



**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, Carol Penner, Dianne Rintjema, Kumbir Vandeyar

**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 7:07 pm.

**2. Declaration of Conflict of Interest**

None.

**3. Approval of Agenda**

<b>13-41</b>	Moved: L. Padfield	Seconded: D. Furry
	Be it resolved that the agenda be approved. Carried.	

**4. Consent Agenda**

Due to technical difficulties, the consent agenda began with 4.2.

*4.2 May 2013 Financial Report*

The CEO reviewed the report. The documentation for the Provincial Unconditional Grant has been submitted. The summer student grant money has been received.

V. Fleming arrived at this point.

The Chair asked about the amount remaining in the collections budget. The CEO responded that Fall is the biggest publishing season, and that many items are yet to arrive.

*4.1 Minutes of the June 16, 2013 Board meeting and the July 16, 2013 Special Board Meeting*

The minutes were reviewed. The DCEO noted a typographical error in the July minutes: in the last sentence of section 6, it should read 'us', not 'use'.

L. Padfield questioned why the statistics were presented monthly, as she thought the Board had decided on quarterly reports at the June meeting. After some discussion, it was agreed to clarify this under New Business.

*4.3 May 2013 Statistics*

The CEO reviewed the report. While some areas were up, generally circulation and visits are down. The Chair noted that eBook circulation is 20% that of adult print fiction.

L. Padfield requested that statistics also be represented in bar graph form. There was discussion about what level of detail would be shown graphically. The decision was to show the broad picture with four circulation figures -- eBooks, print, non-print, and total -- plus in-person and online visits, comparing the same time period last year to this year.

The Chair noted that we need to be aware of trends in circulation in order to allocate our resources wisely. The CEO added that she read on Stephen Abram's blog that DVDs may not be around in a year and a half, as people go online or use Netflix. She added that she believes there will continue to be a demand for library DVDs for a while. The Chair asked if there was an online source for videos that libraries can offer to their users. The CEO responded that there is Hoopla, but not too many libraries are using it. The DCEO added that OverDrive offers a video download service.

The CEO added that another downloadable service to consider is Zinio, which offers downloadable magazines. It has received positive feedback from other libraries.

K. Vandeyar asked about funding of these downloadable services, noting that Freegal will be funded by funds transferred from the print reference collection. The CEO noted that the funds are within the collections budget. Freegal will be a collection contract, like the purchase of the online versions of Encyclopedia Britannica and World Book. K. Vandeyar asked how the nature of the collection will change as resources are allocated from print to digital. The Chair responded that we will address these questions next month when the operations budget is discussed.

L. Padfield asked about the usefulness of encyclopedias; the CEO responded that they are good for children, who need a citable, trusted source for projects.

#### *4.4 Turnover Rate – September 2012 – August 2013*

The DCEO presented the report. The numbers are not going in the direction we had hoped, but she and the CEO have formulated a plan to address collection and weeding issues. L. Padfield was pleased to see a plan in place.

The Chair asked about the Literacy collection. The CEO responded that it has been around for a while, and while some items may be reassigned to other collections, it is clear that most of it is not in demand.

The Chair requested that the turnover rate and circulation statistics be presented in different months.

#### *4.5 Report of the CEO*

The CEO reviewed her report. L. Padfield asked about the Niagara Knowledge Exchange Webinar. The CEO explained that it is a regional website with a calendar of social and cultural events and demographic reports. It is available to the public.

L. Padfield asked about minutes of the committee meetings about the Community Complex. The CEO explained that these are just circulated to committee members, and she updates the Board at the next Board meeting.

The CEO added that the Niagara libraries video is finished and she will show it at the next meeting.

V. Fleming asked about the time commitment the CEO has as the new Chair of the Federation of Ontario Public Libraries Advocacy Task. The CEO responded that it won't take a lot of time. FOPL wants to increase its advocacy activities to the Province, and is planning to let all ministries know about the value of libraries.

#### 4.6 Report of the DCEO

The DCEO presented her report. She highlighted the success of the summer programs, noting that Jennifer Dinning worked very hard and was responsible for much of this success.

The DCEO handed out the new Fall 2013 Programs brochure and the enhanced programs and services brochure, and elaborated on them and the new look of the posters for library programs. K. Vandeyar asked when we planned the next edition of the brochure. The DCEO responded that it would likely be in the new year, or when the current stock ran out. K. Vandeyar asked if we would consider taking advertisements to support the cost of the publication. The DCEO is reluctant to go that route because libraries have traditionally been advertising-free places. This would need more Board discussion.

If Board members have ideas about where these colour brochures could be distributed, they are asked to let the DCEO know.

K. Vandeyar asked about the decision to stop accepting Page applications at any time. The DCEO explained that often by the time positions are available, either the six-month period in which we retain applications has passed, or the student is no longer interested in the position. We will advertise available positions on our website, bulletin boards, and social media sites, and possibly at local schools.

