



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: Donna Burton, Murray Cluff, Donna Edwards John Kralt (Chair), Nick Kuhl, Wayne MacMillan, Leah Padfield, Lynn Timmers

Regrets: John Ripley

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

1. Call to Order

The Chair called the meeting to order at 7:01 pm. He welcomed D. Edwards to her first Board meeting.

2. Declaration of Conflict of Interest. None.

3. Approval of Agenda

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| 15-22 | Moved: L. Timmers | Seconded: L. Padfield |
| | Be it resolved that the Agenda be approved. Carried. | |

4. Board Orientation

4.1 Part 2 (binder)

The CEO presented an overview of sections of the Board Orientation binder.

4.2 Responsibilities Overview – DCEO

The DCEO did a PowerPoint presentation, focusing on her responsibilities in public service, staffing, scheduling, collections, marketing, facilities, outreach, programming, and Board activities.

4.3 Joint Board Orientation Debriefing

Jill explained that the organizers of the event were looking for feedback about the day. The Board members who attended all agreed that it was an excellent event, with great speakers, and they learned a lot. A number mentioned that it was difficult to decide what to attend.

D. Burton suggested it should be repeated for the next Board, as it is amazing value for the money. The CEO confirmed that each library system contributed \$250. N. Kuhl suggested that there be a session for first-time Board members so they can focus more on what they need to know. L. Timmers agreed. D. Edwards noted that the *Cut to the Chase* session was very good for first-time Board members.

N. Kuhl noted that he needed a Board ID to access the SOLS website’s training section. The CEO will investigate.

5. Consent Agenda

5.1 *Minutes of the March 17, 2015 Board meeting.* The minutes were reviewed.

5.2 *March Financial Report*

The CEO and Chair reviewed the report. W. MacMillan asked about the specific grant from the province being at 190%. The CEO explained that the amount came after the budget was set, and was more than expected.

5.3 *Report of the CEO*

The CEO reviewed her report. She highlighted the Mayor's Golf Tournament, noting that as one of the beneficiaries of tournament funds, the library will be hosting an activity at one of the holes. She also noted two pieces of good news: LPL was approved for a grant to hire a student fulltime for 12 weeks to help with the summer programs and reading club; and Great Lakes High School is organizing a Battle of the Books for the 2015-16 school year, with the finals being held at the Fleming Library.

L. Padfield asked about AMPLO; the CEO explained that it stands for Administrators of Medium-Size Public Libraries of Ontario, and is made up of about 50 to 60 CEOs of public libraries serving populations between 15,000 and 100,000. At the recent meeting there was a speaker talking about emergency preparedness.

L. Padfield asked how often the Board meetings that the CEO attends are held. The CEO responded that the Literacy Council Board and Employment Help Centre Boards meet monthly. The Niagara Region Culture Committee meets every six weeks.

5.4 *Report of the DCEO*

The DCEO reviewed her report, noting that MFR's phones are now working, and the class visits are quite successful.

5.5 *Board Correspondence.* None.

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| 15-23 | Moved: L. Padfield | Seconded: N. Kuhl |
| | Be it resolved that the Consent Agenda be approved. Carried. | |

6. Business Arising

6.1 *SOLS Trustee Council Appointee*

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| 15-24 | Moved: L. Timmers | Seconded: D. Edwards |
| | Be it resolved that the Board appoint Donna Burton as its SOLS Trustee Council Appointee. Carried. | |

7. New Business

7.1 2015 Service Plan

The CEO reviewed the document.

L. Padfield asked if the update of the website would go out to tender. N. Kuhl noted that there are internships available at colleges like Sheridan and Niagara, where students work with organizations on projects like website design. The students get credit and experience and the organization gets the work done at a low cost, though it can take a while to get finished. It was agreed to discuss this further when the Technical Services Coordinator is present. The Chair also suggested that the TS Coordinator take the Board through the website.

There was discussion about being able to send information to patrons via e-mail. The CEO and DCEO noted that we currently tell patrons that we only use it to notify them of items about to be due, items overdue, and holds ready for pickup. Due to legislation, we would have to get patron permission for other uses of e-mail.

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| 15-25 | Moved: L. Padfield | Seconded: M. Cluff |
| | Be it resolved that the Board adopt the 2015 Service Plan. Carried. | |

7.2 Strategic Plan Facilitation

The CEO suggested that the Board meet on a Saturday in September to discuss the Strategic Plan, and that a SOLS Facilitator be engaged for the session.

The CEO suggested that Board members peruse other libraries' strategic plans, which can be found on their websites, to see what formats and other aspects they like. There was discussion about how to submit suggestions to Jill; it was decided to use a closed group on Facebook. The Chair suggested that everyone "like" LPL on Facebook.

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| 15-26 | Moved: N. Kuhl | Seconded: D. Burton |
| | Be it resolved that the Board engage the services of a SOLS facilitator for a Strategic Planning session in September 2015. Carried. | |

7.3 Confirm date for next meeting

Because of the Victoria Day holiday, the Monday Council meeting that week has been moved to the Tuesday. It was decided to have the next LPL Board meeting on Thursday May 21, 7 pm, at the Moses F. Rittenhouse Library in Vineland. D. Burton and the DCEO expressed their regrets that they will not be able to attend.

9. Adjournment

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| 15-27 | Moved: W. MacMillan |
| | Be it resolved that the meeting be adjourned at 8:49 pm. Carried. |

Chair _____

Secretary/Treasurer _____