



**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, Lynn Jones, Carol Penner, Dianne Rintjema, Kumbir Vandeyar

**Regrets:** David Furry, Leah Padfield

**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**

<b>13-01</b>	Moved: G. Barlow	Seconded: V. Fleming
	Be it resolved that the agenda be approved. <b>CARRIED.</b>	

**4. Consent Agenda**

*4.1 Minutes of the November 29, 2012 Board meeting*

The minutes were reviewed The Chair asked about the maternity leave replacement position. The CEO replied that Tricia Everaert has accepted the position, and will begin January 21. She has experience in public and school libraries, and in cataloguing.

*4.2 November and December 2012 Financial Reports*

The CEO reviewed the report, adding that she just signed off on the last of the 2012 invoices. C. Penner asked if unspent money in the salaries' budgets can be used elsewhere; the CEO responded that it could not. We are still waiting for the Ontario Government grant, as are many other public libraries. It is expected in the next two months. In response to a question from L. Jones, the CEO explained that the 'other' library collections account is for audiovisual materials, while the 'contracts' line includes processing costs and database subscription charges.

*4.3 November and December 2012 Statistics*

The CEO reviewed the report. It is expected that visits will increase in the new library. The Chair asked if there is a way of determining if fewer visits is a trend in libraries. The CEO responded that all Ontario libraries report their statistics to the Ontario government, who publishes them. The meeting took a look at the 2010 statistics to see how many

visits Grimsby Public Library received in a year. That number is higher than LPL. The DCEO noted that it could include visits to the art gallery, depending on how they do their count. L. Jones asked if we had the 2012 library visits total yet; the CEO responded that we haven't tallied that yet and are working on all the statistics' totals.

C. Penner noted that a 10% decrease in visits is a lot, and that we will have to market the new facility. The Chair added that we don't know how arena visits will affect library visits, and after moving into the new facility it will take a while to determine trends.

L. Jones asked how we know if people are happy with their library, and the Chair asked the DCEO if the turnover rate could reflect people's satisfaction. The DCEO responded that it could to an extent, in that it is clear that, for example, many of the books in our junior non-fiction collection are not needed by our patrons, while much of our adult fiction is meeting their needs. The CEO noted that another way we could increase patron satisfaction is by lowering the ratio of holds to copies, which is currently at 10, meaning that we wait until a given copy of a title has ten holds before ordering another copy.

The CEO noted that one patron had borrowed an unusually high number of CDs in the past few months, which accounts for the rise of that collection's circulation.

E-book circulation is up. The CEO noted that because we are in the consortium we have a diverse collection. V. Fleming asked if people can use various e-readers to borrow library e-books; the CEO responded that they can. Kobo is the most popular. Kindle is not yet supported by Overdrive in Canada.

#### *4.4 2012 Turnover Rate Statistics*

THE DCEO reviewed the report. The Chair asked if there was a way to determine which titles had not circulated; the DCEO responded that she asks the Technical Services Coordinator for circulation reports with defined parameters that can identify these titles. K. Vandeyar asked what turnover rates would be desirable; the DCEO responded that she hadn't set specific goals for them all but would like to see the junior non-fiction at 2, and the adult fiction over 3.

Factors that deter circulation, such as books on bottom shelves, were discussed. The DCEO noted that raising the bottom shelf and using tilted shelves were things some libraries were doing to encourage browsing of bottom shelves. The CEO pointed out that we will have to use bottom shelves in the new library due to space concerns. C. Penner asked if the new library will have tilted shelves; the CEO said they will be considered.

#### *4.5 Report of the CEO*

The CEO reviewed her report. The Technical Advisory Committee for the Community Complex will be reviewing the 30% design plan this week. The Wii tournament, teens vs seniors, is planned next week.

#### *4.6 Report of the DCEO*

The DCEO presented her report. There were no questions.

#### *4.7 Board Correspondence*

Envelopes addressed to each Board member and the CEO were delivered to the library before the meeting, and will be discussed under New Business.

13-02	Moved: L. Jones	Seconded: D. Rintjema
	Be it resolved that the consent agenda be approved. <b>CARRIED.</b>	

## 5. Business Arising

### 5.1 Community Complex Planning Update

K. Vandeyar reported that the quiet fundraising campaign was underway, with the public one starting in June.

The CEO added that staff had commented on the 30% design. The next stages are the 60%, then 90% designs. Currently, meetings with the architect involve the whole TAC; she will see if a meeting of all staff, the Board and the architect can be arranged.

L. Jones asked if the entire Fleming collection of over 44,000 items will fit in the new library. The CEO said it will not, as there is not room nor demand for that many items, and the collection will have to be heavily weeded. L. Jones said he felt the new library was a far cry from our vision when we started looking at a new facility. The CEO noted that selection will have to focus on items that will be in demand. Some of the factors limiting the space at the new library, such as accessibility guidelines, sightlines, and the desire for more space for staff, programs and seating, were reviewed.

13-03	Moved: V. Fleming	Seconded: G. Barlow
	Be it resolved that the verbal update on the Community Complex be received as information. <b>CARRIED.</b>	

### 5.2 Moses F. Rittenhouse Library Accessibility Update

Deferred to the next meeting.

## 6. New Business

### 6.1 Budget Process Update

The CEO reported that there have been no changes to the approved budgets.

### 6.2 CEO Review

The Chair reported that L. Jones, L. Padfield and he have met. He requested that Board members talk to one of them if there is anything they want covered.

### 6.3 Board Correspondence

13-04	Moved: J. Kralt	Seconded: D. Rintjema
	Be it resolved that the Lincoln Public Library Board move into a closed session to discuss a matter about an identifiable individual. <b>CARRIED.</b>	

13-05	Moved: L. Jones	Seconded: V. Fleming
	Be it resolved that the Lincoln Public Library Board come out of a closed	

session. <b>CARRIED.</b>
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The Board directed the CEO to place the matter discussed in closed session on the agenda for the next Board meeting.

**7. Adjournment**

<b>13-</b>	Moved: C. Penner
<b>06</b>	Be it resolved that the meeting be adjourned at 9:23 pm. <b>CARRIED.</b>

Chair \_\_\_\_\_

Secretary/Treasurer \_\_\_\_\_