



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 Vandermey, Kumbir Vandeyar

Regrets: Vernah Fleming, David Furry,

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

Guest: Beth Wagner

1. Call to Order

The Chair called the meeting to order at 7:04 pm.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

14-	Moved: L. Padfield	Seconded: J. Vandermey
12	Be it resolved that the agenda be approved. Carried.	

4. Library User Group Fundraising Report

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

- The Comfort Food Crawl is going well. The amount of in-restaurant advertising varies from place to place. This project may not make a lot of money, but the campaign is being seen and talked about.
- Donation jars will be in several local businesses soon. K. Vandeyar has designed the "Common Cents Campaign".
- The Taste of Our Town Dinner and Auction has been moved to Saturday May 3. There will be sponsored entertainment that needs space, so the dinner will likely be plated and seated. J. Vandermey arranged for plants to be donated. L. Padfield asked about artists donating to the auction. The CEO will ask V. Reiser about this.

On behalf of the Board, G. Barlow thanked Mrs. Wagner for her work. She left the meeting at 7:22 pm.

14-	Moved: L. Padfield	Seconded: D. Rintjema
13	Be it resolved that the Library User Group Complex Fundraising report be received as information. Carried.	

5. Consent Agenda

5.1 Minutes of the January 21, 2014 Board meeting

L. Padfield noted that she should be listed under "Regrets", not "Members Present".

5.2 January 2014 Financial Report

The CEO presented the report. Library conference expenses account for the 16% used in the Professional Development account.

5.3 Turnover Report

The DCEO presented the report. In response to a question from L. Jones, it was discovered that a draft of this report was posted to CivicWeb, rather than the final report. The final version states “The 6th edition of the Ontario Public Library Guidelines gives an average rate of 2.65 for a library system our size, so overall we are close due to the high turnover rates for DVDs. Without the DVD rates, the overall rate is 1.85, so we have a lot of weeding and collection promotion to do.”

5.4 Report of the CEO

The CEO reviewed her report. Tech Time will be promoted in the DCEO’s columns. Deliberator should read Defibrillator. The Literacy Council is trying to find out why we didn’t get the grant.

L. Padfield asked if the bottom shelves will be used in the new library, and if they are slanted. The CEO responded that they will be used, due to the size of the collections, and that slanted shelves were not part of the RFP and cannot be changed due to the limited funding envelope.

5.5 Report of the DCEO

The DCEO reviewed her report.

5.6 Board Correspondence

None.

14- 14	Moved: L. Padfield	Seconded: G. Barlow
	Be it resolved that the consent agenda be approved, with the minutes as amended. Carried.	

6. Business Arising

6.1 Community Complex Planning Update

Council is considering a proposal that would redirect dividends from the Town’s utility company to the project. There will be a marketing campaign in the Spring for the entire complex. The Campaign Coaches contract has ended and was not extended. G. Barlow said he thought Campaign Coaches had done an excellent job.

The CEO reported that the official opening will be June 21, likely in the morning. Some of the library staff have toured the space. Shelf sales have levelled off. K. Vandeyar noted that those donating towards the shelf or seat campaign need to do so by April 1 in order for the name to be included by June 21. L. Padfield asked what the role of the Board will be at the opening; the CEO responded that the Town is organizing the ceremony and she doesn’t know of any plans to introduce the Library Board members.

14- 15	Moved: J. Vandermey	Seconded: G. Barlow
	Be it resolved that the Community Complex Planning Update be received as information. Carried.	

6.2 Programming Subcommittee

L. Jones and the Chair reported that, on reviewing the reports and minutes, they recognize that program planning is being covered by staff. The CEO noted that the recent staff reorganization has resulted in more staff time for programs. There has been community input through the survey done by the Town in the Fall. The DCEO noted that LPL staff take part in regional Programmers' meetings, where ideas are shared.

In response to a question from K. Vandeyar, the CEO explained that the Town and Library will have priority when booking the program and meeting rooms. This booking is done on an annual basis, so LPL programming staff are meeting next week to discuss 2014 dates.

7. New Business

7.1 Policy Update – E3 Loans, E4 ILLO, F14 Accessibility, G8 Hiring

The CEO reviewed the updates. In response to questions from K. Vandeyar, the CEO explained that shut-ins self-identify, and can be considered a shut-in for just part of the year. The proposed change in the ILLO policy regarding borrowing from libraries that charge was discussed. F14 and G8 were deferred to the next meeting.

14-16	Moved: L. Jones	Seconded: D. Rintjema
	Be it resolved that Policies E3 Loans and E4 ILLO be updated as presented by the CEO. Carried.	

7.2 Closure – Complex Move

The CEO reported that we expect to start moving into the new library on May 30. During the first two weeks of June, the shelving will be assembled, new furniture will be put in place and new computers installed. The current Fleming Library will need to be closed from June 16 to 20 to move the collections and get them in place for the opening on June 21. The movers, Clifford's, are booked for June 16 and 17. The Chair suggested the June Board meeting be held Tuesday June 25. The DCEO reported that orientation meetings for all adult staff and Pages have been set for Friday June 20.

14-17	Moved: D. Rintjema	Seconded: J. Vandermey
	Be it resolved that the Complex move report be received as information, and that the current Fleming Library be closed at 5 pm Saturday June 14, 2014. Carried.	

7.3 2014 Fee Changes

The CEO reviewed the report.

14-18	Moved: G. Barlow	Seconded: L. Jones
	Be it resolved that the Fee Schedule for 2014 be approved. Carried.	

8. Adjournment

14-19	Moved: L. Jones
	Be it resolved that the meeting be adjourned at 9:39 pm. Carried.

Next Meeting

The next meeting will be Tuesday March 18, 2014, 7:30 pm, at the MFR Library in Vineland.

Chair _____

Secretary/Treasurer _____