



BRUCE COUNTY
PUBLIC LIBRARY

**Minutes
of the
Bruce County Public Library Board Meeting
March 30th, 2011
10:00 a.m.
Southampton Branch
Town of Saugeen Shores, 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
Les Nichols, Vice Chair
Lynn Sawatsky, Citizen Trustee
Mike Smith, Warden County of Bruce
John Michaluk, Citizen Trustee
Joan Harrison, Citizen Trustee

Staff: **Marzio Apolloni**, Director
Ken MacLeod, Assistant Director
Lorraine Noseworthy, Library Secretary
Elizabeth Carter, Branch Supervisor

D. Declaration of Pecuniary Interest.

The Chairman reminded members to declare any pecuniary interest.

E. Minutes February 16th, 2011

Moved by: Patricia Symon
Seconded: Les Nichols

Resol# 16-11
Minutes

That the minutes of the Feb. 16th, 2011 meeting, be accepted as presented.

Carried.

Business Arising

Will be reflected in the reports of the Chair & Director.

F. Report of the Chair

The Chair deferred to the Director.

G. Director's Report

Library Budget 2011 – update

The budget has survived the process unscathed. It has been one of the more interesting processes that I have seen over the past 28 years. Interesting in the sense that all departments were sitting at the same table discussing what was important for their own mandate. In doing so all who were there, I believe, learned more about each of those areas. I want to thank Wayne for allowing that to happen, knowing full well that the decision always rests with Council. Last week Committee of the Whole recommended to Council approval of the County budget, with all the adjustments.

CUPE Memorandum of Agreement

I have for you the memorandum of agreement reached with CUPE as well as the proposed by-law and resolution.

Social Networking Policy

The County is trying to develop a Social Networking Policy. This is an important undertaking and will provide the parameters we need as staff, as well as an organization. This will, I believe, be helpful when we finally enter that field full bore, and use the social networking programs as a way to market the library. I've provided a draft which department heads will be examining and then recommending to Council.

Provincial Budget - Libraries

We have yet to hear of any impact on public libraries.

Walkerton Renovations

I attended a presentation, by our Branch Supervisor Tracy Knapp (Walkerton/Cargill), detailing a proposal to change the layout of the Walkerton branch. This presentation was made to Brockton Council, with members of the local building committee also in attendance. The cost for these renovations is estimated at approximately \$50,000. The plan includes applying for Trillium funding as well as accessing a building reserve of which currently stands at approximately \$15,000. It was felt that with the monetary help of the municipality as well as local fundraising that project can be a success.

The layout of the Walkerton Branch, in particular the circulation desk, is a problem for staff and patrons. The Circ desk is not ergonomically designed and the space behind the counter is far too little for the work staff do. As well, the entrance to that area is not wide enough for the delivery of bins of books three times a week. From the point of view of accessibility, it is an issue for patrons and staff. Also, the location of the circ area does not allow line of sight view to the open areas of the branch. Just recently one of our computers had its internal memory (RAM) liberated by an ingenious visitor. It is proposed that the circ area be relocated to the children's area, and the children's area to where the circulation desk is now. The Board should expect a letter requesting a letter of support for the Trillium application

Free Internet Access for Social Service Clients – update

A meeting was held and it was suggested that funds were available if needed to make this happen. We have asked the vendor of our booking software if it would be possible to facilitate this, and apparently it cannot. But there may be an easier way, with no costs at all. Essentially we need to set something up where even our staff will not know that these users are social services clients. One solution is to make the ServiceOntario terminal (we have one in each branch) available for this. Currently those stations are setup to allow access to the catalogue and ServiceOntario. We can then add what Social Services require their clients to access...without cost. Again, another department is utilizing the library network to help in one of their important functions – allowing people to apply for assistance but this time remotely.

Moved by: Mike Smith
Seconded: Joan Harrison

Resol# 17-11
Direc. Rpt.

That the Director's report be accepted as presented.

Carried.

Moved by: John Michaluk
Seconded: Les Nichols

Resol# 18-11
CUPE Contract

That the memorandum of agreement between CUPE Local 4481(Library) and the Library Board be ratified. The parties agreed to the following changes to the Collective Agreement:

- 3 year agreement
- Schedule A
 - 2011 2.5%
 - 2012 2.5%
 - 2013 2.5%
- Increase minimum scheduled hours from 2 hours to 3 hours (those branches presently at 2 hours will remain at 2 hours)
- Access to employee support service via Ceridian

Carried.

H. Assistant Director's Report

KM's health Issue

Beginning March 28, I will go to Owen Sound every 2 weeks for a half-day chemotherapy session. I will leave there attached to a flask delivering the chemotherapy. The chemotherapy session ends 46 hours later (Wednesday). I hope to return to work during the two week period following each session.

Time will tell how many side effects I experience (and how easily I will be able to work at HQ) and how well the chemotherapy performs in slowing or minimizing the cancer. Hopefully I have years of Library work ahead of me.

