



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), Vernah Fleming, Lynn Jones, Dianne Rintjema

Regrets: David Furry, Leah Padfield, Jo-Anne Vandermey, Kumbir Vandeyar

Absent: Geoffrey Barlow

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

5. Business Arising

5.1 Community Complex Update

While awaiting a quorum, the Chair asked the CEO to review her report.

1. Call to Order

After determining there was no quorum, the Chair called the meeting to order at 7:15 pm. No motions could be considered, but it was agreed to review the operating budget and discuss the legacy document.

2. Declaration of Conflict of Interest

D. Rintjema noted that a member of her family is an employee of Lincoln Public Library. She will absent herself for the discussion of the salaries section of the operating budget.

6. New Business

6.1 2015 Operating Budget

The budget was reviewed line by line, beginning with the version without Sundays. The CEO noted the following:

- The Canada Specific account (0621-00) is the grant received to hire a summer student, and is not guaranteed.
- Account 3515-00 (Contract equipment) is higher in part because the CEO has budgeted for the purchase of PC Reservation software. The DCEO outlined how the PC Reservation system works and its advantages for LPL. The CEO confirmed that some of the \$7000 expense is a one-time set-up fee.
- The Computer Equipment Maintenance account (3516-00) was budgeted at six hours/month and could be reduced. It was agreed to reduce it to four hours for the next draft of the operating budget, to bring down the percentage increase.
- The IT Transfer to Reserve (4121-00) has to be in the operating budget, although it is really a capital expense which varies depending on what is purchased. When it is removed from the budget, the 2015 increase decreases to 2.3%.
- The CEO has budgeted drawing \$22,000 from the development charges to fund part of the materials budget, as was done in the last two years. She confirmed that these funds can be used for print or e-resources. It was agreed to increase the amount to \$29,000 for the next draft of the operating budget, to bring down the percentage increase.
- The CEO has designed the budget so that programs are revenue neutral. After considerable discussion of programming, it was agreed to increase line 3127-00 (Program Supplies) to

\$5000 for the next draft of the operating budget, without a corresponding increase in program revenue.

The next section to discuss was salaries, so D. Rintjema left the meeting.

The CEO confirmed that she had budgeted for the Fleming Library to be open from 1 to 5 pm every Sunday from September to March (which is when the Complex is open), with two adult staff and one Page. The difference between the two budgets is \$12,138 extra in salaries and benefits in order to open Sundays. The CEO expected that if Council passed the budget in January, that Sunday openings could begin in February. The DCEO noted that we require a few weeks' lead time for scheduling purposes. The Chair asked about staffing; the CEO noted that the two Casual staff recently hired are willing to work Sundays.

D. Rintjema rejoined the meeting.

6.3 Legacy Document

The CEO reviewed that the current Board should prepare a legacy document by February 1. It was agreed that an ad hoc committee be formed to do this. D. Rintjema expressed her willingness to be on this committee.

The next Board meeting is scheduled for Tuesday December 16 at 7 pm. V. Fleming indicated that she is unable to come, due to a Chamber of Commerce event that evening. It was suggested that the meeting start in late afternoon (4:30 or 5 pm); the CEO will explore this option.

The meeting ended at 8:55 pm.