



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, Leah Padfield, Dianne Rintjema (arrived 7:35), Jo-Anne Vandermeij, Kumbir Vandeyar (arrived 7:26)

Regrets: Lynn Jones

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 reported at this time.

3. Approval of Agenda

| | | |
|-----|--|-----------------------|
| 14- | Moved: D. Furry | Seconded: L. Padfield |
| 55 | Be it resolved that the Agenda be approved. Carried. | |

4. Consent Agenda

4.1 Minutes of the September 16, 2014 Board meeting

The minutes were reviewed. There was discussion about posting draft or approved minutes and the accompanying reports. It was decided to leave the decision regarding when to post what to the new Board.

4.2 September 2014 Financial Report

The CEO presented the report. L. Padfield suggested that bar graphs for the information presented in the general ledger would be helpful, but after further discussion, it was recognized that there was too much information to present that way. It was agreed that the CEO would produce bar graphs for the budget and year to date figures for each category.

4.3 Turnover Rate

The DCEO presented the report.

K. Vandeyar arrived at this point.

4.4 Revised Statistics

The DCEO presented revisions of two statistics from her September report: Active Members and Meeting Rooms.

4.5 Report of the CEO

The CEO reviewed her report, highlighting the work still to be done at the new library. Some sections of her report will be addressed under New Business.

D. Rintjema arrived at this point.

4.6 Report of the DCEO

The DCEO reviewed her report, highlighting the success of some of the programs for children.

4.7 Board Correspondence

None.

| | | |
|--------------|--|----------------------|
| 14-56 | Moved: L. Padfield | Seconded: V. Fleming |
| | Be it resolved that the Consent Agenda be approved. Carried. | |

5. Business Arising

5.1 Community Complex Update

The CEO had covered this under 4.5.

6. New Business

6.1 Ten-Year Capital Technology Plan

The CEO explained that this report is required as part of the Town's asset management process. Board members noted that numerous dates were missing; the CEO will add them.

| | | |
|--------------|--|-----------------------|
| 14-57 | Moved: V. Fleming | Seconded: D. Rintjema |
| | Be it resolved that the Ten-Year Capital Technology Plan be approved. Carried. | |

6.2 2015 Capital Budget

The CEO reviewed the computer replacement schedule. In response to a question from D. Rintjema, the CEO noted that the current children's computers are five years old. G. Barlow asked about disposal of the current computers; the CEO responded that they can be donated to schools to be refurbished, but that they are too old to sell as is. L. Padfield asked where in the budget funds for items sold are recorded; the CEO responded that this money is in the donations line.

The DCEO reviewed the capital request for new shelving at the MFR library, noting that eliminating the spinners would have numerous benefits: there would be more aisle room; the adult fiction would be shelved the same way at both libraries; shelving is easier on paperbacks than are spinners; and the hardcover, trade and mass market paperbacks by one author would be shelved together, making them easier to find for patrons.

| | | |
|--------------|---|--------------------|
| 14-58 | Moved: L. Padfield | Seconded: D. Furry |
| | Be it resolved that the 2015 Capital Budget be approved. Carried. | |

6.3 Policy Updates – B-4 – Board Reports and C-10 – Unattended Children

The CEO reviewed her report.

B-4 – Board Reports: The CEO elaborated on her recommendation that the extended version of the annual report, which was presented to Council, be eliminated in favour of one pamphlet style report, noting that the smaller report would be concise and quicker to read. She outlined what was done in the past, with two reports, noting that a long, magazine-style 2013 Annual Report was not produced.

K. Vandeyar said he believed there should be a single accountability document produced. The CEO responded that the longer report was requested by the library's department heads, and there are

other mechanisms in place for department heads to disseminate information, such as presenting at Board meetings. She is concerned that a longer document won't get read. J. Vandermey said she is not opposed to a smaller document, but an annual report should contain a balance sheet. K. Vandeyar added that the report should indicate the sources of the library's funds.

The CEO offered to bring both versions of the 2012 Annual Report to the next meeting. The Chair said that the Board would look at the long version and decide what elements they want in the next annual report. K. Vandeyar feels that the current, short version is inadequate; the Board needs to decide what it wants to achieve with this document. The CEO noted that budget information is in the Town's annual report.

D. Rintjema said that, as a Councillor, she did not think there was enough information in the pamphlet version of the report. The CEO said that full statistics, full financials and the services provided by SOLS could be included in a longer report.

It was suggested that this be brought forward as a work in progress. K. Vandeyar noted that it has been an ongoing matter. L. Padfield felt that making a decision on this should not be delayed until the new Board was in place, as the 2014 Annual Report reflects the work of the current Board. The CEO asked if the Board wanted to create an ad hoc committee to deal with the issue. She will e-mail both versions of the 2012 report to Board members.

