

SOUTH SHORE REGIONAL LIBRARY BOARD General Meeting, Margaret Hennigar Public Library,
APRIL 21, 2015; 6:00 p.m.

*The South Shore Regional Library Board administers South Shore Public Libraries.
South Shore Public Libraries celebrate reading, discovering, learning and sharing.*

Present: Mr. Patrick Hirtle, Chair
Ms. Cindy Bruhm, Vice Chair
Dr. David Brattston
Councillor Frank Fawson
Ms. Marie Hogan-Loker
Councillor Susan MacLeod
Councillor Robert Myra
Ms. Phyllis Price
Mr. Tom Sheppard
Ms. Nancy Wilson
Mr. Jeff Mercer
Ms. Christina Pottie
Mr. Troy Myers, Secretary/Treasurer
Ms. Lynn Robart, Recorder

Regrets from: Ms. Wilma Stewart-White, Mr. Alan Wilson, Councillor Jennifer McDonald and Mr. Mark Taylor.

Mr. Crystal Madill represented the Staff Association.

MINUTES

Motion: "THAT the South Shore Regional Library Board accept the minutes
of the March 17, 2015."

HOGAN LOKER/MYRA All in favour. Motion carried.

LUNENBURG COUNTY LIFESTYLE CENTRE LEASE UPDATE

Troy Myers reported that there is no new update.

LBANS REPORT

SSRL Board 's letter was received regarding attendance at LBANS meetings. President Shirley Pineo requests that she attend a Board Meeting to stress the importance of having representation on LBANS. At the meeting regions reported their upcoming cuts that are necessary in their regions due to no increase in the Provincial Budget. LBANS Minutes will on their website next week.

STAFF ASSOCIATION REPRESENTATIVE

Crystal Madill representing the Staff Association. Crystal was pleased that Cathy will be working on a contract basis until a replacement is found.

LUNENBURG ACADEMY

The Lunenburg Town Council approved the Lunenburg Academy Future Use Business Plan on Tuesday, April 15. The plan places the Lunenburg Branch Library on the first floor of the Academy. There will be a lot of planning and preparation before the move takes place but it is a very exciting proposal. The Board was reminded that SSPL provides staffing and books, while the Town is responsible for the building and furniture. A draft floor plan was circulated.

APPOINTMENT OF PROVINCIAL APPOINTEE

Notification was received that Dr. David Brattston has been reappointed to the SSR Library Board.

FAREWELL TO CATHY

A Farewell Reception for Cathy MacDonald will be held on Tuesday, May 19, at the Multi-Purpose Room at the LCLC beginning at 6:30 p.m. following the monthly Board meeting. Invitation was circulated.

Cathy has agreed to remain on contract until the end of September. The job posting will appear in the near future and competition will remain open until filled. Cathy's position as Technical Services Librarian is responsible for Collections, Mobile, Technical Services and the Liverpool Branch.

RETIREMENT

Wanda Kushner, whose job responsibilities have included work on the Mobile and Branch Coordinator of Bridgewater and Liverpool; will be retiring after 39 years at the end of May.

PROGRAM EVALUATION

Program evaluation report was circulated to the Board. (see attached)

Discussion ensued regarding programming and focusing on certain demographics to encourage people to visit the library. A suggestion was made to set up a sub-committee of the Board to look into this. Christina will provide a list on what outreach activities we currently pursue.

DISPLAYS GUIDELINES FOR ART

Draft guidelines for Art Displays was circulated with Notice of Meeting. Staff will consult with legal counsel regarding library liability. Final document will be circulated next Board Meeting.

OTHER

- A question arose regarding a Mobile stop in the Marie Avenue area of the Town of Bridgewater. Staff is awaiting information from Councillor Jennifer McDonald.
- Nancy Wilson requested possible further information for a presentation she is making to Lunenburg Town Council. Christina will provide Nancy with a powerpoint to go with Nancy's presentation.

DATE, TIME AND PLACE OF NEXT MEETING

The next General meeting will be Tuesday, May 19, 2015 beginning at 5:30 at the Margaret Hennigar Public Library.

ADJOURNMENT

Wilson moved the meeting to be adjourned.

Patrick Hirtle, Chair

Troy Myers, Secretary/Treasurer

Program evaluations summary report for SSPL Board, April 21 2015

I contacted the other regions in the province to see what they do for program evaluation. Of the responses I received, it seems that everyone is in the same boat we are. That is, collecting feedback for program evaluation is a mix of formal and informal (mostly informal), and it is not collected systematically/regularly. Attached for reference is the current program evaluation form used by AVRL, developed a few years ago and which they'd like to revisit.

Collecting feedback is often done by 'hit-and-miss'; that is, staff try and get feedback if/when they have a chance. This is mainly due to demands on staff time at either the beginning or the end of a programs (setting up, making sure presenters are ready, cleaning up, etc.).

Another consideration that is taken into account is how to best spend staff time. Specifically, is it better to assign that time to analyzing data and writing reports, or is it better to assign that time to planning and running programs? Most regions are not large enough to devote much staff time to formal analysis. Instead, they use ongoing conversation with staff and participants to see how things are going, get new ideas, see what improvements can be made, etc.

The general practice is to take the above informal feedback into account, keep tabs on participation stats, and use those together to try and strike a balance between staff time/space/materials and patron participation and appreciation to provide quality programming.

Two other common threads arose: the current provincial definitions of 'library programs' doesn't adequately cover all of what public libraries do for programs (an example given was that a lot of community-led programs and activities are left out by those definitions, and thus overall statistics miss a large chunk); and that many regions would like to improve how they pursue program feedback and evaluation if they could, especially in a more formal way (one option being considered is an online evaluation form).

Two final suggestions arose from this enquiry: that perhaps NSPL can be of assistance in developing a system/tool to use for program feedback and evaluation; and that Vancouver Public Library's 'A Toolkit for Outcome-Based Evaluations of Public Library Services' (April 2012) be consulted to see what can be adopted/adapted for use here.

Respectfully submitted,

Jeff Mercer
Public Services Librarian