



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, Dianne Rintjema, Kumbir Vandeyar

Regrets: Vernah Fleming, David Furry,

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

1. Call to Order

After determining that a quorum was present, the Chair called the meeting to order at 7 pm.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

K. Vandeyar suggested that priority items be discussed earlier in the meeting. He proposed that after item 4 (CEO's Evaluation), the Board move to 7.3 (Ad Hoc Committee – Fundraising), 7.1 (2014 Operating Budget), and 7.2 (New Book Drop – Vineland), then resume the agenda order as printed.

13-48	Moved: L. Padfield	Seconded: G. Barlow
	Be it resolved that the agenda be approved as amended. Carried.	

4. In Camera

13-49	Moved: D. Rintjema	Seconded: L. Padfield
	Be it resolved that the Lincoln Public Library Board go into a closed session to discuss personnel matters about an identifiable individual. Carried.	

The CEO and DCEO left the meeting. (7:15 pm)

13-50	Moved: K. Vandeyar	Seconded: D. Rintjema
	Be it resolved that the Lincoln Public Library Board come out of a closed session. Carried.	

The CEO and DCEO returned to the meeting. (7:56 pm)

7.3 Ad Hoc Committee – Fundraising

The Chair reviewed the policy. A number of typographical errors were noted: the first sentence should state the full name of the committee (as written in the Topic line); in the second paragraph, the word ‘to’ is needed before “plan” and “Committee” should be “Community”. In addition, it should be noted that the committee would be referred to as the Fundraising Committee.

K. Vandeyar asked about the community members – how are they recruited and should we limit their number. Discussion of these questions and the issue of Board representation took place; it was decided to leave the policy as drafted with the above word changes. The CEO will send the revised policy to the Board.

13-51	Moved: G. Barlow	Seconded: D. Rintjema
	Be it resolved that the Lincoln Public Library Board establish an ad hoc Community Complex Library User Group Fundraising Committee, to be referred to as the Fundraising Committee, as per the amended new policy B-21. Carried.	

The Chair welcomed Beth Wagner, Chair of the Fundraising Committee, to the meeting (8:35 pm). She explained that the committee was formed in mid-August. She named the committee members, and indicated that she'll come to the monthly Board meetings to update the Board on the committee's activities and finances. She outlined what the committee has done, and what is planned:

- Fundraising Committee members were part of the September 7 TLCC Fundraising launch
- Donor lists have been compiled
- Promotional bookmarks are being considered; she passed around various design ideas
- Notecards, with photos donated by James Wagner, are at the printer; plans are underway to sell them at various locales
- A fundraising dinner and silent/live auction evening at Twenty Valley Golf Club is proposed for Friday April 25, 2014. Tickets (total of 160) would be \$100, part of which would be a charitable donation. Potential revenue is \$15,000+.
- Bulb sales, likely through **Vesey's**. In response to a question from L. Padfield, Mrs. Wagner added that the sales would likely be in conjunction with the Lincoln Garden Club, and ordering from **Vesey's** means the Fundraising Committee only purchases what has been ordered, rather than buying in bulk.

Mrs. Wagner explained that she needs \$200 to confirm the date for the dinner with the golf club. The Chair and CEO explained that any monies that the Fundraising Committee requires will be approved by the CEO and will flow through special Town revenue and expenditure accounts. K. Vandeyar expressed concern that the library would be responsible for these funds; he believes the Board needs to formally authorize the Fundraising Committee's expenditures. The Chair explained that the system in place has the necessary checks and balances.

D. Rintjema thanked Mrs. Wagner for her presentation and work to date. She suggested that the Fundraising Committee could do the giftwrapping for the November 16 Shoppe Fest at **Beamsville District Secondary School**. Mrs. Wagner responded that committee members are going to be selling notecards at the **Lincoln Seniors' Club** Christmas Craft Show at Lincoln Centre that day, but that she could probably get some people to wrap gifts.

