



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, Dianne Rintjema, Kumbir Vandeyar

Regrets: Carol Penner

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

13-	Moved: L. Jones	Seconded: D. Rintjema
13	Be it resolved that the agenda be approved. CARRIED.	

4. Consent Agenda

4.1 Minutes of the February 21, 2013 Board meeting

The minutes were reviewed.

4.2 February 2013 Financial Report

The Chair noted that over \$1500 in fines has already been received. The CEO added that this revenue has gone down due to e-mail notification of items about to be due.

K. Vandeyar asked why more of the revenue from development charges was going to DVDs. The CEO responded that she is building the DVD collection and buying replacements.

4.3 February 2013 Statistics

The CEO reviewed the report, noting that circulation is down. The DCEO noted that Vineland was closed one Friday in February. The CEO said that Netflix and Internet viewing were likely contributing to the reduction in DVD circulation. She added that staff is doing more displays at the Fleming library, and she is mentioning new materials on her blog and on Twitter.

L. Padfield noted that browsing DVDs at the Fleming Library is difficult because of the crowded conditions. L. Jones expressed concern that we are not getting the message out about what we have, and that we need to figure out what we need to do differently. L. Padfield feels the library needs to have more programming, organized by a volunteer committee, on a regular night. The CEO will look into the feasibility of having a volunteer committee for programming. Programming will be added to the next meeting's agenda. The CEO added that staff is looking at having programmes presented by staff from other library systems.

L. Jones would like to see some expansion of the statistics. For example, for the meeting rooms, he would like to know who is using the room. The CEO responded that the statistics do not include use of the rooms for library programmes. The CEO will add a page to future monthly statistics reports which states who is renting the space, and how the use breaks down between profit and nonprofit users.

4.4 2012 Statistics and Cumulative Visits 2007-2012

Visits are down, particularly in Beamsville, likely due to it not being an inviting building.

4.5 Report of the CEO

The CEO reviewed her report. She added that Children's Services Co-ordinator Elisabeth Peters will be retiring at the end of July.

The CEO said the new library will have a high activity area near the circulation desk, where audiovisual materials will be shelved. The Chair asked if there are different ways of displaying DVDs, so that more than just the spine is visible. The presence of vending machine-type units at other libraries was discussed.

4.6 Report of the DCEO

The DCEO presented her report, highlighting the contribution of three staff members who stepped in to cover children's programmes when E. Peters was away. She also noted that MFR's circulation is down due to the cessation of classes coming to the library. Some of these are scheduled to resume, and the MFR staff are looking forward to seeing the students again.

4.7 Board Correspondence

None.

13-	Moved: L. Padfield	Seconded: D. Furry
14	Be it resolved that the consent agenda be approved. CARRIED.	

5. Business Arising

5.1 Community Complex Planning Update

K. Vandeyar distributed a two-page document titled "Town of Lincoln Community Complex – Naming Opportunities". It was presented to the Fundraising Committee by the Fundraising consultant, Campaign Coaches. The committee had no input into it. It has been approved by Council. There will be criteria that must be met for potential donors to be approved. No potential donors have been approached. Benches and furnishings have not been included. The next step is for the Library Board to set up guidelines for what kinds of naming rights for donors are acceptable to them.

D. Rintjema asked if Campaign Coaches had any suggested texts stating criteria for donors. She and V. Fleming agreed it would be good to see them.

The DCEO noted that the library must uphold its commitment to intellectual freedom, meaning that any potential donors would have to agree that they cannot dictate what materials and services the library offers.

K. Vandeyar suggested that Campaign Coaches consultants attend the May Board meeting. He also needs suggestions of names of potential donors in the \$25,000 range. Volunteer canvassers are also needed to help with “the ask”; further details are on page two of the handout. The Chair directed the Board to consider what is, and what isn’t, acceptable to them regarding naming rights in the new library.

5.2 Review of Draft Floor plans for new Beamsville facility

The CEO reviewed the plans. The biggest change from the plans is that the library staffroom has been eliminated, and that library staff will share one with arena and administration staff. The arena administration area has been redesigned to accommodate a larger staffroom, and there will be a door from the library to the staffroom. Staff desk in the children’s area is planned. There will be OPACS throughout the library. If self-checkout is offered, the option for having the terminals on or near the circulation desk is being considered. There will be no security system. The meeting rooms upstairs have movable walls, so one large room can be made.

The CEO added that there is a designer attached to the project, and staff will have a say in the colours and furnishings. The Chair requested that the Board also see samples.

The CEO is planning for 5 ½’ tall shelving to accommodate the ceiling heights between ten and eleven feet.

The Chair asked about doors in the workroom and to the CEO’s office; the CEO responded that some workroom doors have been eliminated and the CEO’s office door will open into the library.

5.2 Moses F. Rittenhouse Accessibility Project

Deferred to the next meeting.

6. New Business

6.1 Collection Size in New Facility

Already discussed in 4.5.

6.2 Policy Update – G-8 Hiring; G-18 Statutory Holidays

The CEO reviewed the reasons for the changes.

13-	Moved: L. Padfield	Seconded: D. Furry
15	Be it resolved that policies G-8 Hiring and G-18 Statutory Holidays be revised.	

6.3 CLA Membership

The CEO reviewed this section of her report. She noted that CLA does good things on a national level, such as the book rate for interlibrary loans, and work on privacy issues. She recommends we switch to one personal membership for 2013 at a cost of \$200.

CLA is reviewing its membership fees for 2014 after complaints from many libraries on the high cost of membership for those with budgets over \$1 million.

13-	Moved: D. Furry	Seconded: G. Barlow
16	Be it resolved that Lincoln Public Library Board authorize the payment of one personal CLA Membership for the CEO.	

7. Adjournment

13-	Moved: L. Jones	
17	Be it resolved that the meeting be adjourned at 9:35 pm. CARRIED.	

Chair _____

Secretary/Treasurer _____