



**BRUCE COUNTY**  
PUBLIC LIBRARY

**Minutes  
of the  
Bruce County Public Library Board Meeting  
April 27<sup>th</sup>, 2011  
10:00 a.m.  
Walkerton Branch  
Municipality of Brockton, Ontario**

**A. Meeting called to order.**

The meeting was called to order at 10 a.m.

**B. Welcome and Introductions.**

The Chair welcomed members to the meeting.

**C. Attendance**

Present: **Mitch Twolan** , Chair, County Councilor  
**Patricia Symon**, Citizen Trustee  
**Lynn Sawatsky**, Citizen Trustee  
**Mike Smith**, Warden County of Bruce  
**John Michaluk**, Citizen Trustee  
**Joan Harrison**, Citizen Trustee

Absent: **Les Nichols**, Vice Chair

Staff: **Marzio Apolloni**, Director  
**Ken MacLeod**, Assistant Director  
**Tracey Knapp**, Branch Supervisor

Moved by: Patricia Symon  
Seconded: Lynn Sawatsky

**Resol# 22-11**  
Attendance

That the following members be excused from the meeting.

Carried.

**D. Declaration of Pecuniary Interest.**

The Chairman reminded members to declare any pecuniary interest.

**E. Minutes March 30<sup>th</sup>, 2011**

Moved by: Mike Smith  
Seconded: Patricia Symon

**Resol# 23-11**  
Minutes

That the minutes of the March 30<sup>th</sup>, 2011 meeting, be accepted as presented.

Carried.

### **Business Arising**

Will be reflected in the reports to be presented.

### **F. Report of the Chair**

The Chairman reported that \$5000 has been allocated for improving the main entrance and installing accessible doors in the Ripley branch.

Moved by: Patricia Symon

Seconded: Joan Harrison

**Resol# 24-11**

Minutes

That the Chairman's report be accepted as presented.

Carried.

### **G. Director's Report**

#### **1) *Cosugi Conference***

The week long conference provided attendees with an opportunity to see new developments which will enable library automation software to integrate with social media. This quantum step will provide library users an enriched experience unheard of until now. The sessions I attended were part of the executive stream. I was also fortunate to stay for the final Q & A sessions where libraries were able to ask SIRSI folks (C.E.O. etc) very biting questions, which solicited some difficult answers. What was clear is the change in the corporate attitude of the company, and I hope that bodes well for all libraries connected with them.

#### **2) *Kincardine Branch Supervisor position***

Ken will report on the outcome of our search for a new supervisor for Kincardine. While we indicated that a person with a Masters in Library Science would be wonderful, we were disappointed with the lack of supervisory experience, but we are very pleased with the outcome.

#### **3) *Capacity Building grant***

I have provided you with a copy of the letter sent to all library boards in Ontario regarding a new one-time grant to "strengthen Ontario's public library system". The Minister further states that his government "recognizes the challenges that public libraries face with increasing demand for services and meeting the needs of diverse communities, business and entrepreneurs". Based on the formula (8% of the current per household grant, with adjustments for rural and remote libraries) Bruce County Public Library would be received approximately \$15,000. What remains to be seen are the conditions surrounding this funding. I would like to see, for example, if we can accelerate our capital plan to purchase a new van this year instead of next year. We should know soon.

That the Director's report be accepted as presented.

Carried.

## **H. Assistant Director's Report**

### **1) *Branch visits***

The Assistant Director intends to visit all branches this spring. There are several purposes to these visits: to identify important service and building deficiencies, to familiarize branch staff with revised offline circulation and on shelf items with holds procedures and to spend some time with Charmaine Jenkins, our new Kincardine branch supervisor, discussing BCPL services and branches.

### **2) *On shelf Items with Holds***

Branch workers have a new way to identify and put in transit items sitting on their shelf. Instead of receiving an emailed report the morning of each day the branch is open, staff now can click on a workflows icon that will generate an up to date list of items on hold sitting on the shelf.

### **3) *Internet Coupons***

The Library intends to create and sell Internet use coupons. The coupons will give regular Internet patrons a reduced price for buying multiple Internet sessions (10 sessions for \$8).

### **4) *Social Service department Use of Library Internet Computers***

The Library plans to make one Internet computer per location available free of charge to those wishing to apply for Social Assistance. The IT Group will install the necessary links and changes to computers in the branches that already provide free access to our catalogue and the provincial government.

### **5) *Offline Circulation***

The BCPL catalogue and circulation software need an internet connection to function, as all Board members know. Sometimes, unfortunately, Internet service temporarily stops working. On those occasions when branches have no Internet service but do have power there is a relatively convenient method available to continue circulating items to our patrons.

The advantage of this procedure is that workers use similar procedures when lending or checking back in items while offline as they do when things are working normally. Once the Internet is restored, the branch runs two reports and avoids having to enter barcodes corresponding to items handled during the Internet outage.

**6) Marketing**

Headquarters will be hosting a summer book sale this year. In addition to ridding ourselves of unwanted discards, we plan to launch/promote our new logo.