#### 4.7 Board Correspondence

None.

<b>13-42</b>	Moved: L. Padfield	Seconded: D. Rintjema
	Be it resolved that the consent agenda be approved. Carried.	

#### 6.4 New Business – Statistical Reports

This item was moved to earlier in the meeting to ensure it was covered. The CEO reminded the Board that there were two aspects of the statistical report on which staff wanted Board input: level of detail and frequency. Both the Chair and K. Vandeyar requested the same level of detail, except in bar graphs, whose level of detail was covered in item 4.3. The Chair also requested that the statistics be presented on two sheets. The following schedule was discussed:

##### **Circulation, Programming and Usage Statistics**

<u>Period covering</u>	<u>Reported in</u>
January – April	May
May – August	September
September – December	January

##### **Turnover Rate Statistics**

<u>12-month Period</u> <i>(last year/this year)</i>	<u>Reported in</u>
February – January	February
June – May	June
October – September	October

<b>13-43</b>	Moved: C. Penner	Seconded: D. Furry
	Be it resolved that the statistics reporting format be changed from monthly to once every four months, with all reporting details to remain the same. Carried.	

## 5. Business Arising

### 5.1 Community Complex Planning Update

The CEO passed around the latest plan of the library layout. The Chair and CEO reviewed the challenges the Town faced in this project and the process that was underway. The CEO has asked library staff for their input into the layout. She reported that she is in discussion with the architect about the furniture, and has asked library staff for their input. There will be two RFPs: one for adult furniture, and one for children's furniture and shelving. She confirmed that the Board and Council had no input into the furnishings.

K. Vandeyar questioned why this was the case, and asked who exactly was making these decisions, noting that when approaching potential donors, it is important to show that funds are being well spent.

The Chair reviewed the process again. The CEO has input into the selection of the furnishings. This has been challenging, in part because some areas were not clear in the initial RFP.

Numerous Board members expressed their dismay that they are not satisfied with the process to date and wished to have been more involved in this and other aspects of the design, layout and furnishings of the new library. The Chair noted that we outlined our objectives for the new library and they must be met within the design, so we must go into any meeting about layout and furnishings knowing how we want them to meet our objectives.

K. Vandeyar and L. Padfield requested a meeting with the Chair of the committee. The CEO explained that the committee working on the design and furnishings is a committee without a chair and that the Project Manager facilitates the meetings. She added that Councillors would have to approve a meeting with the designer.

The CEO elaborated on staff input into the design, noting that library staff have been asked to use Pinterest to send images of furniture they like and that the furnishings will be discussed at the library staff meeting on September 27, 9 am, Fleming meeting room. Board members were invited to pin images as well, and were invited to the meeting.

L. Jones noted that his calculations show that the new library will be 1.3 times larger than the current library. The Chair noted that the calculations depend on what sections of each building are counted.

### 5.2 Library User Group Complex Fundraising

K. Vandeyar reported that the library has a fundraising team, chaired by Beth Wagner. He urged the Board to support it, and to consider sponsoring a shelf for \$100. The DCEO noted that all shelf sponsors must be asked to sign an agreement stating that they will not challenge the location of their name in the new library; if the shelves have the names, we do not wish people to be challenging materials found on those shelves.

K. Vandeyar thanked the CEO and DCEO for volunteering at the September 7 fundraising kickoff, and noted the enthusiasm and commitment of Margaret Andrewes.

<b>13-44</b>	Moved: D. Furry	Seconded: D. Rintjema
	Be it resolved that the Community Complex Planning Update and the Library User Group Complex Fundraising Update be received as information. Carried.	

**6. New Business**

*6.1 2014 Capital Budget*

The CEO reviewed the budget, which must be submitted next week. The DCEO noted that item 1b in the Capital Budget Overview document should read Fleming. We are requesting additional capital funds for the purchase of additional public Internet stations, laptops for training, OPACs and an interactive whiteboard.

<b>13-45</b>	Moved: L. Jones	Seconded: L. Padfield
	Be it resolved that the 2014 Capital Budget be approved. Carried.	

*6.2 Policy Update – B-16 Purchasing and G-8 Hiring*  
Bring forward.

*6.3 Letter of Resignation – C. Penner*

<b>13-46</b>	Moved: G. Barlow	Seconded: K. Vandeyar
	Be it resolved that C. Penner's letter of resignation be accepted. Carried.	

**7. In Camera**

*CEO's Evaluation*

Bring forward. L. Padfield requested that it be scheduled earlier in the next meeting.

**8. Adjournment**

<b>13-47</b>	Moved: C. Penner	
	Be it resolved that the meeting be adjourned at 10:10 pm.	

Chair \_\_\_\_\_

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