

West Grey Public Library Board Minutes

February 21, 2017
West Grey Public Library – Durham Branch

Present: Tim Dyck, Bonnie MacIntyre, Gerri Grant, Malcolm Beddoe, Rob Thompson, Denise Edwards and
Dyan Jones

Staff: Chief Librarian/CEO, Kim Priestman

Guest (s): Don Marshall

Regrets: None

Call to Order

Meeting called to order at 8:30am by Chair, Tim Dyck.

Agenda

Moved by: Malcolm Beddoe

Seconded by: Bonnie MacIntyre

That the agenda of the February 21, 2017 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.

Delegation

Don Marshall attended the meeting. Don praised the library board members stating that he really enjoyed working on the library board. He thanked the board for a job well done. He also praised the library staff saying that they are always very welcoming and always have a smile on their face. Don thanked the Friend's of the Library for a job well done. He gave some advice to the board to keep moving forward even if the road is hard.

Minutes

Moved by: Bonnie MacIntyre

Seconded by: Gerri Grant

That the minutes of January 17th, 2017 be adopted.

Carried

Business Arising

Kim Storz spoke with Pastor Hannas (who is on the Elmwood Chamber of Commerce) and let him know that \$25 deposit would remain for the e-readers.

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Accounts Payable

Moved by: Dyan Jones
Seconded by: Malcom Beddoe

**That the invoices, as presented on the Council/Board Report dated February 07, 2017 in the amount of \$8,437.38 (A/P December invoices) and \$2,880.62 (A/P January invoices) be paid.
Carried**

Correspondence

A letter from Agnes Rivers-Moore of the Hanover Public Library and the Hanover Library Board was received congratulating the library board on winning the OLBA Joyce Cunningham Award.

Strategic Plan

Malcom Beddoe suggested that the board should start looking to the future (next 2 years) and the next area of effectiveness.

He brought up 5 points of interest;

- 1. Staffing hours and rates (Gerri and Dyan to look into)**
- 2. Coalitions – look outside of library and other organizations (whole board look into)**
- 3. Council /Board Communication (Rob)**
- 4. Policies (Denise and Malcom)**
- 5. Efficiency of meetings (Tim)**

Personnel Committee (Gerri and Dyan)

Policy Committee (Denise and Malcolm)

Facility Committee (Malcolm, Don, Gerri, Dyan)

Board Members' Advocacy

Other Business and Federation News

Tim Dyck had a great experience at OLA. He accepted the Joyce Cunningham award along with Malcom Beddoe. Mayor Eccles was able to attend as well. The official photo will come from OLA.

Rob Thompson asked Council at the committee of the whole meeting to recognize the library board and the award it received.

Malcolm Beddoe went to OLA for 4 days and had brain overload. He talked to a number of people and one of those people was Convergent Library Technologies in Barrie. They provide a novel branch for \$30,000. Libraries are putting these in community centres. It was suggested that they be invited to come for a talk. Their website is www.clibtech.com.

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Malcolm Beddoe also reported that what he learned about Professional Development funds. Do staff see P.D.'s as a pressure? Do we have control of our P.D. funds? Do we have enough money in P.D. funds for training? Should it be aligned with the Strategic Plan?

Rob Thompson reported on the signage for the Elmwood Resource Centre in Elmwood. 5 signs have been erected with directional arrows indicating where the Resource Centre is located. The signs should not say library but resource centre, if the Bruce County Public Library complains the signs will have to be changed.

Rob Thompson said a sign would be going up in Ayton for the direction of the library branch there. The sign for Neustadt and Durham require further approvals before being erected.

Tim Dyck asked how the board would like to respond to the report from **Kim Wingrove** for a countywide library system. The board will have to discuss how a county library system would be beneficial or not beneficial and how the board would like to go forward with it. There will be a meeting to discuss a Countywide Library system.

GHLB contacted the Ministry of Culture and Tourism and were told the contract between Grey Highlands Library Board and West Grey Library Board is void. The contract was mailed back, and it should be in the mail within the day or so. By adding the Municipality to the contract, and having Council sign the contract, the contract is void. Rob Thompson will explain to Council.

