



Draft Minutes
Meeting of the Lincoln Public Library Board
Monday October 29, 2012, 7 pm
Fleming Library, Beamsville, Ontario

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, Lynn Jones, Leah Padfield, Kumbir Vandeyar

Regrets: Vernah Fleming, David Furry, Carol Penner, Dianne Rintjema

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

1. Call to Order

The Chair called the meeting to order at 7:05 pm.

2. Declaration of Conflict of Interest

No conflicts of interest were declared.

3. Approval of Agenda

The Chair recommended that the CEO evaluation report be discussed before the Consent Agenda items, so that it was covered before anyone had to leave the meeting.

12-53	Moved: L. Jones	Seconded: L. Padfield
	Be it resolved that the agenda be approved as amended. CARRIED.	

4. CEO Evaluation Report

12-54	Moved: G. Barlow	Seconded: L. Padfield
	Be it resolved that the Lincoln Public Library Board go into a closed session. CARRIED.	

The CEO and DCEO left the meeting at this point.

12-55	Moved: L. Padfield	Seconded: G. Barlow
	Be it resolved that the Lincoln Public Library Board come out of a closed session. CARRIED.	

The CEO and DCEO rejoined the meeting.

12-56	Moved: L. Padfield	Seconded: L. Jones
	Be it resolved that the Lincoln Public Library Board accept the CEO Evaluation Report. CARRIED.	

5. Consent Agenda

5.1 Minutes of the September 18, 2012 Board meeting.

The minutes were reviewed. There were no questions.

5.2 September 2012 Financial Report

The CEO reviewed the report. There were no questions.

5.3 September 2012 Statistics

The CEO noted that circulation is down somewhat but she did not feel it was a cause for concern. The reduction in the number of visits can be attributed to people placing holds at home, then coming in to pick them up, rather than coming in to check on an item's availability and placing the hold. Also people are using the internet for research and reference questions. The internet use statistics will be useful for planning the number of public computers in the new library; it may be better to have more locations for laptops using wifi.

K. Vandeyar asked if these trends were being experienced province-wide. The CEO wasn't sure, but will ask her colleagues on a library listserv.

The issue of turnover rate was raised, and the CEO asked the DCEO to present the turnover rate chart the DCEO prepared for the all-staff meeting. The DCEO explained that some programmes, such as class visits at MFR, have meant higher use of some collections. The Chair asked how these visits were initiated; the DCEO answered that staff member Jennifer Dinning has worked hard to interest area teachers in them.

The information was well-received, and the Board requested that this report be presented to them quarterly. The DCEO will prepare the next turnover rate report (using 2012 circulation statistics) in January of 2013.

5.4 Report of the CEO

The CEO reviewed her report. She added that the photographer whose work is currently on display at the Fleming library is doing a talk November 15 at 7 pm.

K. Vandeyar commented that having a music student before the author evening was a good idea.

5.5 Report of the DCEO

The DCEO presented her report. There were no questions.

5.6 Board Correspondence

None.

12-57	Moved: L. Jones	Seconded: L. Padfield
	Be it resolved that the consent agenda be approved. CARRIED.	

6. Business Arising

6.1 Community Complex Planning Update

The CEO reported that the replies to the RFPs are being reviewed, and the proponents will be making presentations to Council on November 9. A decision on the successful proponent will be made in early December.

L. Padfield asked if the public would see all three presentations. The CEO will look into that at the next Community Complex Committee meeting, now on November 7 as the October 30 meeting was cancelled.

K. Vandeyar clarified that the CEO is the only representative from the library on the Technical Advisory Committee.

7. New Business

7.1 2013 Operating Budget

The CEO reviewed the overview report, noting that the capital budget minimum has been raised to \$3000, so the OPAC stand and flat screen display, previously approved in the capital budget, are now under supplies and equipment. Also, under Revenue, it should say 2013 provincial grant.

L. Padfield asked what the professional development funds are for. The CEO responded that they are for the OLA conference and workshops.

The CEO reviewed the budget worksheet and details. She explained that there is no guarantee of federal funding for a summer student.

The development charges will be split evenly between the building and collections, with \$10,000 for books, \$10,000 for DVDs and \$2000 for processing. LSC can store items until they are needed for the new library.

The shift premium is for staff coming in on holidays to do the drop boxes.

When discussing the Evergreen support costs, the CEO explained that other systems, such as Horizon, would be more expensive. The costs for computers are as per the 10-year plan. We do not amortize these costs.

G. Barlow asked about the costs for cleaning the libraries. The CEO explained that the Town covered these costs, which are charged back to the library.

K. Vandeyar inquired as to what happens if we exceed the number of items in the LSC fixed price plan; the CEO responded that we can go over a bit.

The CEO explained that this is a realistic budget, helped by the staff increase being 1% rather than 3% as in the past. She does not anticipate any challenges from Council. This budget is conservative; the 2014 budget will show an increase due to the opening of the new library.

G. Barlow asked about staffing levels in the new library. The CEO responded that she expects a minimal increase in staffing, as the layout should allow the staff to monitor the library effectively. Circulation could, however, rise as much as 50%.

12-58	Moved: L. Padfield	Seconded: L. Jones
	Be it resolved that the 2013 Operating Budget be approved. CARRIED.	

7.2 Policy Review: B-6 CEO Evaluation Committee Terms of Reference; B-8 Library Advocacy; F-13 Proctoring
 The CEO explained that the changes in B-6 will result in better functioning of the committee.

12-59	Moved: L. Padfield	Seconded: L. Jones
	Be it resolved that policies B-6 CEO Evaluation Committee and B-8 Library Advocacy be revised and F-13 Proctoring be approved. CARRIED.	

7.3 Appointment of Fourth Member to the CEO Evaluation Committee

12-60	Moved: L. Padfield	Seconded: G. Barlow
	Be it resolved that Lynn Jones be appointed to the CEO Evaluation Committee. CARRIED.	

7.4 Moses F. Rittenhouse Library Reorganization
 Deferred to the November 2012 Board meeting.

7.5 Minutes Protocol
 It was agreed that the changes in the minutes are what was needed.

7.6 November Board Meeting – Date Change
 The date of the next scheduled meeting is now Thursday November 22, 2012 at the Moses F. Rittenhouse Library.

8. Adjournment

12-61	Moved: Leah Padfield	
	Be it resolved that the meeting be adjourned at 9:11 pm.	

Chair _____

Secretary/Treasurer _____