



**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, David Furry, Leah Padfield, Dianne Rintjema, Kumbir Vandeyar

**Regrets:** Vernah Fleming, Lynn Jones, Jo-Anne Vandermey

**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 7:10 pm.

**2. Declaration of Conflict of Interest**

D. Rintjema noted that a member of her family is an employee of Lincoln Public Library.

**3. Approval of Agenda**

<b>14-48</b>	Moved: L. Padfield	Seconded: G. Barlow
	Be it resolved that the Agenda be approved. Carried.	

**4. Consent Agenda**

*4.1 Minutes of the June 24, 2014 Board meeting*

The minutes were reviewed.

*4.2 June – August 2014 Financial Report*

The CEO presented the report. In response to the information about non-resident cards, the Chair asked if any St. Catharines or Grimsby residents have indicated that they feel the non-resident fee is too high. The CEO responded that some had, and also that the free cards for Grimsby residents working or going to school in Lincoln had reduced the number of non-resident cards issued.

L. Padfield asked the CEO if she had any ideas to address the shortfall in fine and card revenue. The CEO responded that she has fundraising ideas, many of which were presented when the fundraising for the new library was being discussed, but she had, of course, not prepared reports on specific projects to present to the Board this evening. The CEO was asked to present ideas for raising revenue at the next meeting.

Friends of the Library groups were discussed. The current LPL model does not grant any benefits to membership. K. Vandeyar noted that Friends groups conduct their business “arms length” from the Board, which needs to make developing a formal Friends group with a meaningful strategy a priority.

There was discussion of some of the pros and cons of dropping the non-resident fee. D. Furry arrived during this discussion (7:35 pm). It was agreed that this subject should be in the legacy document for the new Board.

#### 4.3 Statistics

The DCEO presented the report. Some statistics generated discussion:

Interlibrary Loan: The CEO said that our shipped and received interlibrary loan numbers should be closer in size and she will investigate the discrepancy. The cost of interlibrary loan (which is shared across the lending and borrowing libraries and SOLS) was discussed. The CEO reminded the Board that the PLA does not allow libraries to charge for this service.

Meeting Room: K. Vandeyar asked if the Town was sharing information about the Meeting Room A bookings with the library; the CEO responded that they weren't but the information is not important to the library. There haven't been any problems with the system, though Town staff have had to work out some kinks. The library only has access to CivicWeb, and not the Town's intranet.

Active members: The numbers given are too high considering Lincoln's population. The DCEO will investigate.

There was further discussion about customer service; L. Padfield suggested that staff ask if patrons found what they were looking for. The CEO responded that we do that to some extent. K. Vandeyar added that it comes down to staff time. The DCEO mentioned that while the level of customer service at LPL is high, more training at a staff meeting is always beneficial.

#### 4.4 Report of the CEO

The CEO reviewed her report. A number of sections will be addressed under New Business.

#### 4.5 Report of the DCEO

The DCEO reviewed her report. She also showed the Board the wonderful binder the children's staff compiled to archive all the handouts and other information about the 2014 summer programs.

#### 4.6 Board Correspondence

The DCEO showed and read a note from Veronika Reiser thanking the Board for her 25<sup>th</sup> anniversary party and gift.

<b>14-49</b>	Moved: L. Padfield	Seconded: D. Furry
	Be it resolved that the Consent Agenda be approved. Carried.	

### 5. Business Arising

#### 5.1 Community Complex Update

The CEO referred to section 4 of her report. The DCEO noted that the September newsletter had a large article on the walking track, promoting it, the library's books and DVDs on walking, and the library's pedometers that can be borrowed.

<b>14-50</b>	Moved: D. Furry	Seconded: D. Rintjema
	Be it resolved that the Community Complex Update be received as information. Carried.	

## 6. New Business

### 6.1 2015 Budget

The CEO reported that she has started the budget process, and will have a written report next month.

### 6.2 Policy Updates – B-4 – Board Reports and E-2 – Membership

The CEO reviewed her report. K. Vandeyar questioned why the annual report prepared for Council wasn't available on the website for the public. He also suggested that all reports prepared for Board minutes be on the website, since the minutes that are on the website make reference to them. Discussion.

The decision was made to have one official, large annual report and one summary of that report; the CEO noted that the latter 'snapshot' is a marketing tool. The CEO will revise policy B-4 and bring the revision to the next Board meeting.

The CEO will post the agenda, the draft minutes, and all reports and other documents needed for a Board meeting on the website, rather than Civicweb.

14-51	Moved: K. Vandeyar	Seconded: L. Padfield
	Be it resolved that Policy E-2 – Membership be updated as presented by the CEO.	

### 6.3 Interac Payments

The CEO referred to section 5 of her report. The DCEO asked how long the price was guaranteed; the CEO responded that it was locked in for a year. In response to questions from K. Vandeyar, the CEO said the library owns the equipment; the service is Internet-based, Meridian is responsible for security, and that the funds would come from the general purchases account.

Questions were raised about service requirements, technical support, warranty, and lease options. The CEO will bring answers to the next meeting.

14-52	Moved: G. Barlow	Seconded: L. Padfield
	Be it resolved that the Board approves in principle that Lincoln Public Library provide Interac as a payment option at both branches. Carried.	

### 6.4 Sunday Openings

The CEO referred to section 6 of her report. In response to questions from L. Padfield, she reported that the planned opening is from 1 to 5 pm at Fleming only, with two adult staff members and one Page, and that only one adult staff member has volunteered to do Sundays. There are also two who were hired recently and have the possibility of Sunday shifts in their contracts. There will be no programming offered on Sundays. The DCEO reported that while she and the Co-ordinator of Children's Services asked all candidates for the Page positions if they were able to work Sundays, they did not consider this answer when selecting the successful candidates. It did happen, however, that the top candidates were willing to work Sundays, so at least six of the eight Pages can be scheduled on a Sunday.

The CEO outlined three options for staffing on Sundays: Staffing with just casual staff, which would likely require hiring more casual staff; Offering a Sunday shift premium (which isn't done by the Town for arena staff that work Sundays); Hiring Sunday-only casual staff. She and the DCEO noted that it can be difficult to fill and retain staff that just work Sundays, and that it is a challenge to keep them current on library policies, procedures and programs etc.

The Chair asked what amount had been budgeted; the CEO responded that she budgeted for casual staff for 13 Sundays for a total of \$2200. The Chair suggested that we find out which libraries our size are open Sundays, and how they staff them. The DCEO offered to compile that information.

The Board decided that the Fleming Library would not open Sundays in 2014, and that opening Sundays in 2015 would be discussed at the next Board meeting.

*6.5 Public Library Week Events*

The DCEO provided each Board member with a draft brochure, outlining the plans for the week. There will be more publicity done. She will bring the final brochure to the next meeting.

*6.6 Ottawa Public Library Board E-book Advocacy Campaign*

The CEO referred to section 7 of her report.

<b>14-53</b>	Moved: L. Padfield	Seconded: D. Rintjema
	Be it resolved that Lincoln Public Library support the shared e-book advocacy campaign of the Ottawa Public Library.	

*6.7 SOLS Trustee Meeting – November 15*

K. Vandeyar will attend.

*6.8 Staff Thank You – New Library*

The CEO noted that the staff worked extremely hard to get the new library ready in three days. She suggests a Friday night get-together to thank them. She will suggest a few November and December dates to staff and report back to the Board.

**7. Adjournment**

<b>14-54</b>	Moved: D. Furry
	Be it resolved that the meeting be adjourned at 10:18 pm. Carried.

Chair \_\_\_\_\_

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