



**LINCOLN
PUBLIC
LIBRARY**

Minutes

Meeting of the Lincoln Public Library Board

Tuesday November 19, 2013, 7 pm

Moses F. Rittenhouse Library, Vineland, 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, David Furry, Lynn Jones, Leah Padfield, Kumbir Vandeyar

Regrets: Vernah Fleming, Dianne Rintjema

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

Guest: Beth Wagner

1. Call to Order

The Chair called the meeting to order at 7:13 pm. As there was no quorum, it was decided to begin the meeting with the Library User Group Fundraising Report.

2. Declaration of Conflict of Interest

None.

3. Library User Group Fundraising Report

The Chair welcomed Beth Wagner, Chair of the Fundraising Committee, to the meeting. She updated the Board on the committee's plans:

- There has been a change in management at Twenty Valley Golf Club, but they are still eager to be the venue for the April 25 event. The committee is considering having the dinner Marché style, with food stations, which could increase activity around the silent auction tables.
- About half of the notecards have been sold. The Lions Club has been quite generous, allowing sales at their breakfasts and at the upcoming Trivia Night. Committee members are also using these opportunities to talk to people about the new library.
- Some stores have agreed to accept donation jars.
- Plans are underway for a Comfort Food Crawl on Sunday January 26. Local restaurants would be asked to designate a "Lincoln Special", with a percentage of its sales that day going to the Community Complex. News Now has agreed to provide free advertising.
- Family Movie Nights are being planned, to begin in January at Providence Church.

K. Vandeyar arrived during this update, at 7:24 pm, which resulted in a quorum.

The CEO outlined the procedures for accounting for the notecard and donation jar monies. Beth Wagner left the meeting at 7:34 pm.

4. Approval of Agenda

13-56	Moved: L. Padfield	Seconded: L. Jones
	Be it resolved that the agenda be approved as amended. Carried.	

K. Vandeyar continued with the second part of the Library User Group Fundraising Report. He referred to his e-mail sent to the Board on Sunday November 17. He presented two matters for the Board's consideration.

First was a request that the Board consider a motion that grants the Town of Lincoln permission to place TLCC marketing materials in the libraries, provided they have been approved by the Fundraising committee, and outlines the library's relationship to any commercial sponsor of marketing materials.

K. Vandeyar indicated that a printer has agreed to give the Fundraising Committee a discount on the cost of printing bookmarks. The Chair inquired about the cost; K. Vandeyar responded that 6000 bookmarks would be approximately \$350. L. Padfield asked when they would be ready; K. Vandeyar indicated as soon as possible.

13-57	Moved: K. Vandeyar	Seconded: G. Barlow
	<p>Be it resolved that the Lincoln Public Library Board give its consent to place the Town of Lincoln's marketing material (such as but not limited to bookmarks, posters, handbills and displays) in relation to the Town's fundraising campaign for the Town of Lincoln Community Complex (TLCC) and containing acknowledgement of a third-party sponsor (the "Sponsor") of the said marketing material, inside the LPL branches provided that:</p> <ol style="list-style-type: none"> 1. The Town of Lincoln assumes responsibility for the form and content of the marketing material. 2. The marketing material is reviewed and approved by the Board's Library Fundraising Group subcommittee who will ensure that: <ol style="list-style-type: none"> a) the material's form and content conforms to the spirit of the LPL's policies; and b) the distribution or placement of the material does not adversely affect the Lincoln Public Library's operations. 3. The Sponsor clearly understands and acknowledges that: <ol style="list-style-type: none"> a) His/Her/Its sponsorship relationship or contract is with the Town of Lincoln and not with the Lincoln Public Library. b) The Sponsor is not entitled to any additional advertising, marketing or sales rights from the Lincoln Public Library. <p>Carried.</p>	

Second was a request, made by TLCC Central Management Team (CMT) Chair Margaret Andrewes, that the Board formally adopt the proposed guidelines for naming rights in the new library. K. Vandeyar reminded the Board that the draft had been approved in April 2013, as the basis of the Board's discussions with the Town's fundraising consultant.

The DCEO and L. Padfield suggested a few minor changes in the document to make it clearer.

During discussion of the proposed guidelines, the CEO clarified that the program room will be administered by the Town, with the understanding that library events take priority and all time slots will first be offered to the library. Library staff will book the study room. The CEO will get this agreement in writing.

