

Bracebridge Public Library Board Meeting
Tuesday, December 13, 2016 at 7 p.m.
MINUTES

Present: A. Freer (Chair), T. Barker, C.A. Robinson, P. Schofield, C. Wilson, T. Henderson, L. Jacob, C. Rodney (CEO) and M. Mayes-Stewart (arrived at 7:56)

Regrets:

1. Call to Order by the Chair:

The meeting was called to order at 7:03 p.m.

2. Approval of the Agenda:

Motion: To accept the amended agenda for December 13, 2016

Moved by: T. Henderson seconded by T. Barker. CARRIED

3. Delegation/guests: See item 11.1 for presentation by staff member Ruth Holtz.

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of Tuesday November 8, 2016

Moved by: L. Jacob, seconded by C.A. Robinson. CARRIED

Motion: To accept the minutes of the December 8, 2016 Special Board Meeting

Moved by: T. Henderson, seconded by C.A. Robinson. CARRIED

5. Business Arising:

5.1 Bob Taylor's retirement: Please forward any ideas you may have for recognizing Bob to C. Rodney. The Town has posted the Board member opening with the closing date of January 6, 2017.

5.2 Trustee meeting: Board members are encouraged to review the notes from C. A. Robinson which were appended to the previous minutes though not handed out at the November Board meeting. Of particular note is that the Collingwood Library is only 7 years old and already in need of some work.

6. Correspondence:

6.1 FOPL: Stephen Abrams, Executive Director of FOPL, has made a proposition to all libraries. There are 36 First Nation libraries in Ontario who are not FOPL members. If other libraries funded them for \$50 each they could become members. C. Rodney will forward the email from Stephen Abrams to all Board members to review. Our library pays \$750.00 per year for our membership in FOPL. Please note that here has been a language change at the Federal level: "Indigenous People" not "First Nation".

Motion: To move that we fund \$50 for an indigenous library membership as outlined by FOPL.

Moved by: C.A. Robinson, seconded by T. Henderson. CARRIED

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library – A. Freer: The Friends held a Christmas book sale for those looking for gift books or personal reading material.

7.2 Policy Committee – None:

8. CEO Report: Carpet and flooring installation in the staff area this month is a great improvement. The loss of Nipissing students may be a factor in a drop of circulation this fall. Every volunteer spot was filled during the week that we

counted people coming into the library (a much better response than the previous year).

9. Financial Report:

9.1 Financial statement to end of October distributed:

This is not a quarterly report so there is no motion required. Building maintenance is not filled in yet as we are still waiting for invoices for the walkway, carpet and foundation work. There is nothing for utilities this month as the figures have not been posted yet. There are some cost changes to the extended health benefits. The Provincial Operating grant for \$31,800 just came in and is not posted yet. It is not likely that all of the \$15,000 budget under Library Equipment will be spent in 2016. It is acceptable if we don't use all the money in the budget as long as we can explain the reason why. In some cases we can ask for it to be transferred to the 2017 budget (e.g. pay equity).

9.2 Draft 2017 Budget:

T. Henderson, A. Freer and C. Rodney met a couple of weeks ago to go over the 2017 draft budget. At the moment the Library 2017 budget is looking at a 7% increase. The increase will help with the health benefit increase, the need to increase time for cleaning of the building and potential increases in wages. While the Library's expected 2016 transfer to reserves should be at least \$35,000 by year-end, \$70,000 in 2017 is being set aside for the future purchase of a new elevator. The overall operating budget is only a 3% increase. The next step will be to meet with Steve Rettie (Town Treasurer) who will make recommendations. The board will take all recommendations into consideration before approving the budget which will be presented to Council for approval.

10. Library Expansion Report:

10.1 Arena/Library report – architects presentation Jan 19, 2017

At the last meeting we looked at the preferred arrangement on site with the Library out in the front with the field house behind and viewed a rough layout of functions. A final presentation to Council and Library Board will be made by MJMA consisting of costing and conceptual drawings. (The date has since been changed to January 24 or February 14)

10.2 Public information session: Nov 21

A. Freer and C. Rodney conducted the meeting with notes taken by staff member Ruth Holtz. A copy of the questions asked is attached.

10.3 Presentation to Council: December 13

Brian Slocum and Margaret Walton had 5 minutes each to speak to Council. They explained the rationale for keeping the library at its present location, as well as planning principles. A motion was passed to accept the presentation for information purposes and consideration by staff. Council also approved an agenda item to commission a study to compare the options of staying at our present location or a joint facility with the arena. The Mayor made it clear that without upper level funding there will be no new Arena or Library.

11. New Business

11.1 Collection analysis – R. Holtz:

See attached handout. It was discussed that C. Wilson should take a copy of the handout to Council.

