

Peterborough Public Library Board Meeting Agenda

March 12, 2019

6:00 p.m.

345 Aylmer Street North

Library Board Room

Pages

1. Call to Order

2. Elections

2.1 Election of Chair

2.2 Election of Vice Chair

2.3 Appointments

- Secretary - City Clerk or Designate

- Treasurer - Treasurer, City of Peterborough

3. Confirmation of Minutes

3.1 February 19, 2019

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4. Disclosure of Pecuniary Interest

5. Reports and Communications

5.1 Report PPL19-010

New Library Board Orientation

5 - 6

5.2 Report PPL19-011

Updates from the Foundation and Friends of the Library

7 - 8

5.3 Report PPL19-012

Library CEO Report March 2019

9 - 12

6. Other Business

7. Next Meeting - April 9, 2019

8. Adjournment

Peterborough Public Library Board Minutes

City of Peterborough

February 19, 2019

Present	Leslie Woolcott, Vice Chair Barb Connor Mauro DiCarlo Jayne White Dan Moloney Councillor Akapo
Regrets	Paul Stern, Chair Garth Wedlock Councillor Clarke
Staff	Natalie Garnett, Deputy Clerk Victoria Hamilton, Heritage Intern Erik Hanson, Heritage Resources Co-ordinator Jennifer Jones, Library CEO

Call to Order

The Vice Chair called the meeting to order at 6:00 p.m.

Confirmation of Minutes

Moved by Councillor Akapo

That the minutes of the Library Board of Trustees meeting on January 8, 2019 be approved.

Carried

Disclosure of Pecuniary Interest

There were no disclosures of Pecuniary Interest.

Consent Agenda

No Items were passed as part of the Consent Agenda.

Peterborough Public Library meeting minutes of
February 19, 2019

Reports and Communications

Report PPL19-008

Newspaper Digitization Project – Update

Erik Hanson, Heritage Resources Co-ordinator and Victoria Hamilton, Heritage Intern, provided an update on the Newspaper Digitization Project.

Moved by Dan Moloney

That the Peterborough Public Library Board approve the recommendations outlined in Report PPL19-008, dated February 12, 2019 of the Heritage Resources Coordinator, as follows:

- a) That the Library Board receive for information an update presentation on the microfilm digitization project; and,**
- b) That the Library Board approve an additional allocation of reserve funds, up to \$10,996.94, to digitize the remaining 80 reels.**

Carried

Erik Hanson, Heritage Resources Co-ordinator and Victoria Hamilton, Heritage Intern, left the meeting at 6:19 p.m.

Report PPL19-007

Updates from the Foundation and Friends of the Library

Bar Connor advised that the Giant Winter Book Sale will be held Friday March 1 from 12:00 - 7:00 p.m. and Saturday, March 2 from 10:00 a.m. - 3:00 p.m.

Moved by Mauro DiCarlo

That the Library Board approve the recommendations outlined in Report PPL19-007, dated February 12, 2019, of the Library CEO, as follows:

- a) That a verbal report to inform the Library Board on the status of the Foundation by Jayne White be received for information; and**
- b) That a verbal report to inform the Library Board on the status of the Friends of the Peterborough Public Library by Barb Connor be received for information.**

Carried

Peterborough Public Library meeting minutes of
February 19, 2019

Report PPL19-006

Library CEO Report February 2019

Moved by Jayne White

That the Library Board approves the recommendations as outlined in Report PPL19-006 dated February 12, 2019, of the Library CEO as follows:

- a) That the report be received for information; and,**
- b) That the Board provide suggestions for potential partnerships to explore in the community.**

Carried

Report PPL19-009

Budget Update

Moved by Barb Connor

That the Library Board approve the recommendation outlined in Report PPL19-009 dated February 12, 2019, of the Library CEO, as follows:

That the report be received for information.

Carried

Other Business

Mauro DiCarlo was thanked for his contributions the Library Board over the past 8 years.

Next Meeting - March 12, 2019

Adjournment

Moved by Dan Moloney

That the meeting adjourn at 6:50 p.m.

Carried

Peterborough Public Library meeting minutes of
February 19, 2019

Natalie Garnett

Deputy Clerk

Leslie Woolcott, Vice Chair



Peterborough Public Library

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: March 12, 2019

Subject: Report PPL19-010
New Library Board Orientation

Purpose

A report to provide the new Peterborough Public Library Board of Trustees an introduction and an orientation.

Recommendation

That the Library Board approves the recommendation as outlined in Report PPL19-010 dated March 12, 2019, of the Library CEO as follows:

That the report be received for information.

Budget and Financial Implications

There are no budget or financial implications resulting from the approval of the recommendation of this report.

Background

The Library CEO, Jennifer Jones, will provide an orientation for the new Library Board at the March 12, 2019 meeting.

Proposed agenda is as follows:

1. Welcome and Introductions
 - a. Round table introduction of members
2. The **Public Libraries Act**
 - a. Legislative framework for public libraries
3. Role of the Board
 - a. Roles and responsibilities
 - b. Governance and the operations of the Board
4. Key Partnerships - who they are and what they do
 - a. Friends of the Library
 - b. Library Foundation
5. Library Board meetings
 - a. schedule
 - b. reports
 - c. meeting procedures (Deputy Clerk to present)
6. Introduction to Library Services
 - a. Strategic Plan
 - b. Mission and Goals
 - c. Core library services
7. Library Board Development
 - a. setting goals for the term

Submitted by,

Jennifer Jones
Library CEO

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Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: March 12, 2019

Subject: Report PPL19-011
Updates from the Foundation and Friends of the Library

Purpose

A report to inform the Library Board on the status of the Peterborough Public Library Foundation and the Friends of the Peterborough Public Library.

