kim reported that

She had concerns about the shelving and will ask Don M. to get in touch with Garry about these concerns, she also needs another 6' shelf so will ask Don to get that to Garry, she also needs the children's shelving moved so the Lions (Ron) will be asked to arrange that.

Kim provided a quote for signage at the front of the new building, one for a sign on the top peak and the other for a sign on the front lawn. The board suggested maybe in the future we could look at the signage on the peak.

Motion to accept the quote for the sign on the front lawn.

Moved by Malcolm Beddoe

Seconded by Bonnie MacIntyre

Moved

A quote from an electrician for \$1,300 to finish the fans & lighting had been received. I was to phone Don T to see if he wanted to do a quote. (I did but as far as I know we never heard from him). You were instructed to get a drop box. Don was asked to contact Garry about the shelving - when it'd be done, delivered and about finishing the tops of the ones cut down.

4. Neustadt Branch

Updates were made to the Neustadt branch by Municipal staff. Kim was asked to see if there was a written report on the updates made.

Next Meeting

The next regular meeting of the West Grey Public Library Board will be held on October 19th, 2016 at 6pm, at the West Grey Public Library – Durham Branch.

Adjournment



Chair Tim Dyck

1 Dec/16

Date

ADMINISTRATION

Approved for a new building

Delegation went to Council August 3rd to discuss Elmwood Resource Centre and the services.

1. Drop box was suggested: An outside dropbox would have to be weather tight and the cost is around \$3000 minimum.
2. Advertising: We currently advertise at the Post office, bank, church and Beckenhaur garage.
3. We agreed with the church to have two shelving units, they two shelving units were attached to each other and are already in the church. We were asked to put them on wheels so they could be moved out of the way when the church has events.
4. Computers were also mentioned, at the present time there is WIFI available and it is through the church. The church has a password on the WIFI. Patrons are able to use the WIFI in the parking lot as long as they come in to get the password. We also have a laptop available for the public to use while we are open. At the present the need for more computers etc, has not come up.

Helene Golden from SOLS came for two days in July to provide an assessment of our collection in all buildings. We received some very good information to assist us in updating our collection. Changes have begun and will continue after we move and have more time to spend on collection development.

Awards were presented to the Grade 8 graduating classes to three local schools on behalf of the Friends of the Library.

Council purchased 453 Garafraxa Street South for the Durham Branch. Meetings will be held to make arrangements or organize the move. Budget will be required to assist with the move.

Extra hours were added for staff to help with culling and inventory. Typically culling and inventory is done every year, but with the move this process has been moved up to be complete time permitting before we move.

Council approved expenses associated with moving the Durham Library Branch to a maximum of \$30,000.

Grey Highlands provided a letter from the Board in regards to the agreement between Grey Highlands Library Board and West Grey Public Library Board. (attached)

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.

May saw 58 visitors. 23 of the 58 visitors attended the Master Gardener Presentation and we did not find their address. Of the 35 library visitors, we were able to gather that 10 were from Bruce County and 4 from West Grey.

June saw 56 visitors. Of the 56 visitors, we were able to gather 25 were from Bruce County and 17 were from West Grey.

July saw 58 visitors. Of the 58 visitors, we were able to gather 25 were from Bruce County and 8 were from West Grey.

August saw 77 visitors of those we were able to gather that 26 were from Bruce County and 11 from West Grey.

Computer usage:

February 2 computer users and 2 WIFI users

April 2 computer users and 2 WIFI users

May 3 computer users

June 4 computer users

July 3 computer users and 6 WIFI users

August 0 computers users

FINANCIAL UPDATES

A revised draft capital budget plan for the next 5 years as per the Board's direction and with changes as requested as been included in your package for approval.

STRATEGIC PLANNING**BRANCH UPDATES/PLANS/INITIATIVES**

New signs have been made and are now being used by the three branches. New signs were also done for Neustadt and Ayton, to update the current signs attached to those buildings.

FACILITY INFORMATION

As per the Building Inspector recommendations, beams have been added to the basement, and the holes in the floor were filled in at the Neustadt branch.

Security systems have been added to both Neustadt and Ayton branches. Durham's new building will have a system installed at the end of September.

STAFFING UPDATES

Reviews were conducted off all staff in June. Reviews will be conducted for the two members reaching the six-month probation period in September.

Our Child & Youth Librarian is off for maternity leave as of September 9th. We have hired a person to cover the contract for up to a year.

STAFF TRAINING INITIATIVES/ACTIVITIES/SUMMARIES**LIBRARY SYSTEM ISSUES/UPDATES****FRIENDS GROUPS UPDATES/SUMMARIES**

The FOL met on August 31st, 2016. They will be holding a book sale the last week of September.