D. Furry arrived at this point. (8:01 pm)

The CEO recommended that the Board give a copy of the guidelines for naming rights to the CMT, asking them to respect the spirit of the document.

13-58	Moved: K. Vandeyar	Seconded: L. Padfield
	Be it resolved that the Lincoln Public Library Board approve the proposed Guidelines for Naming Rights, with the suggested amendments, as part of the appendix of the policy manual. Carried.	

The DCEO will revise the document and send it to the CEO for inclusion in the policy manual's appendix.

In response to a question from L. Jones, the CEO and K. Vandeyar confirmed that names would appear at the end of shelving ranges and not on the shelves themselves.

5 CEO Evaluation

L. Padfield reported that the CEO Evaluation Committee had met and the evaluation was complete. It was acknowledged that the quarterly statistics are in process. Succession planning will be discussed in December; reports on the CEO's meetings will be discussed in January.

6. Consent Agenda

6.1 Minutes of the September 17, 2013 Board meeting

The minutes were reviewed.

6.2 October 2013 Financial Report

The CEO presented the report.

6.3 Report of the CEO

The CEO reviewed her report. In response to a question from K. Vandeyar, she explained that she was part of the audit team for the Wainfleet Public Library's accreditation. She added that some promising applications have been received for the position of Technical Services Coordinator; it was acknowledged that it is an unusual position, with a mixture of IT, cataloguing, and public service skills needed.

She reviewed the marketing work being done, which includes two blogs, at least one tweet per day, and the Facebook page maintained by Margaret Daley.

6.4 Report of the DCEO

The DCEO reviewed her report, highlighting the successful OPLW events and the newly-painted wall in the MFR meeting room.

6.5 Board Correspondence

None.

13-59	Moved: L. Jones	Seconded: D. Furry
	Be it resolved that the consent agenda be approved. Carried.	

7. Business Arising

7.1 Community Complex Planning Update

The CEO updated the Board about the furnishings. She explained that due to its technical details, the shelving RFP had been prepared by her and the DCEO. In response to a question from L. Jones, the CEO said that library storage would be in the program room and the workroom, with seasonal storage available in the arena area of the building.

7.2 Capital Budget Update

The CEO explained how changes in the technology needs of the new library meant a lower capital budget than was previously passed. Details are in her monthly report.

13-60	Moved: L. Padfield	Seconded: G. Barlow
	Be it resolved that the revised Capital Budget be approved. Carried.	

8. New Business

8.1 Policy Update – B-16 Purchasing and G-8 Hiring

The CEO reviewed her report. In response to a question about the nepotism clause in G-8, she clarified that Pages could be related, since one would not report to the other.

13-61	Moved: L. Padfield	Seconded: D. Furry
	Be it resolved that Policies B-16 Purchasing and G-8 Hiring be updated as presented by the CEO. Carried.	

8.2 Collections Budget Allocations Rationale

The CEO reviewed her report. We will be adding electronic products with Freegal in 2014 and Zinio to be considered for the future. We have to be mindful of the amount of space available on the libraries' shelves. In response to a question from L. Jones, she explained that staff keep up-to-date on trends through professional reading and following library-related blogs and twitter accounts.

8.3 Bedbug and Sharps and Biohazards Protocol

The CEO reviewed both procedures, which will be sent to staff. In response to a question from L. Jones, she explained that staff already have access to information about bedbug control, including photos, and that the subject was covered in an Adult Staff Meeting.

The DCEO suggested that, under number one in the bedbug protocol, that "except upholstered furniture" be added. L. Padfield and the DCEO made some minor style suggestions as well.

Retirement/Staff & Board Christmas Dinner

The CEO reported that a retirement dinner for James Wagner, which will also be a Christmas get-together for staff and Board members, will be held Friday evening, December 6, at the

Stonehill Grill in Vineland. The Chair and CEO reported that there are funds available in the Board discretionary fund to subsidize the cost and purchase a retirement gift. After some discussion, it was agreed to use some of these funds towards recognizing James's retirement.

Next Meeting

It was agreed to hold the next meeting Tuesday December 10 rather than Tuesday December 17. The meeting will be at the Fleming Library in Beamsville. L. Padfield requested that the date of the next meeting be indicated on both the minutes and agenda.

8. Adjournment

13-	Moved: D. Furry
62	Be it resolved that the meeting be adjourned at 9:45 pm. Carried.

Chair _____

Secretary/Treasurer _____