

Type of Decision									
Meeting Date	Friday, November 16, 2012				Report Date	Wednesday, November 14, 2012			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Request from Library Board – Report #16/11/12/1204									

Subject: A request from the Library Board to increase the time compensated by Council for library staff.

RECOMMENDATION: That Council pass the following resolutions agreeing to increase the compensation for the library.

**WHEREAS** the Library plays a huge part in community gatherings, information sharing and access to education;

AND WHEREAS the Library volunteers spend considerable amounts of their own time doing work that is normally a paid position elsewhere;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to increase the “levy” that is paid to the Library through salaries beginning in 2013 to pay for 12 extra days per year.

Background/Executive Summary:

Request for funding to provide additional work days for the CEO of the library:

1. 3 additional days to attend the 3 Renfrew County Library Committee meetings held each year in the spring, June & fall or educational training sessions provided by SOLS (Southern Ontario Library Services) N.B. If these meetings or training sessions are not attended, they will not be used for other purposes.
2. 9 additional training days between volunteers and staff for a total of 12 days in a calendar year.

Reasons:

1. Presently Gayle's work load does not allow her the time to attend these meetings or training sessions.
2. Gayle and the Board Chair perform different tasks necessary to run the library. If either of us is away, the other person needs to be able to carry on our respective duties.
3. Volunteers are willing to assist with certain tasks i.e. Interlibrary Loans, inventory. Time is required to train these volunteers.

Advantages:

1. The Library Committee meetings often have clinics or training sessions on current issues
2. These meetings provide opportunities to learn what other libraries are doing and about best practices, resulting in time saving.
3. They assist in establishing a networking group
4. Many tasks i.e. Annual Survey are time sensitive. If this lengthy Survey is not completed on time, our government grant can be delayed several months. At this time, Gayle is the only one familiar with completing this project.
5. It is advisable that Gayle learn more methods of cataloguing materials in the event that Marlene is absent for a lengthy period.
6. The length of time required to train someone may vary from ½ day to one day a week for 3 weeks.

Financial Considerations/Budget Impact: Total increased payroll costs would be approximately \$1,700 for 2013.

Policy Impact: As per policy.

Others Consulted/Resources/References: as per Council direction.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*