PROGRAMMING/EVENTS

Reading challenge contest
Summer Kick off party
Summer Reading Club
Weekly Children's programs

STATISTICAL REPORTS & SUMMARIES**Social Media Stats****Facebook**

464 Facebook friends (31 New Friends)

WEBSITE**JUNE:**

PAGE VIEWS 5236

NUMBER OF VISITS 1236

JULY:

PAGE VIEWS 4863
NUMBERS OF VISITS 1285

AUGUST:

PAGE VIEWS 4249
NUMBER OF VISITS 1449

OUTREACH PROGRAM

ELMWOOD: 2 PATRONS
SERENITY: 4 PATRONS
ABBEYFIELD: 5 PATRONS
DURHAM: 2 PATRONS
ROCKWOOD: 2 PATRONS

Program	Attendance	Comments
Ayton Story Time	0 in June (death in family) 10 in July 6 in August	Partnering with Ontario Early Years
Creativity Sparked	AYT - 0 NEU - 7	A program with LittleBits and LEGO - just for June
Inventology	DUR - 3	Monthly Theme: Animals Big and Small - Just for June
Durham Story Time	13 in June 15 in July 8 in August (holidays)	Partnering with Ontario Early Years
Lego Club	DUR - 3 AYT - 2 ELM - 0	June Monthly Theme: Sports
Tween/Teen Program	DUR - 1	Decorated Flags for Summer Reading Prgm - June

Program	Attendance	Comments
Durham Comp Tech Training	7 in June 4 in July 2 in August	Tech training has started up again
Durham Book Club	8 in June 7 in July	No August book club
Neustadt Noon Hour Book Club	In June In July In August	
Neustadt Evening Book Club	In June In July In August	
Neustadt Writer's Group	7 in June	Held the 3 rd Thursday of the month. No meetings in the summer
Elmwood Book Club	6 in June	No book club for the summer
Elmwood Card Making	4 in June 4 in July 4 in August	Card-making workshop - Lamlash Hall

**Summer 2016
Children's Services
Board Report**
Prepared by Kayla Eckhardt

71  **HANDS ON
EXOTICS**

People attended the kick-off show, 'Animals of Africa', on July 7th @ Durham Town Hall.

 **110**

Kids ages 0 to 18 joined the TD Summer Reading Club in West Grey this summer.

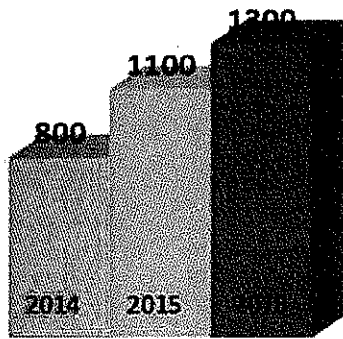
55 Programs in 7 weeks at our 4 locations!

- 17 Story Times
- 4 LEGO Clubs
- 3 WildCrafts
- 26 Adventure Clubs
- 2 Board Game Nights
- 2 Young Adult Evenings
- 7 Scavenger Hunts

= 278
Total participants at WGPL summer programs.

1,317

Hours of summer reading logged:



9 Local businesses and organizations donated to the summer reading club!

Other tasks accomplished:

- Started annual weeding and inventory
- Began cleaning up storage area for Durham branch move
- Prepared and planned for children's area in new building



GREY HIGHLANDS PUBLIC LIBRARY

Box 280, 101 Highland Dr.
Flesherton, ON N0C 1E0

June 16, 2016

West Grey Public Library Board
240 Garafraxa Street North, Box 706
Durham, ON N0G 1R0

Attention: Kim Storz, CEO

Dear Kim,

At the June 15, 2016 Library Board meeting, board members discussed the recommendations from our joint meeting held on May 24th, 2016 at the Walter Harris Memorial Branch in Markdale.

The Grey Highlands Public Library Board approved the following motion:

Motion #29-16 Moved by: Brian Henderson

Seconded: Aakash Desai

That the contract for library service between West Grey Public Library Board and the Grey Highlands Public Library Board be renewed for 5 years (2017-2021), applying either, the current formula of a 2% increase or the annual CPI, to the current base amount each consecutive year beginning with the base amount of \$14,612.83. Carried.

The motion reflects the discussion at the joint meeting regarding the application of a 2% or CPI formula. The Grey Highlands Public Library Board is agreeable to either formula.

We trust that this proposal meets with the approval of the West Grey Public Library Board and look forward to providing excellent library service to your residents.

Yours truly,

Wilda Allen, CEO

519-924-2241

allenw@greyhighlands.ca

www.greyhighlandspubliclibrary.com



**GREY HIGHLANDS
PUBLIC LIBRARY**
The people, the place, the power of books.



Motion from West Grey Public Library Board

23 September 2016

The Board accepts the contract for library service between West Grey Public Library Board and Grey Highlands Public Library Board be renewed for 5 years (2017-2021), applying either, the current formula of 2% increase or the annual CPI, to the current base amount each consecutive year beginning with the base amount of \$14,612.83.

Moved by: Dyan Jones

Seconded by: Gerri Grant

Carried.