



**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, Jo-Anne Vandermeij Kumbir Vandeyar

**Regrets:** Vernah Fleming, David Furry

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

**1. Call to Order**

After determining there was a quorum, the Chair called the meeting to order at 7:07 pm.

**2. Declaration of Conflict of Interest**

None.

**3. Approval of Agenda**

The CEO requested an addition under New Business: 7.4 Development Charges Transfer.

<b>14-67</b>	Moved: L. Padfield	Seconded: D. Rintjema
	Be it resolved that the revised Agenda be approved. Carried.	

**4. CEO Performance Review**

<b>14-68</b>	Moved: L. Padfield	Seconded: G. Barlow
	Be it resolved that the Lincoln Public Library Board moved into a closed session. Carried.	

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

<b>14-69</b>	Moved: G. Barlow	Seconded: D. Rintjema
	Be it resolved that the Lincoln Public Library Board come out of a closed session. Carried.	

The CEO and DCEO rejoined the meeting. (8:01 pm)

<b>14-70</b>	Moved: L. Jones	Seconded: L. Padfield
	Be it resolved to accept the recommendation made in closed session. Carried	

**5. Consent Agenda**

*5.1 Minutes of the October 21, November 18 and November 26, 2014 Board meetings*  
The minutes were reviewed.

*5.2 October and November 2014 Financial Reports*

The CEO reviewed the November report.

*5.3 Report of the CEO*

The CEO reviewed her report, highlighting the Ontario Library Capacity Fund, funds from which will enhance our virtual services, including website development scheduled for 2016 and staff training. L. Padfield asked who makes the decisions about the training; the CEO responded that she does, in consultation with staff. K. Vandeyar noted that any hardware purchased with these funds must be for the public.

*5.4 Report of the DCEO*

The DCEO reviewed her report, and passed around some photos showing where Ollie, the library's elf on the shelf, had hidden during his stay at LPL. The program was developed by Children's Services Co-ordinator Leanne Good, and was quite popular with both children and staff.

*5.5 Board Correspondence*

None.

<b>14-71</b>	Moved: J. Vandermeij	Seconded: K. Vandeyar
	Be it resolved that the Consent Agenda be approved. Carried.	

**6. Business Arising**

*6.1 Community Complex Update*

The CEO referred to her report. Some of the signage has been installed, with more to come.

*6.2 Budget Update*

The CEO referred to her report. The operating budget percentage increase is still 2.6%, since the shelving is considered a one-time project, which is needed to increase accessibility at the MFR library.

<b>14-72</b>	Moved: L. Padfield	Seconded: D. Rintjema
	Be it resolved that the revised 2015 Operating Budget be approved. Carried.	

*6.3 Legacy Document Update*

D. Rintjema reported that J. Kralt, G. Barlow, L. Padfield, K. Vandeyar and she met to draft the document. She reviewed it.

K. Vandeyar suggested that a master/timeline annual calendar with critical dates be included; all agreed.

L. Padfield questioned if the succession plan for the DCEO should be the Board's responsibility or the CEO's; the CEO responded that she takes some direction from the Board on this.

There was discussion of community engagement and being more proactive with Council. It was decided to add "Present annually to Council" to the document.

K. Vandeyar suggested that the Board organize one event per year as part of community engagement. The CEO suggested that community consultation was required to determine what the community wants.

L. Padfield suggested that comment cards be placed in the libraries.

D. Rintjema will revise the legacy document for presentation and approval at the next Board meeting.

## 7. New Business

### 7.1 Policy Updates: B-4 Board Reports and C-1 General Facilities

The CEO reviewed the changes.

B-4 Board Reports: For the annual report, the CEO recommends that both versions be provided to Council and put on the library's website. The digest version would be available in the libraries. For the Board reports, the DCEO suggested that each report have a line on the bottom telling the reader that the other version is available.

C-1 General Facilities: K. Vandeyar expressed concern that the policy does not state why e-cigarettes are being banned; he feels a rationale is needed. He noted that the term e-cigarette is not clearly defined and that there may be challenges to the upcoming legislation.

14-73	Moved: D. Furry	Seconded: L. Jones
	Be it resolved that Policies B-4 – Board Reports and C-1 – General Facilities be updated as presented by the CEO. Carried.	

### 7.2 Strategic Plan Update

The CEO went through the plan.

L. Padfield asked about the new salary levels in 1.2.1 – Staffing and Service Review. The CEO responded that it has been raised at the Town level that salary reviews are needed but she doesn't expect them to be done in 2016. L. Padfield suggested that the status of this be changed, under Board Role, from Not complete to Ongoing.

D. Rintjema outlined the Town's Future Focus plans, which are in the very early stages, and include a Cultural Plan. L. Jones stressed that the Library's CEO must be on any Town Committee dealing with the Cultural Plan, and that the Board must advocate for this. The CEO will monitor the development of this committee.

The CEO reported that she will be doing a presentation to the new Council.

Referring to 2.5.1 – Friends of the Library, the CEO reported that nothing is in place. It was agreed that the Board should take the lead on this; D. Rintjema will add it to the Legacy Document under Community Engagement. The CEO suggested that the Community Survey referenced in section 3.1.1 and the Board performance standards referenced in section 4.2.2 also be part of the Legacy Document.

14-74	Moved: L. Padfield	Seconded: D. Rintjema
	Be it resolved that the Strategic Plan update be received as information. Carried.	

### 7.3 SOLS Trustee Report

K. Vandeyar reported. At the recent Trustee Council, it was reported that library issues were not a large part of the recent municipal elections.

The legacy document for the Grimsby Public Library includes a checklist of skills for potential Board members; he recommends we consider developing such a checklist.

He reported that Stephen Abram, Executive Director of the Federation of Ontario Public Libraries (FOPL), made a presentation. Studies of libraries by region, including Niagara, will be undertaken by FOPL.

The CEO added that Abram is working with the Niagara Region CEOs and the President of OLA; they will be meeting at the Fleming Library in April. The cost will be low, about \$150 per library. Margaret Andrewes is assisting with the arrangements.

<b>14-75</b>	Moved: L. Jones	Seconded: J. Vandermey
	Be it resolved that the SOLS Trustee Report be received as information. Carried.	

*7.4 Development Charges transfer*

The CEO reported that, due to the demands on staff before, during and after the move of the Fleming Library, that staff had not been able to spend the entire collections budget. She is recommending that \$15,000 of the Development Charges not be transferred from the Town to the Library; this way, these funds remain in the library's account for use in the future. They can only be used for collections, though beginning in 2015 they can be used for e-books.

The DCEO added that many items have been purchased in 2014, but due to the strong dollar, many were less expensive than anticipated. She reviewed how much was currently spent of the collections budget, explaining that there is enough left to cover the final LSC shipment and the planned purchases from Chapters.

<b>14-76</b>	Moved: L. Jones	Seconded: G. Barlow
	Be it resolved that only \$7,000 of the Library's \$22,000 Development Charges withdrawal request for the 2014 budget be transferred. Carried.	

<b>14-77</b>	Moved: L. Padfield
	Be it resolved that the meeting be adjourned at 10:05 pm. Carried.

Chair \_\_\_\_\_

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