12. Date of Next Meeting: Tuesday, January 10, 2017, 7 p.m.

13. Adjournment declared by the Chair: 9:00 pm.

Bracebridge Public Library Information Night
Monday November 21 2016

Welcome by Board Chair Arlie Freer

Purpose of the meeting – better understanding of the library and its needs

Background

- 2007 study of possible 3 storey building plus basement at the rear of the Carnegie was rejected by the Library Board at that time – no room for growth
- 2012 – further studies with an architect hired to draw up potential plans, some involving the site of current Post Office
- 2016 – new options have been presented by Town Council: stay on current site, investigate other sites downtown or partner with the arena in a new combined facility
- Lengthy process involving much time and consultation

CEO/Chief Librarian Cathryn Rodney spoke on the needs, activities and programs of a 21st Century Library

Break for refreshments

Questions & comments from the audience:

1. What are the options and costs of each?
2. Is there a chance for people to give input?
3. Is there a timeline for a decision?
4. Who makes the final decision?
5. Why not use Zellers building?
6. What about vacated Nipissing University space?
7. Is the Library Board investigating the current site?
8. What is the problem with multi-level libraries?
9. Have you studied the impact of leaving downtown?
10. If the Library Board does not go with the arena proposal, will we have to wait another 15 years for funding?
11. Will Town Councillor and Library Board rep Chris Wilson move at Council that the Town spend money on a study of the current site as proposed by Brian Slocum?

Weeding the Collections at BPL

Report by Ruth Holtz, Librarian
December 2017

Weeding (or discarding or maintaining) collections is a continuous process at all public libraries. Criteria for weeding include considerations of age of the item, its condition, its usage, its relevance. We ask questions like do we have something else on this topic, is this outdated, still relevant, no longer topical? Do we have this in another format? Is this a very popular author? Is it part of a series? All these considerations are taken into account as we weed to ensure the usefulness and appeal of collections.

At BPL, we are weeding strictly on the need for space. As we have been saying for years, for every new item that the Library acquires, something has to be discarded. This is true of all collections: juvenile, young adult, adult, and all formats: books, DVDs, CDs, Video games.

In the past, well-known authors in the adult collection published a book every 2-3 years. Now we see that they are publishing once a year. In fact, the most popular authors such as Danielle Steel and James Patterson are publishing 5 or 6 titles each year. BPL patrons are expecting to be able to read all these books in some format.

BPL staff are being forced to make some pretty tough decisions about what items need to be discarded each year. We know that all our collections are heavily used and in fact, too small because of the percentage of each that circulates each year. For instance, in 2013 we undertook a large weed of adult fiction. We discovered that only 3.7% of that collection had not circulated in the previous 3 years. At the same time, only 1.5% of the paperbacks had not gone out in the same period.

We are no longer able to keep "classic" titles or the early titles in a series. Several years ago we initiated a "storage" collection of adult titles such as these that we simply could not part with. That has been weeded, items discarded and replaced with others from the collection. We also have no more room for storage.

Just this fall, we undertook to weed the DVD collection again because the shelves could no longer find room on the shelves for returned items. We ran a report of all DVDs created prior to Jan 1 2006, which came to 104 titles of the total 2400. After careful consideration, only 59 titles were deleted. Only 8 of those 59 had not gone out this year. We had to discard DVDs that were still very popular. That didn't free up enough space so we had to take another look at titles that had been created prior to 2007.

Items in the audiobook collection in CD format that were added to the Library prior to Jan 1 2007 gave 80 titles. Of these 80, only 23 had not circulated in 2016. We finally discarded 45 titles which created enough space for one additional title to be shelved on each shelf.

The same process has been done in the Juvenile and Young Adult collections as you may have noticed from the discards offered for sale in the lobby. Picture books, Board Books and Juvenile fiction and non-fiction titles have all been recently discarded to make room for the addition of new titles.

These numbers indicate to us that the collections are heavily used and probably too small because even the oldest titles are still going out. Due to space limitations, we are actually being forced into playing the role of a branch library which normally keeps a very current collection since the main library can be counted on for depth of collection. But we are not a branch, we are the one and only library.

Plus we are relying heavily on borrowing items on interlibrary loan which is of course a wonderful service but also demands considerable staff time and causes a delay in supplying materials to our patrons.

These are the weeding challenges facing us today.

- 2013 only 3.7% of adult fiction had not circulated in the previous 3 years
- 2013, only 1.5 % of the paperbacks had not circulated in previous 3 years
- 2016, 104 DVDs created prior to Jan 1 2006, only 59 could be deleted, only 8 of those 59 did not go out in 2016
- 2016, 80 audiobooks created prior to Jan 1 2007, only 23 had not circulated in 2016