



BRUCE COUNTY
PUBLIC LIBRARY

**Minutes
of the
Bruce County Public Library Board Meeting
May 25th, 2011
10:00 a.m.
Ripley Branch
Township of Huron-Kinloss, 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
Les Nichols, Vice Chair

Staff: **Marzio Apolloni**, Director
Grant Robertson, Branch Supervisor
Lorraine Noseworthy, Financial Secretary

All Board members were present.

D. Declaration of Pecuniary Interest.

The Chairman reminded members to declare any pecuniary interest.

E. Minutes April 27th, 2011

Moved by: Mike Smith
Seconded: Joan Harrison

Resol# 30-11
Minutes

That the minutes of the April 27th, 2011 meeting, be accepted as amended (Les Nichols was absent at the last meeting).

Carried.

Business Arising
(see reports)

F. Report of the Chair

The Chairman reported that Huron-Kinloss has hired an Economic Development Officer, on a three year contract. This person will be examining all avenues in promoting everything in Huron-Kinloss, something in which the library could partner, and/or be the conduit for any County wide initiative. The "Value to your Community" study was mentioned as an example and is being made available to this person. The impact of what can be done, through libraries, could be limitless and provides a template for other jurisdictions/municipalities.

Moved by: Les Nichols
Seconded: Lynne Sawatsky

Resol# 31-11
Chair Rpt.

That the Chairman's report be accepted as presented.

Carried.

G. Director's Report

a) **Better World Books**

I have been approached by Better World Books Library Discards & Donations Program to consider participating in this endeavour. The company is a business which makes money by selling library discards with a percentage of the sale (15%) shared with the participating library. They also participate in literacy initiatives in developing countries, Africa in particular. I've provided a document which illustrates in greater detail what I am sure I have failed to cover:

Featured on CNN (<http://www.youtube.com/watch?v=6HRMmUIRg4Y>) ;
Won BusinessWeek's Most Promising Social Entrepreneur Award
(<http://www.socialearth.org/better-world-books-wins-businessweeks-most-promising-social-entrepreneur-award-2>) ;
One of Time's Responsibility Pioneers
(http://www.time.com/time/specials/packages/article/0,28804,1921165_1921239_1921240,00.html)

In Ontario a number of libraries are using their services. They include:

- Clarington Public Library
- Guelph Public Library
- Oakville Public Library
- Waterloo Public Library
- Barrie Public Library
- Greater Sudbury Public Library
- Windsor Public Library
- London Public Library

I believe this will allow Bruce County Library to develop a focus for collection weeds and discards, while presenting a positive public image regarding a misunderstood aspect of what needs to be done in maintaining a library collection. I recommend that the Board consider engaging their services.

b) **Downloadable music & audio books**

In the hope that I would have substantive information on this topic I included this heading in my report. As this was not to be, I can still report that Jo-Anne Alexander, our Audio Visual Coordinator is investigating a downloading service

which can be offered through the library website. This would possibly be provided for free although the library would have to pay. It has become very popular in Essex County and Ottawa Public, as well as a number of smaller libraries. I will report back once we have more information and costing.

c) *Social Service – update & Social Housing – proposal*

The Assistant Director provided an update on the Social Service proposal in his report, but as a corollary to that initiative we have been approached by Social Housing to provide a similar service through our library locations, and more specifically through our dedicated computer work stations. I am encouraged by this development as it is in keeping with the library's recent activities, and its inclusive nature regarding other departments.

d) *Library van/courier for other departments*

Regarding other departments, the library van/courier will now be used by Treasury to pick up and deliver documents etc. for other departments in different areas of the County. At the last department head meeting I asked others why we can't do more together. Thus, I had to make my words mean something.

e) *Tara status – testing (& other building issues)*

The municipality will be investigating the current status of the basement, as well as a report that water had once more infiltrated the area. Since the sump pump had not been checked for almost a year it may be a case of refurbishing the setup, including a new pump etc. This may also be a case of an over abundant amount of rain. In any case a call from the mayor indicated these actions will be proceeding. As well he indicated they will be constructing a much needed storage space for the library in the same area. Meanwhile, I am recommending to the library board that one more mould test be conducted in June prior to considering full occupancy of the basement.

f) *Accreditation – update*

On June 8th Helen Golden of the Southern Ontario Library Service will be visiting us to begin an initial accreditation audit. This audit will identify what we need to do before the actual audit in order to be successful. Ms. Golden will be visiting branches. How many remains to be seen. It would seem that, with the renovation of Teeswater, practically all of our branches would be eligible for inclusion. I say 'practically' because the minimum hours open per week for accreditation is 15 and Hepworth is only open 14 hours. If we can have all branches included, this could be a first for a library our size.

Moved by: John Michaluk
Seconded: Lynne Sawatsky

Resol# 32-11
Direc. Rpt.

That the Director's report be accepted as presented.

Carried.

H. Assistant Director's Report

In the absence of the Assistant Director, the Director commented and explained some points on the written report.

1. *Internet Coupons and Social Service Update*

The Internet coupons described at the last Board meeting are ready to go. The County IT Division has promised to adjust branch catalogue and service Ontario

computers to also access Social service websites enabling potential clients to register for social assistance themselves online.

2. OLC Annual General Meeting

Assistant Director Ken MacLeod attended the OLC's AGM on Friday May 6, 2011 at the SOLS HQ in Toronto.

