



Minutes
Meeting of the Lincoln Public Library Board
Tuesday April 16, 2013, 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, Vernah Fleming, David Furry, Lynn Jones, Carol Penner, Kumbir Vandeyar

Regrets: Leah Padfield, Dianne Rintjema

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

1. Call to Order

The Chair called the meeting to order at 7:09 pm.

2. Declaration of Conflict of Interest

K. Vandeyar Informed the Board that he and his family are considering a donation that may result in a naming opportunity for them in the Community Complex. It was agreed that he would not vote on any motion regarding naming rights in the new library.

3. Approval of Agenda

13-18	Moved: C. Penner	Seconded: D. Furry
	Be it resolved that the agenda be approved. Carried.	

4. Consent Agenda

4.1 Minutes of the March 19, 2013 Board meeting

The minutes were reviewed.

4.2 March 2013 Financial Report

The CEO reviewed the report.

4.3 March 2013 Statistics

The CEO reviewed the report. She added that databases are up 250%; the number got omitted from her report. The decline in circulation and visits was discussed. The CEO reported that she checked with her colleagues at other Niagara public libraries, and they report that circulation is also down in their library systems. L. Jones requested comparative circulation statistics from area libraries which go back to 2010; the CEO will request these from her colleagues.

There was discussion on the impact of e-books on public libraries. The CEO added that she is planning e-book training for patrons. The Chair requested a report in September from the CEO and DCEO on LPL's strategies to promote and support e-books, and deal with the increased demand for e-books and the decreased demand for printed books.

The CEO reported that the number of children's programmes is down due to the holidays and because they ended earlier this year. There are more participants in the adult book club. C. Penner and V. Fleming hoped that book groups that did not require staff involvement could meet at the new library.

4.4 Report of the CEO

The CEO reviewed her report. She added that Saturday July 27 is the tentative date for the retirement party for Elisabeth Peters. The staff is preparing a gift for her.

She added that there will be just one Local History talk, on May 4 at 10 am, due to the difficulty of securing speakers for early May. The art show opening at Fleming is also on May 4. The CEO asked the DCEO to expand on the author evening. The DCEO reported that the illustrator is unable to attend as she lives quite far away in Pennsylvania. The DCEO brought posters and asked the Board's assistance in promoting this event.

4.5 Report of the DCEO

The DCEO presented her report, and showed photos of the new flat screen display which had been installed that day at MFR.

4.6 Board Correspondence

None.

13-19	Moved: G. Barlow	Seconded: L. Jones
	Be it resolved that the consent agenda be approved. Carried.	

5. Business Arising

5.1 Community Complex Planning Update

K. Vandeyar clarified that canvassing didn't necessarily mean going door to door, but involves talking to people you know, promoting the library, and asking people to consider donating. D. Furry commented that the groundbreaking ceremony was well done.

5.2 Review of Draft Floor plans for new Beamsville facility

The CEO reviewed the plans. In response to questions, she clarified that there is no barrier between the children's area and the adult stacks, and that there will be a bench along the bay window.

L. Jones asked about the elevation. The Chair updated the Board with information he received at a meeting the previous Friday. The ceiling will be 9'11" on the arena side, rising about a foot to the window side. A request has been made to put the required wiring etc. as high as possible to maximize the ceiling height.

5.3 Moses F. Rittenhouse Accessibility Project

The DCEO updated the Board on the progress of this project:

- A major weeding of adult fiction has been completed and the collection has been shifted
- Non-fiction has been partially weeded
- The flat screen display unit has been installed and the old display computer has been removed
- MFR staff have discussed electrical requirements with town staff
- MFR staff and the CEO have discussed OPAC stands, which are expected to be ordered soon

L. Jones asked for clarification about discarded titles and the catalogue; the DCEO explained that discarded titles no longer appear as available at LPL. She explained that sometimes titles are removed from the shelves to be considered for repair or relocation, but in these cases, their records are temporarily changed so they cannot be seen in the public catalogue.

13-20	Moved: D. Furry	Seconded: L. Jones
	Be it resolved that the reports in items 5.1, 5.2 and 5.3 be received for information. Carried.	

6. New Business

6.1 Fundraising Naming Rights

K. Vandeyar distributed two documents: Proposed Guidelines for Naming Rights, which he had drafted; and a sample policy on Partnerships and Sponsorships, received from SOLS.

He confirmed that representatives from Campaign Coaches can meet with the Board on Tuesday May 7 at 6 pm. It is expected that the meeting will be about an hour long. It will be held at the Fleming Library.

There was discussion on the naming rights document. It was agreed that wording was needed to allow wineries the opportunity for naming rights in adult sections of the library.

13-21	Moved: D. Furry	Seconded: C. Penner
	Be it resolved that the suggested guidelines for naming rights be presented to the Fundraising Committee by K. Vandeyar, to initiate a conversation on the donor naming requirements contract. Carried, with K. Vandeyar abstaining from the vote.	

6.2 Policy Update – D-4 Adult Collection

The CEO reviewed the reasons for the changes.

13-22	Moved: L. Jones	Seconded: G. Barlow
	Be it resolved that policy D-4 be revised as recommended by the CEO. Carried.	

6.3 Adult Programming

The CEO reviewed her report. She and the DCEO outlined some of the adult programming ideas they are pursuing.

C. Penner requested a larger discussion on programming, to look at why we do it, what formats are most popular, and what is the role of volunteers. There was agreement that programming helps meet the “life-long learning” part of our mission statement.

13- 23	Moved: L. Jones	Seconded: K. Vandeyar
	Be it resolved that the report on Adult Programming be received as information. Carried.	

7. Adjournment

13- 24	Moved: L. Jones
	Be it resolved that the meeting be adjourned at 9:15 pm. Carried.

Chair _____

Secretary/Treasurer _____