



Mission Statement

The Lincoln Public Library is dedicated to offering a full range of programs, services and materials that advance the personal growth, life-long learning and recreational interests of its community.

Members Present: John Kralt (Chair), Vernah Fleming, Carol Penner, Dianne Rintjema

Staff Present: Jill Nicholson (CEO), Cathy Simpson (DCEO, recorder)

Regrets: Geoffrey Barlow, David Furry

Absent: Lynn Jones, Leah Padfield, Kumbir Vandeyar

1. Call to Order

The Chair called the meeting to order at 7:20 p.m. noting there were not enough board members present to make a quorum.

2. Declaration of Conflict of Interest

No conflicts of interest were declared.

3. Agenda Approval

No changes were made to the agenda.

4. Election of Permanent Chair and Vice Chair

The election of the Chair and Vice Chair was carried over to the October meeting. C. Penner agreed to attend the municipal capital and operating budget meetings as the library board representative.

5. Consent Agenda

5.1 Minutes of the June 21st, 2011 Board Meeting

V. Fleming noted the date of the next meeting was incorrect.

5.2 June to August 2011 Financial Report

The CEO reviewed the June, July and August financial reports noting the library has generated more revenue than predicted. The Fleming grant was received (\$12,212) and increased from last year. The Computer Maintenance and Contract Equipment lines are overspent due to a number of computer and network problems. The Professional Development line appears overspent as the library has not yet been reimbursed for the second half of the Deputy CEO's Advancing Public Library Leadership course. Over the last few months, the strong Canadian dollar has increased the Collection's budget buying power but this is now leveling out. In response to a question from C. Penner, the CEO responded that the library employs a combination of in-house and contract collection ordering. In response to a question from J. Kralt, the CEO responded that most collection requests are for fiction or biographies.

5.3 June to August 2011 Statistical Report

The DCEO presented the June, July and August statistics noting that circulation and visits rebounded in August after dropping in June and July. Staff and board discussed possible reasons for the drop including an increased number of patrons away on summer vacation and extreme heat in July. The steady increase in the circulation of ebooks was also discussed.

5.4 Report of the CEO

The CEO presented her report noting the corrected date of October 6th for the library's re-accreditation. She reviewed the accreditation process which includes a tour of both libraries by an accreditation team comprised of librarians and representatives from the Southern Ontario Library Service. The CEO also noted that a separate account has now been set up for the library in accordance with the Public Libraries Act. The Paypal payment option is being set up and payments made with this system will be transferred to the new account. In response to a question from V. Fleming, the CEO explained that the Ancestry.ca database can only be accessed on the library premises due to licensing restrictions.

5.5 Report of the DCEO

The DCEO reviewed the final numbers from the Summer Reading program noting the number of children registered and the number who completed the program increased slightly from 2010. On behalf of artist and Library Assistant, Veronika Rieser, the DCEO extended an invitation to "Meet the Artists" on September 24th at the Fleming Library. The details of Public Library Week (October 16 to 22) events were discussed; Author Evening with Elizabeth Mittler and Sandra Orchard on October 17th and two Kindermusik workshops on October 18th and 19th. The library will also be participating in the Beamsville Downtown BIA Harvest Happening on October 29th.

5.6 Board Correspondence

There was no correspondence to report.

6. Business Arising

6.1 2011 Strategic Plan Update and Future Steps

The CEO recommended the formation of a board/staff Strategic Plan Committee with a schedule to complete the plan for approval at the December board meeting. The CEO will have the report from the September planning session completed for the October board meeting. The Chair stated he was pleased with library staff's contribution to the strategic planning session.

6.2 Re-accreditation

The re-accreditation process was discussed during the CEO's report. In response to a question from C. Penner, the CEO responded that board assistance is not required for re-accreditation.

7. New Business

7.1 Friends of the Library

The DCEO presented a report on the formation of a Friends of the Lincoln Public Library group. The report was written in response to several Lincoln residents who approached the library about forming a group who would volunteer, advocate and fundraise for the library. In response to a question from C. Penner, the CEO responded that both the friends and the library board can fund raise and that board members are not traditionally members of friends groups. In response to a question from the Chair, the CEO responded that a core group of friends would be established and then a call for members of the community would go out. The Chair asked that the issue be brought to the October board meeting with a recommendation that potential friends attend a board meeting in the new year.

7.2 2012 Capital Budget

The CEO reviewed the 2012 Technology Update Capital Budget Project reviewing the project costs.

7.3 Policy Review

i. C-5 Posters & C-12 Community Information

The CEO recommended policy C-5 Posters be deleted and its content be included in C-12 Community Information which is a more comprehensive policy.

ii. D-5 Children's Collections

A teen collection development policy was added to D-5 Children's Collections.

iii. D-6 Reference

Policy D-6 Reference was edited to remove references to CD ROMs and other formats that the library no longer carries.

iv. F-2 Public Internet Access

The CEO recommended that section 2 ("The Library is not responsible for the content of any sites linked to its homepage or otherwise") in Policy F-2 Public Internet Access be deleted as it's covered in section 3.

7.4 Operating Budget – 2012 Database Funding

The CEO reported that the Ministry of Tourism and Culture confirmed it will fund the core subscription database collection for one more year. The library will have to pay for the Overdrive ebook and downloadable audiobook databases as well as Mango Language database and Our Ontario digital archives database.

7.5 2010 Annual Report

The brochure version of the 2010 annual report and the monthly program calendar were reviewed. Both will be distributed in hard copy at the libraries and in electronic form on the web site.

7. Adjournment

The meeting was adjourned at 9:00 p.m. The next meeting will be held on October 18th, 7:00 p.m. at the Fleming library in Vineland.

Chair _____

Secretary/Treasurer _____