Mrs. Wagner requested that the Board allow the Fundraising Committee to place donation jars at both libraries; there were no objections.

L. Jones suggested an “Antiques Roadshow”-type event as a fundraiser. Mrs. Wagner thanked him for the suggestion. She left the meeting at 9:18 pm.

7.1 2014 Operating Budget

The CEO reviewed her report. The Ministry grant for 2014 will be \$40,880. The CEO clarified that the Flatscreen Display at Fleming will be for the new library. L. Padfield asked about the \$2000 for photocopiers; the CEO responded that this is the total of the lease fees for them.

The Chair explained that any funds not spent go into the Town’s operating reserve fund while any budget overruns come out of the operating reserve fund.

In response to a question from L. Jones, the CEO explained that the percentage increases for Sunday staffing and Staff reorganization are based on the base budget’s expenditures. The base budget for 2014 does not include these increased staff costs, but does include the 1% salary increase. She will send the Board a more detailed explanation of how these figures were reached.

D. Rintjema asked when Sunday openings would start; the CEO responded that she had budgeted them to start in the Fall of 2014.

D. Rintjema asked when the new staffing would start; the CEO responded that she planned to start in January.

13-52	Moved: L. Padfield	Seconded: L. Jones
	Be it resolved that the 2014 Operating Budget be approved, with the addition of the salary increase for both Sunday openings and the proposed staff reorganization. Carried.	

7.2 New Book Drop – Vineland

The CEO noted that there are sufficient funds in the Capital budget for this item.

13-53	Moved: K. Vandeyar	Seconded: D. Rintjema
	Be it resolved that staff purchase a new book return for the MFR branch as per the DCEO’s report. Carried.	

6. Business Arising

6.2 Library User Group Complex Fundraising

K. Vandeyar reported that the campaign for sponsoring shelves would start at the beginning of November. He’ll provide an update at the next Board meeting.

6.1 Community Complex Planning Update

The CEO reported that James Wagner had been at the construction site taking photos, and he noticed that the opening for the book drop was vertical rather than horizontal. The CEO has alerted the architect about the error. The CEO reviewed the progress of the building to date.

Other New Business

The DCEO encouraged all Board members to attend the Ontario Public Library Week events happening the following week.

L. Padfield requested that the date, time and place of the next meeting be noted at the end of the minutes. K. Vandeyar added that it should also appear on the website.

L. Padfield requested that the discussion about collections be on the next meeting’s agenda.

D. Rintjema requested that there be a discussion about noxious substances such as bedbugs at the next meeting.

5. Consent Agenda

5.1 Minutes of the September 17, 2013 Board meeting

The minutes were reviewed. The following corrections were requested:

- Change the location to Vineland
- Page 2, item 4.5, paragraph two & Page 4, item 5.1, paragraph 5: ‘committee’ should read Technical Advisory Committee
- Page 4, item 5.1, paragraph 4: remove the last sentence and replace it with “The Chair explained how the design-build process worked.”

Documentation for agenda Items 5.2, 5.3, and 5.4 was included in the Board package sent by the CEO; the items were not presented due to time constraints. There were no questions about them. 5.5 i. was referenced in the CEO’s presentation of the 2014 Operating Budget.

5.5 ii Board Correspondence – Elisabeth Peters – Thank you. The CEO showed the Board a thank you note from Miss Peters.

13-54	Moved: L. Padfield	Seconded: D. Rintjema
	Be it resolved that the consent agenda be approved. Carried.	

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

To be deferred to the next meeting.

8. Adjournment

13-55	Moved: G. Barlow
	Be it resolved that the meeting be adjourned at 10:20 pm. Carried.

The next regular meeting of the Lincoln Public Library Board will be Tuesday November 19, 7 pm, in the meeting room of the Moses R. Rittenhouse Library in Vineland.

Chair _____

Secretary/Treasurer _____