Lion's update: The Lions Club is waiting on more definite numbers and meet this week. Quotes have been received for shelving and will be sent to the Lions for approval. A picture was passed around to the board of a suggested lion that could be used to paint in the children's area. No price on the mural yet.

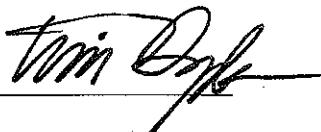
Digitization: CEO Kim Storz got permission from Post Media to digitize the Durham Chronicle from 1860-1960. Between a grant and The Friends of the library we have enough money to purchase. The Friends are also donating the money to host the first year of the website, which is \$1500/year. This digitization will make it easy to search from the web for anything in those years. We own the digitization and if we are not able to purchase (in the future) it would not be searchable. \$2500 came from Homecoming. 22 reels of the Durham Chronicle is being digitized as the beginning based on funding, with hopes to expand to other papers in the future.

Rob Thompson mentioned the job fair and wondered if the library would like to put something in. He will be there all day from March 23 12pm-6pm at the Durham Arena. CEO Kim Storz would like to attend.

Next Meeting

The next regular meeting of the West Grey Public Library Board will be held on Tuesday March 21st at 8:30 am, at the West Grey Public Library – Durham Branch.

Adjournment



Chair Tim Dyck

21 Mar/2017

Date

February 2017

Administration

Attended the OLA Conference.

Development Charges

- ✦ Learned about Development Charges –Library Boards get Development charges in other Municipalities to be used for new development in the Library at the discretion of the Library Board.
- ✦ Do we get them? What percent goes to the Library?

Learned about pop up libraries, bookmobiles, book vending machines, and low barrier cards.

Pop up libraries

- ✦ Bring books, tech etc to seniors homes, churches etc. 1 hours a month.

Bookmobiles

- ✦ Anywhere from 1500 – 5000 items depending on the size of the vehicle
- ✦ Wired for WIFI for staff only in some libraries
- ✦ Used at outreach events
- ✦ Hamilton Public Library has had a bookmobile for over 60 years
 - They have a full time driver
 - Info Clerk
 - Cost approx.. \$400,000 a year and this doesn't include the cost of the vehicle.
 - Vehicles aren't very accessible

Vending Machines

- ✦ Approx. \$30,000 and up.
- ✦ Internet connection needed
- ✦ Staffing needed to watch and fill
- ✦ Need to be indoors

Low Barrier Cards

- ✦ Given to people who don't have drivers licence
- ✦ 5 items are allowed out on a card
- ✦ No fines are charged
- ✦ They do have to pay for replacement costs
- ✦ Used as a second chance card (if they have large fines or outstanding books)
- ✦ Payment plan for fines given
- ✦ If 2 items overdue, card is suspended.

I also learned more about Customer Service standards, Job expectations (not just description), Technology expectations for staff.... standards that are expected in positions. Staffing efficiencies and priorities, board priorities and code of conduct.

How are we going to recognize all of the donors and volunteers?

- Possibly a recognition wall on the outside of the Durham branch. How to move forward?

Signage has been put up for the Elmwood Resource Centre, picture included.

A Grey County Report will be conducted on Libraries. Kim Wingrove's report is included.

Grey Highlands Library has sent back the agreement. They would like changes made so the Council is not included. Email included from Ministry Tourism, Culture and Sport.

A committee with two Lions members and three WG Library members met to discuss the Children's area.

New tables, chairs, a mural, and new shelving were discussed.

We have approval from Post Media to digitize the Durham Chronicle from 1867-1932 & 1935-1969, which includes 22 reels. The next step is to write to Archives of Ontario for permission to take advantage of the digitization loan program they are offering. Once we have this permission the reels will be sent out for digitization. This is very exciting news as I have been working on this project for the past four years.