Recommendations

That the Library Board approve the recommendations outlined in Report PPL19-011, dated March 12, 2019, of the Library CEO, as follows:

- a) That a verbal report to inform the Library Board on the status of the Foundation by Jayne White be received for information; and,
- b) That a verbal report to inform the Library Board on the status of the Friends of the Peterborough Public Library by Barb Connor be received for information.

Budget and Financial Implications

There is no budget or financial implications associated with the recommendations of this report.

Background

Jayne White, from the Library Foundation Board, will attend the Library Board meeting on March 12, 2019, to provide a verbal update on the current status of the Foundation.

Barb Connor, co-chair of the Friends of the Library, will attend the Library Board meeting on March 12, 2019, to provide a verbal update on the current status of the Friends of the Library.

Submitted by,

Jennifer Jones
Library CEO

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Peterborough Public Library

To: Library Board of Trustees
From: Jennifer Jones, Library CEO
Meeting Date: March 12, 2019
Subject: Report PPL19-012
Library CEO Report March 2019

Purpose

A report to inform the Library Board of Trustees on general matters concerning Library operations and services.

Recommendation

That the Library Board approves the recommendation as outlined in Report PPL19-012 dated March 12, 2019, of the Library CEO as follows:

That the report be received for information.

Budget and Financial Implications

There are no budget or financial implications resulting from the approval of the recommendation of this report.

Background

The Library CEO provides a monthly report at the Library Board meetings. These reports provide an overview of the previous month's activities, events, and programs in the library -- a "What's Happening" summary.

Programming

The City has published their FUN Guide - a one-stop shop to find programs and activities in the City.

There were some challenges for the Library - timelines and our internal planning process in particular - that made our inclusion in the FUN Guide minimal this time around. We are looking at changing this in the future as we work on improving our internal processes.

As a complimentary solution, staff have created the spring *What's Happening Guide*. This guide combines adult and children's programming into one place.

Type of Program	Program Name	# of Programs	Participants
Co-Sponsored / Partnerships	DIG it! Drop In Genealogy (with KBOGS)	4	3
Technology	Tech Q&A	2	15
	Tech Topics (eBooks with Apps)	1	3
Tours	St Peter's SS	1	9
Book Club	'Tween the pages	1	16
Adult Programs	Adult Book Club - Afternoon	1	19
	Adult Book Club - Evening	1	9
	Kniterary Club	1	5
	PPL Does Pinterest (Book Page Flowers)	1	7
Children's Programs	Drop in Story Time	4	125
	Baby & Me	4	83
	Toddler Time	4	73
	Kids learn to knit	4	57
	French Story Time (first one)	1	33
	PA Day film	1	53
Board Games & Maker boxes	In-house usage		19

Relatively high attendance at our Tech Q&A sessions by low digital-literacy participants has led staff to revise the program to provide more individual attention. The new program will be offered by the Adult programming staff in the spring/summer once logistics have been arranged.

Check out the [Events Calendar](#) on the Library website for up to date information about library programs and events.

Food for Fines

The Library will be running a “Food for Fines” event for the month of March. For every non-expired, non-perishable food item donated by a patron, \$2 in overdue fines will be waived from their library account up to a total of \$50.00. The campaign will run from Friday, March 1st until Sunday March 31st, with donations going to Kawartha Food Share.

We want everyone in our community to have access to our collection, resources and services. For many of our members, library fines can act as a barrier to returning to the Library. We can help remove that barrier, as well as help out a local community resource by partnering with Kawartha Food Share.

Individuals can bring in-date non-perishable food items to either the Checkout desk at the Main Library on Aylmer St. or visit the DelaFosse Branch located at 729 Park Street South, from Friday, March 1st until Sunday March 31st.

In 2018, over \$1,800 worth of fines were collected in food and donated to the Kawartha Food Share.

Security Services and Incidents

The library is continuing to experience challenges and increased incidents during the day. As additional security services were approved in the 2019 budget, staff are moving ahead with expanding our existing security services.

A representative from the Peterborough Police Department will be attending the April Board meeting to discuss our concerns and hopefully provide suggestions and solutions to help improve safety and security at the library.

Cafe update

The Library is continuing to work with the Peterborough Sport & Wellness Centre to find a solution to providing cafe services at our locations. We are exploring a local option and are working on the details of an arrangement that would function in both locations.

Public Computing

The library continues to experience challenges with our public computing network. The wifi issues appear to have been resolved, however the physical computers are slow to connect to the internet/load pages and there have been challenges with the hardware. Staff are working with Peterborough Technology Services (PTS) to find both immediate and long-term solutions to these issues.

Public computer use in February = 4341 sessions* at Main
81 sessions* at DelaFosse

* Please note: a session may be up to 90 minutes

Submitted by,

Jennifer Jones
Library CEO

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