2010 Activities Report

Patron Placed Holds (on the BCPL Online Catalogue)

Year	# of online holds	% +/-
2010	43,117	14
2009	37,878	27
2008	29,760	26
2007	23,688	

Patron Created Requests (on the BCPL Online Catalogue)

Year	# of online requests*	% +/-
2010	1344	-13
2009	1541	12
2008	1373	30
2007	1059	

*An online request is an interlibrary loan, new title or reference request or another type of question from a patron to a library worker made through the online catalogue.

Patron Online Renewals

Year	# online renewals	% +/-
2010	35,457	2
2009	34,651	

Unfortunately, history files are missing from the Toronto OLC Lanscapes server. These files are needed to provide statistics for the period before 2009 for online item renewals.

2005-11 Borrower/Membership Statistics

Year	Number of Borrowers
2010	17,927
2009	16,702
2008	17,138
2007	16,517
2006	16,465
2005	11,747

These statistics include any Library patron who registered before and whose card expired **after** the last day of the year listed. In other words, the 2006 statistics include all those people registered with the Library before December 31, 2006 whose card expired after December 31, 2006.

Borrower's card privileges expire two years after the patron registers. This ensures that staff will periodically check the accuracy of our patrons' addresses and other contact information.

This means that many borrowers who consider themselves Library members who haven't used the Library for two years have expired cards. They therefore are not included in the above statistics. This automatic expiration of cards began occurring in mid-2007.

March Supervisors' meeting

Assistant Director Ken MacLeod was unable to attend this March 21, 2011 meeting due to a medical absence. Director Marzio Apolloni chaired the meeting however and can provide details about it.

The agenda for this first of four scheduled meetings included a presentation by Randi DelGuidice about a Workplace Assessment Form meant to help prevent workplace harassment in Bruce County. The County HR department has provided workplace harassment training to all employees over the past month.

The supervisors also discussed the 2011 budget, health and safety, the new CUPE contract, workflows issues, and other tactical questions.

Marketing

Signs indicating the availability of free wireless signals in our facilities were sent to all branches last month.

Attached is a media release about Library Director Marzio Apolloni's lifetime achievement award that were distributed to local media last month.

Personnel

Interviews will take place on Friday April 1, 2011 for the Kincardine Branch Supervisor position.

Moved by: Patricia Symon
Seconded: Joan Harrison

Resol# 19-11
Asst. Direc. Rpt.

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

Carried.

I. Branch Supervisor's Report

History:

The Southampton Library was established, as a Mechanics Institute at the turn of the last century; the original library building now houses the Southampton Art School. The library operated from the original building until 1956 when a local resident donated the funds for the current building in memory of his wife, Etta Shields. The branch was given a cosmetic upgrade about 12 years ago.

Current:

The branch is staffed by 10 adult staff members and 2 pages; the adult staffing complement is blended with the Port Elgin Branch and, in varying degrees, all staff members work at both branches.

The branch is open to the public 37 hours per week, increased by 3 hours on Sundays in the summer, and, when combined with the Port Elgin Branch, our staff provides a total of 80 hours of library service to the residents of Saugeen Shores.

The Southampton Branch is one of busiest branch in the system. The Southampton Branch provides an average of 10% of the annual materials circulated in Bruce County; in the summer months that increases when we enjoy a dramatic influx of summer resident users

Popular summer items: Fishing rods, jigsaw puzzles, board games, "crafts to go" activity kits and Children's AV items - as we provide support to our local grandparents coping with visiting grandchildren.

Both the Southampton and Port Elgin branches provide a very strong Reader's Advisory focus; we produce a variety of topical reading lists and patron guides ... for both the print and AV collections.

Friends of the Library

The Southampton Friends of the Library are a very active and enthusiastic group of approximately 14-18 members; the membership includes both year-round and seasonal residents. The Friends host our annual book sale, support our Summer Reading Club and have just started publishing a very popular newsletter.

In the past, the Friends have contributed to the branch with donations of materials & furnishings.

Elizabeth Carter, Supervisor
Port Elgin & Southampton Branch Libraries

Moved by: Patricia Symon
Seconded: Joan Harrison

Resol# 20-11
Br.S.Rpt.

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

Carried.

I. Correspondence

Tara Friends of the Library, congratulating the Director on his Life-Time Achievement Award.

J. Other Business

Joan Harrison attended the Port Elgin Friends of the Library meeting during which they decided to have Friends meetings, with the minimum number required under the by-laws, but other meetings will be focused on activities i.e. trains. The last one was on gardens. The Assistant Director offered a library t-shirt to Joan Harrison to assist her during those meetings.

John Michaluk asked that the updated 'Your library's value to your community' report dovetail with the first report. Members felt it would be a very useful connection.

The Director discussed tentative plans for the June 22nd meeting, after which they are invited to 10 Don's Road, Eastern Manitoulin and the Islands.

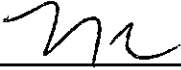
K. Adjournment

Moved by: Joan Harrison
Seconded: Les Nichols

Resol# 21-11
Adjournment

That the meeting be adjourned, to meet again April 27th, 10 am, Walkerton Branch.

Carried.



Chairman



Director