ELMWOOD RESOURCE CENTRE UPDATE

Month	Total Visits	West Grey	Bruce	
2016				
February	40			Grand opening
March	72	10	26	
April	48	14	19	
May	58	4	10	Master Gardener (23 people)
June	56	17	25	
July	58	8	25	
August	77	11	26	
September	38	14	11	
October	32	17	10	
November	31	1	5	
December	31			
TOTAL	541	96	157	

Month 2017	Total Visits	West Grey	Bruce	
January	62	17	30	
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
TOTAL				

FINANCIAL UPDATES

STRATEGIC PLANNING

HUMAN RESOURCES

- ✦ WORKING TOWARDS COMPREHENSIVE JOB DESCRIPTIONS
- ✦ JOB EXPECTATIONS
- ✦ TRAINING AND DEVELOPMENT

PHYSICAL DESTINATIONS

- ✦ NEW LIBRARY BRANCH IN DURHAM
- ✦ AYTON, NEUSTADT & DURHAM HAVE COMPLETED FIRE INSPECTIONS

COLLECTIONS AND RESOURCES

- ✦ EVALUATION OF COLLECTION UNDERTAKEN
- ✦ COLLECTION DEVELOPMENT PLAN BEING DEVELOPED
- ✦ DATABASE CONTINUES TO BE CLEANED AND UPDATED
- ✦ COLLECTION IS NOW CLEANER AND NEWER, ON AVERAGE BOOKS ARE NO OLDER THAN 10 YEARS OLD

PROGRAMS AND SERVICES

- ✦ JOINED WEST GREY CHAMBER OF COMMERCE
- ✦ JOINED WEST GREY COA (COUNCIL OF AGING)
- ✦ PARTNERSHIP WITH GIRL GUIDES, SPRUCE RIDGE, DURHAM FALL FAIR AND ST. PETER & ST. PAUL

FACILITY INFORMATION

FIRE INSPECTIONS DONE ON AYTON, NEUSTADT, AND DURHAM. AYTON AND NEUSTADT HAD ITEMS THAT NEEDED TO BE FIXED.

STAFFING UPDATES

STAFF TRAINING INITIATIVES/ACTIVITIES/SUMMARIES

Kendra and I attended the OLA Conference at the beginning of February.

Begun Library Budgeting Course and have completed Placement course with SOLS.

LIBRARY SYSTEM ISSUES/UPDATES

FRIENDS GROUPS UPDATES/SUMMARIES

STATISTICAL REPORTS & SUMMARIES

Social Media Stats

Facebook

533 Facebook friends

WEBSITE

JANUARY:

PAGE VIEWS 5079

NUMBER OF VISITS 1506

OUTREACH PROGRAM

ELMWOOD: 2 PATRONS

SERENITY: 4 PATRONS

ABBNEYFIELD: 5 PATRONS

DURHAM: 2 PATRONS

February 2017

Program	Attendance	Comments
Wellness Program – Ayton	2	First Wellness Program trial
Durham Book Club	7	
Durham Card Making	2	First night
Durham Knitting Club	16	
Elmwood Book Club	4	
Elmwood Card Making	0	Will now be held on the 3 rd Thursday starting in February.
Neustadt Noon Hour Book Club	3	
Neustadt Evening Book Club	3	
Neustadt Writer's Group	6	Held the 3 rd Thursday of the month.

<p>This Month</p>	<ul style="list-style-type: none"> • Wrapped up the Holiday Scavenger Hunt – this passive program was a great success with 42 participants across the branches • Started up the Winter Reading Club on January 9. This self directed program will run until March 11. • Began the Forest of Reading Red Maple, Silver Birch Express, and Blue Spruce Programs • Regular programs for January included: Story Time (Durham), Lego Club (Durham), Tween/Teen (Durham), and Branch Activity days (Neustadt, Elmwood, Ayton) • Meeting with Lions Club regarding furnishing children’s area • Two kindergarten class visits from Spruce Ridge • Assisted with social media presence on Instagram and Facebook 		
<p>In the works</p>	<ul style="list-style-type: none"> • Attending the OLA conference February 1-2 • Planning for programs in 2017 including March Break, guest presenters, and the TD Summer Reading Club. • Connections with schools (St. Peter & St. Paul) and community groups/services (Girl Guides, Ontario Early Years) 		
<p>January Programming /Events</p>	<p>Program</p>	<p>Attendance</p>	<p>Comments</p>
	<p>Durham Story Time</p>	<p>18 children 15 parents</p>	<p>Partnering with Ontario Early Years</p>
	<p>Durham Silver Birch</p>	<p>2</p>	<p>Forest of Reading book group</p>
	<p>Durham LEGO Club</p>	<p>5 & 10</p>	<p>2 meetings at Durham this month</p>
	<p>Tween/Teen Program</p>	<p>DUR – 7</p>	<p>Played new library games</p>
	<p>Kindergarten Class visits</p>	<p>44 students</p>	<p>See note above</p>
	<p>Branch activity</p>	<p>AYT – 0 ELM – 3 NEU – 3</p>	<p>Games Galore</p>

