



**Mission Statement**

**The Lincoln Public Library supports and enriches our community by offering programs, services and materials for the life-long learning pursuits of culture, recreation, education, information technology and social connections.**

**Members Present:** John Kralt (Chair), Geoffrey Barlow, Vernah Fleming, David Furry, Lynn Jones, Leah Padfield, Carol Penner, Dianne Rintjema, Kumbir Vandeyar

**Staff Present:** Jill Nicholson (CEO), Janice Coles (DCEO, Recorder)

**1. Call to Order**

The Chair called the meeting to order at 6:06 pm. V. Fleming, D. Furry and K. Vandeyar had indicated they would be arriving later.

**2. Declaration of Conflict of Interest**

No conflicts of interest were declared.

**3. Approval of Agenda**

<b>12-62</b>	Moved: D. Rintjema	Seconded: C. Penner
	Be it resolved that the agenda be approved. <b>CARRIED.</b>	

**4. Consent Agenda**

4.1 Minutes of the October 29, 2012 Board meeting.  
The minutes were reviewed There were no questions.

4.2 October 2012 Financial Report  
The CEO reviewed the report. The budget is on track. The provincial grant monies will go directly into the account set up by the Town.

4.3 October 2012 Statistics  
The CEO reviewed the report. She reported that staff are working on improving the print collections and thus hoping to increase their circulation. The Chair asked about membership; the CEO responded that this activity is cyclical and also reflects the changeover to Evergreen. In response to a question from L. Padfield, the CEO clarified that the first columns deal with new memberships. C. Penner asked about attendance at children's programs. The CEO noted that the drop is due to the effect of all-day kindergarten and the fact that the book club did not run due to a lack of registrants.

#### 4.4 Report of the CEO

The CEO reviewed her report. She reviewed the maternity leave position ad, and added that it has been advertised on our website, with Mohawk College, on the University of Toronto jobsite and through a library listserv.

The CEO reviewed the work to date of the Technical Advisory Committee for the Community Complex. G. Barlow explained that the design/build model was chosen to contain costs.

#### 4.5 Report of the DCEO

The DCEO presented her report. She added that she has appreciated how Sean Dougherty has been very responsive to the library's facility needs. There were no questions.

#### 4.6 Board Correspondence

The Board was sent information about the OLA 2013 conference which has sessions for Board members, and a copy of "Cut to the chase", a document about library governance that Margaret Andrewes worked on. The CEO will send the Board a link to the document's website.

12-63	Moved: L. Padfield	Seconded: C. Penner
	Be it resolved that the consent agenda be approved. <b>CARRIED.</b>	

### 5. Business Arising

This item was deferred until D. Furry and K. Vandeyar arrived.

### 6. New Business

6.1 SOLS Trustee Meeting. Deferred until K. Vandeyar arrived.

6.2 Moses F. Rittenhouse Library Reorganization. The DCEO reviewed her report. The Chair requested that it be organized in columns, with the costs in one column. C. Penner suggested we use the library's windows as a focal point for seating areas. It was decided to do a tour of the library after the meeting.

#### 6.3 Policy Review – G-11 – Leaves

The CEO reviewed the changes. A question was asked about whether or not there was a Christmas party for the staff provided. The CEO responded that this was cut from the budget a few years ago, but that staff are planning a potluck dinner.

12-64	Moved: L. Padfield	Seconded: L. Jones
	Be it resolved that policy G-11 be revised as per the CEO's report. <b>CARRIED.</b>	

#### 6.4 Server Backup Purchase

The CEO was asked if labour was included; it is. She was also asked if the item was put to tender; it was not, as we are using a preferred vendor. The CEO added that we get consortium pricing for computers. L. Padfield recommended that for future items, we get more quotes in order to be transparent.

12-65	Moved: D. Rintjema	Seconded: L. Padfield
	Be it resolved that the Library purchase the updated Sonic Wall device and software as per the CEO's report. <b>CARRIED.</b>	

D. Furry and V. Fleming arrived at this point (7:37 pm). K. Vandeyar arrived a few minutes later.

#### 6.5 December Board Meeting

The CEO noted that the Board has met for the required ten meetings in 2012. She suggested we get together to review the winning design of the new library after the announcement is made. C. Penner offered her house, plus wine and cheese. It was agreed that we would meet Tuesday December 18 for a Board Christmas Social/Library Design Review.

#### 5.1 Community Complex Planning Update

D. Furry and K. Vandeyar reported that they had just come from the latest Community Complex Planning Committee meeting. Karen Black was awarded the contract to provide services relating to the design of communication products for the fundraising arm of the project. She presented ideas for the campaign logo, brochures and donor appeal letters. The campaign will be launched in the new year. C. Penner expressed her hope that there would be a kick-off event.

12-66	Moved: V. Fleming	Seconded: D. Furry
	Be it resolved that the verbal update on the Community Complex be received as information. <b>CARRIED.</b>	

#### 6.1 SOLS Trustee Meeting.

K. Vandeyar attended the November meeting at the Six Nations Library outside Brantford. Members shared ideas and reported on what was happening at their libraries. He reported on LPL's CEO Review and the Board input into the new library, which is a major accomplishment for a new board.

12-67	Moved: K. Vandeyar	Seconded: L. Padfield
	Be it resolved that the report on the SOLS Trustee Meeting be received as information. <b>CARRIED.</b>	

#### 6.6 Ontario Public Library Conference – January 30 – February 2, 2013

The CEO had referred to this under Board correspondence.

#### 6.7 CEO Vacation Carry Over – One Week

12-68	Moved: C. Penner	Seconded: G. Barlow
	Be it resolved that one week of the CEO's 2012 vacation allotment be carried over to 2013. <b>CARRIED.</b>	

Discussion took place regarding how to thank Margaret Andrewes for her assistance with the visioning work the Board did. A gift certificate was suggested, and the CEO noted that there were funds in the Board section of the library budget for this.

12-69	Moved: C. Penner	Seconded: V. Fleming
	Be it resolved that the Library Board purchase a \$100 gift certificate for the Lakehouse Restaurant to thank Margaret Andrewes. <b>CARRIED.</b>	

## 7. Closed session

12-70	Moved: G. Barlow	Seconded: D. Furry
	Be it resolved that the Lincoln Public Library Board moved into a closed session. <b>CARRIED.</b>	

The DCEO left the meeting at this point

12-71	Moved: C. Penner	Seconded: D. Rintjema
	Be it resolved that the Lincoln Public Library Board come out of a closed session. <b>CARRIED.</b>	

The DCEO rejoined the meeting.

12-72	Moved: C. Penner	Seconded: L. Padfield
	Be it resolved to accept the recommendation made in closed session. <b>CARRIED.</b>	

12-73	Moved: J. Kralt	
	Be it resolved that the meeting be adjourned at 8:05 pm. <b>CARRIED.</b>	