The CEO added that the Niagara Region CEOs are creating a Region-wide orientation workshop and documents for new Board members.

It was agreed that draft minutes will not be circulated; the approved minutes will, as before, be posted on the library's website. K. Vandeyar restated his view that the accompanying documents be made available to the public before the meetings, because they are public meetings. The CEO will revise policy B-4, indicating where the Board package, minus the draft minutes, will be posted on the website, one week before the meeting. If approved at the next meeting, the policy would go into effect for the December meeting.

C-10 Unattended Children: The CEO reviewed her report and the policy. She added that the Town does not have an unattended children policy for the complex. The Chair requested that a summary of the policy be posted in the libraries; the CEO will post this and the code of conduct.

| | | |
|-------|--|--------------------|
| 14-59 | Moved: L. Padfield | Seconded: D. Furry |
| | Be it resolved that Policy C-10 – Unattended Children be updated as presented by the CEO. Carried. | |

6.4 Interac Payments

The CEO referred to section 4 of her report where she recommended that the library use the town's provider. L. Padfield questioned the maintenance and annual fees, saying that she pays less for the same service at her business. The DCEO asked what the anniversary fee was; the CEO responded that she did not know. There was general agreement that the fees were too high. The CEO was asked to present the other quotes and investigate the nature of the fees. The item was deferred until the next meeting.

6.5 Circulation Assistant salary review

D. Rintjema left the meeting, citing a conflict of interest because a member of her family is an employee of Lincoln Public Library.

In response to various questions, the CEO noted that Circulation Assistants average 8-10 hours per week, receive no benefits, have EI and CPP deductions made, and receive 4% vacation pay. It is not

a seasonal job, and all the current Circulation Assistants have post-secondary education. She added that, if approved, the wage change would be made in April, when the other wage increases take effect.

J. Vandermey noted that the current rate is one that many people would welcome. The DCEO provided some history of library wages, noting that, in the 1990s when pay equity came into effect, most public libraries used municipal employees as male comparators, because most libraries had few, if any, male-dominated job classes. This is why this position is being compared to a similar position on the Town's pay grid.

The DCEO suggested that the educational requirement be changed to "post-secondary education or equivalent" to mirror that of the PT Recreation Administrative Assistant position, as indicated in the job ad.

The DCEO asked if these positions move up the grid on a calendar basis or when the number of hours worked equal one year of full-time work; the CEO will find out.

| | | |
|--------------|---|--------------------|
| 14-60 | Moved: L. Padfield | Seconded: D. Furry |
| | Be it resolved that the education level for the Circulation Assistant positions be changed to post-secondary education or equivalent and that the position of Circulation Assistant be placed on level 109 of the year-round salary grid, beginning April 1, 2015. Carried. | |

6.6 Sunday Opening

The DCEO reviewed her report on the information requested about other library systems, noting that only two of the nine smallest Niagara systems are open Sundays, and that no system around the size of Lincoln pays a shift premium to part-time staff who work on Sundays. The CEO referred to section 5 of her report. Two casual Circulation Assistants have been hired who are willing to work Sundays, and another candidate for the position expressed interest in a Sunday-only position should it be created. There are also three full-time employees for Sunday work: the Technical Services Co-ordinator and the Children's Services Co-ordinator were both hired with Sundays as a possible workday; and the CEO, who is willing to work Sundays.

The CEO said that, as far as the schedule goes, casual Circulation Assistants do not receive lieu time during the week, but full-time staff do. The DCEO noted that replacing full-time staff during the week usually entails hiring casual staff. The CEO recommends that both part- and full-time staff receive straight pay or time.

For the salary section of the proposed 2015 Operating Budgets, the CEO will prepare two versions: with and without Sunday openings. Both will budget for two casual Circulation Assistants and one Page, for seven months.

K. Vandeyar raised the question of closing at other times during the week. The CEO noted that the optics of opening a new branch, then cutting hours, would not be good.

D. Rintjema rejoined the meeting.

6.7 Fundraising and Revenue Generation

The CEO reviewed her report.

6.8 Staff Thank You – New Library

The CEO reported that the preferred date was Friday December 12. Location TBA, but staff preferred that it not be at the Complex. The DCEO asked if the Fundraising Committee members had been invited. They had not, but it was agreed that they should be.

In other business, L. Padfield asked about setting a date for the CEO's Performance Review. She, the CEO and the Chair will meet during the first week of November.

D. Rintjema showed the Board the gift that has been created for each member of the Fundraising Committee.

7. Adjournment

| | |
|-----------|--|
| 14- 61 | Moved: J. Vandermey |
| | Be it resolved that the meeting be adjourned at 10:23 pm. Carried. |

Chair _____

Secretary/Treasurer _____