Items on the agenda included applications from public libraries wishing to join OLC, upcoming improvements to our online catalogue, a future meeting of all members (at Kempenfelt) that will enable OLC members to collectively see and then evaluate Enterprise, the new Sirsi/Dynix online catalogue,

3. 2011 Kempenfelt Training Workshop

Each year the BCPL sends two workers to the week long "residential" training course for County library staff held at the Kempenfelt Centre near Barrie. This year BCPL is sending our new Lion's Head, Tobermory and Wiarton Assistant Supervisor Kathryn Hauck and Port Elgin and Southampton clerk Nancy Kuhl.

For a description of last year's Kempenfelt programme please visit:

<http://www.sols.org/librarydev/training/kempenfelt/index.htm> in the SOLS website.

4. Marketing

Please find attached a list of additions to the Library's website calendar.

5. Personnel

Clerks were hired to work on Saturdays in Lion's Head and Tara. These new workers will also provide badly needed staffing depth to nearby branches.

Casual part-time clerks are also going to be hired soon in Kincardine and Tiverton and the Saugeen Shores branches.

With the help of the HR department we are carrying out the bureaucratic procedures needed to hire a replacement Assistant Supervisor in Kincardine and a new one in Paisley, Tara and Chesley. Interviews for the Kincardine position will take place on May 30, 2011.

Moved by: John Michaluk

Seconded: Mike Smith

Resol# 33-11

Asst. Direc. Rpt.

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

Carried.

I. Branch Supervisor's Report – Grant Robertson Lucknow/Ripley

Welcome to the Ripley Branch. Although some of you have been here before of course. This Ripley Branch building was opened in 1987 thanks, in part, to fundraising by the community during the 1985 reunion. Prior to that the Library had been housed variously in the Fire Hall and the Legion— and going even further back on the front closed in porch of one of the original Librarians. As you can see by the flowerbeds you passed on your way in the community still maintains an active role in the property.

A few years ago I noticed a decline in our use, borne out by the statistics Workflows

provides. I think this was due in part to the retirement of our long time Supervisor Judy Hawrylyshn and the need for the community to adjust to the fact that service would continue. This can be one of the hidden pitfalls for following on the heels of a popular and well-regarded predecessor. We also lost through tragic deaths and some re-locations a number of our top readers. I had been thinking for awhile how we might improve our numbers, but after attending the Kempenfelt sessions I felt emboldened to try what had been roaming around in my head.

It was a bit counter-intuitive and was not without some controversy, but what I did was take a great many older books off our shelves, particularly in the non-fiction section. I was trying to model the branch in some ways after a small bookstore- to give it a feeling of "hominess". The other avenue we pursued was to really push the use of our online catalogue and to encourage people to order from home or to have us do it for them.

Last year we saw a double digit increase in usage in Ripley and we have been able to mostly maintain that momentum, although the weather this winter and spring has been a challenge for circulation stats here and elsewhere.

Into the future I am working with the municipality to begin a spruce up of the branch with exterior and interior painting, a new floor surface and some other work. My long term goal is put in some new low shelving units in the open space in the middle for more face display areas for books and to do even more weeding and re-arranging to maximize our limited space.

Moved by: Joan Harrison
Seconded: Les Nichols

Resol# 34-11
Br.S.Rpt.

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

Carried.

J. Correspondence

None to report.

K. Other Business

Joan Harrison reported on the activities of the Port Elgin Branch Friends of the Library. They hosted author Susanna Kearsley. This was a mutual beneficial event to all involved. The entire executive of the Friends is retiring, as they have gone beyond their term of appointment, and there seems to be no one to replace them. Joan continues to sell memberships to the Friends. There are approximately 20 people in the group, but many members would rather play a low key role. They will be holding their general meeting June 16th during which Joan Harrison will be encouraging them.

Patricia Symon reported that during May 4th & 5th she attend the OSUM conference. She indicated it was an excellent event. Patricia was staffing the SOLS booth, and was able to engage in library conversations with a number of municipal politicians province wide. She highly recommended this event to municipal councilors.

John Michaluk recommended an article from the Globe & Mail, the Windsor school board decision regarding school libraries being the impetus. John felt there seems to be more about libraries in the media, or perhaps you just notice it more because one is on the board.

The Director shared with the Board the latest financial statement which reflects the PSAB accounting policies, which all municipalities are compelled to follow. He also indicated that the Treasury department is continuing to work on providing a monthly statement which compares budget to actual, year to date. A five year budget spread is also forthcoming, but will be challenging because the PSAB system was implemented in 2009. In order to make any sense the financial stats should be in the same form that the library budget was presented. This undertaking has been confirmed by the Treasury department.

Moved by: Joan Harrison
Seconded: Les Nichols

Resol# 35-11
In Camera.

That the Board enter into an in-camera session.

Carried.

Moved by: Mike Smith
Seconded: Joan Harrison

Resol# 36-11
Out camera.

That the Board come out of in-camera session.

Carried.

The Director reported that all staff took 'violence in the workplace' training. He will also be reminding staff to take the appropriate steps to ensure the safety of patrons and staff.

The Director shared with the board the proposed itinerary for the June meeting.

L. Adjournment

Moved by: Joan Harrison
Seconded: Mike Smith


Resol# 37-11
Adjournment

That the meeting be adjourned, to meet again June 22nd, 10 am, Tobermory Branch.

Carried.



Chairman



Director