Patron Traffic	
Child YTD	299
Teen YTD	116
Adult YTD	1527
Total Visit YTD	1942
New Patron	
Month	28
Year to date	28
Circulation	
Month	3691
Year to date	3691
Wifi	
Month	82
Year to date	82
Computer	
Month	185
Year to date	185
Overdrive -- Audio	
Month	195
Year to date	195
Overdrive -- Ebooks	
Month	482
Year to date	482
New Users YTD	10
New Users 2016 YTD	57
ILLO YTD	
2017 Requester Rec'd Total	161
2016 Requester Rec'd Total	1664
2017 Responder Ship Total	162
2016 Responder Ship Total	1588

Circulation Stats

Durham Circulation Statistics				
	2014	2015	2016	2017
Jan	2685	2734	2620	3186
Feb	2539	2553	2724	
Mar	2809	2598	2737	
Apr	2785	2461	2841	
May	2506	2643	2409	
Jun	2541	2480	2725	
Jul	3425	3250	3121	
Aug	3246	2968	3122	
Sep	2797	2569	2613	
Oct	2972	2695	1736	
Nov	2729	2539	3330	
Dec	2498	2646	2770	
Total	33532	32136	32748	3186

Elmwood Circulation Statistics				
	2014	2015	2016	2017
Jan	141	168	5	47
Feb	123	139	18	
Mar	190	150	57	
Apr	141	87	81	
May	115	38	66	
Jun	101	22	88	
Jul	185	6	81	
Aug	191	15	99	
Sep	185	8	115	
Oct	206	20	93	
Nov	171	0	51	
Dec	161	4	42	
Total	1910	657	796	47

Neustadt Circulation Statistics				
	2014	2015	2016	2017
Jan	298	278	313	328
Feb	191	273	312	
Mar	257	363	217	
Apr	241	271	335	
May	215	313	243	
Jun	303	306	230	
Jul	266	393	379	
Aug	367	333	325	
Sep	241	287	390	
Oct	423	234	360	
Nov	279	215	234	
Dec	228	225	297	
Total	3309	3491	3635	328

Ayton Circulation Statistics				
	2014	2015	2016	2017
Jan	224	303	190	130
Feb	211	220	165	
Mar	256	263	176	
Apr	241	179	240	
May	248	214	199	
Jun	247	274	141	
Jul	232	274	213	
Aug	254	196	199	
Sep	284	218	129	
Oct	206	290	121	
Nov	179	249	156	
Dec	231	194	108	
Total	2813	2874	2037	130

Total Circ Y 40311 39158 39216 3691



Patron Traffic

Month	West Grey Library Totals					Calls
	Child Visits	Teen Visits	Adult Visits	Visit Total	Questions	
January	299	116	1527	1942	341	132
February	0	0	0	0	0	0
March	0	0	0	0	0	0
April	0	0	0	0	0	0
May	0	0	0	0	0	0
June	0	0	0	0	0	0
July	0	0	0	0	0	0
August	0	0	0	0	0	0
September	0	0	0	0	0	0
October	0	0	0	0	0	0
November	0	0	0	0	0	0
December	0	0	0	0	0	0
TOTAL TO DATE:	299	116	1527	1942	341	132