Although the development of a marketing plan has been delayed largely due to Ken MacLeod's illness this project has not been forgotten or abandoned.

**7) Personnel**

Charmaine Jenkins (former Assistant Supervisor in Kincardine and Tiverton) landed the Kincardine Supervisor position. We are now preparing to hire a new Assistant Supervisor in Kincardine.

Internal postings and external ads are underway in order to fill available part-time clerk shifts in Lion's head, Tara, Southampton and Kincardine.

Moved by: Lynn Sawatsky  
Seconded: John Michaluk

**Resol# 26-11**  
Asst. Direc. Rpt.

That the Assistant Director's report be accepted as presented.

Carried.

**I. Branch Supervisor's Report**

The Walkerton Branch Library has seen a steady increase in its circulation over the past five years. There has been a 28% increase in circulation in Walkerton since automation was introduced to the library system. This increase in activity in the branch has caused us to rethink how we deliver library service in Walkerton.

The library was last renovated in 1987. Though these renovations addressed the main problems at the time — adding an addition to house a growing collection and putting in an elevator which allowed people with disabilities access to the library, there were and continue to be new deficiencies with the building.

The following recommendations were presented to Brockton Council, where we received their support to apply for a Trillium Grant:

- Move the Circulation/office/work areas into the children's section and move the children's area into the old Circulation/office/work area.
- There is a larger area in the present children's area to build a new circulation desk, office and separate work room. This space is across from the main entrance to the library, thus allowing staff to have a direct view of people entering and leaving the library. There will be more than enough space to have better circulation of patrons between both areas of the library, and the staff can see the new children's area, as well as the public computers. (At present we have no direct sight line to the public computers and as recently as a few weeks ago we had someone remove the RAM from one of our public computers.)
- A new larger circulation desk will allow better interaction between staff and patrons, as a new desk will be built that will be suitable for people in wheelchairs and children.

- A new holds shelf will be incorporated into the new design, as well having a larger desk will allow all the library equipment, fax, phone, printer and photocopier plus an additional computer work station to be located in the circulation area where better access for staff, which will allow better service to the public.
- The new children's area will have brightly painted walls, more shelving and new flooring. Placing the children's area in the old circulation/office area will also allow parents to keep a closer eye on their children, as this area is closer to the adult area.

### **Conclusion**

By changing and moving the circulation/office/work area of the library with the children's area the Walkerton Branch will be able to accommodate everyone who uses the library, be they people with disabilities, children, seniors and adults. As well the staff will be able to perform their duties in a more efficient work area, able to meet the growing needs of the modern library into the future. Since the Walkerton Branch Library building will be celebrating its 100 anniversary in 2014, we hope to have these renovations completed before then.

At present we are holding our 26<sup>th</sup> annual Walkerton Branch Library Juried Art Show. The Municipality of Brockton has been a huge supporter of this art show and every year they supply us with a budget of \$4000.00. This covers the prize money, advertising, supplies etc. This show is very popular with local artists and this year we had 88 artists enter 181 works of art!

The committee, who helps with the annual art show, also built and manages our Art Wall upstairs in the library. The Wall as it is called enables us to display one artist at a time. This year we will feature 5 local artists.

Cargill branch is seeing a small but steady increase in its circulation. It is a small, quiet branch but it does serve a need in the community. The public internet computers are well used. At present we are the only location in the area with access to high speed internet. As well we have noticed that people have been using the wireless internet from the parking lot!

*Tracey Knapp Supervisor,  
Walkerton and Cargill Branch Libraries*

Moved by: Joan Harrison  
Seconded: Patricia Symon

**Resol# 27-11**  
Br.S.Rpt.

That the Branch Supervisor's Report be accepted as presented.

Carried.

### **I. Correspondence**

Letter from Minister Chan (Ministry of Tourism and Culture) regarding Capacity building grant. Filed

### **J. Other Business**

Patricia Symon reported on the latest meeting of the SOLS Trustee Council.

Joan Harrison brought the Board up to date on the activities of the Port Elgin Friends of the Library.

Moved by: Joan Harrison  
Seconded: Lynn Sawatsky

**Resol# 28-11**  
SOLS rpt.

That the Board receives Patricia Symon's SOLS Trustee Report.

Carried.

### **June Meeting**

The Director proposed the itinerary for the June meeting, after which members will meet again at a predetermined location for dinner.

### **Service Awards**

The Director informed the Board the follow staff will be recognized for their years of service at the annual service awards luncheon on May 6<sup>th</sup>, at the Bruce County Museum. Expected to attend are:

10 years:

Lillian Abbott  
Ulla-Brigitte Conrad

20 Years:

Daniel Blacklock  
Dyanne Hehn

Also recognized were two retirements:

Claudia Baskerville  
Doreen Hills


### **K. Adjournment**


Moved by: Joan Harrison  
Seconded: Lynne Sawatsky

**Resol# 21-11**  
Adjournment

That the meeting be adjourned, to meet again May 25<sup>th</sup>, 10 am, Ripley Branch.

Carried.

  
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Chairman

  
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Director