



**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, Donna Edwards, John Kralt (Chair), Nick Kuhl, Leah Padfield, John Ripley, Lynn Timmers

**Regrets:** Murray Cluff, Wayne MacMillan

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

**1. Call to Order**

The Chair called the meeting to order at 6:58 pm.

**2. Declaration of Conflict of Interest.**

None.

**3. Approval of Agenda**

15-41	Moved: J. Ripley	Seconded: L. Timmers
	Be it resolved that the Agenda be approved. Carried.	

**4. New Business**

*4.1 Policy Update – C11 – Hours of Opening*

The Chair and CEO reviewed the background of Sunday openings. The Board questioned why the library had to follow the arena’s Sunday schedule. J. Ripley stressed that this be called a pilot project, to be evaluated in the spring. L. Timmers asked if the Moses F. Rittenhouse Library would be open; the CEO responded that currently only Fleming would be open, but if there were demand, we could consider opening MFR as well. D. Burton asked if staffing was in place; the CEO responded that it was. N. Kuhl asked about advertising; the DCEO responded that it would be in our usual places – columns, slide show, newsletter, website, and brochure.

15-42	Moved: J. Ripley	Seconded: N. Kuhl
	Be it resolved that Policy C11 – Hours of Opening be updated as presented by the CEO. Carried.	

*4.2 Confirmation of 2015-2016 Sunday Opening Dates*

The CEO referred to her report. The Sunday pilot project dates will be September 13, 2015 to April 3, 2016, with closures on October 11, 2015; December 27, 2015; February 14, 2016 and March 27, 2016.

*4.3 Moses F. Rittenhouse Library – Use as Advance Poll*

After considerable discussion, mostly centering on the traffic situation and parking in Vineland on the Thanksgiving weekend, the Board decided to decline the request to have the library used as an advance poll for the upcoming federal election. The CEO was asked to suggest the Jordan Fire Hall as an alternative.

*4.4 Cloud Computing Study – Implications for the Library*

The CEO reported that the report to Council will now be on September 29. As the Library Board cannot make a decision before seeing this report, this item will be brought forward to the October Board meeting.

*4.5 Leadership by Design Training – First Module for September Meeting?*

The Board agreed with the CEO's suggestion that the first module be presented at the September Board meeting. At D. Edwards' suggestion, the session will include a review of how to navigate LearnHQ. L. Timmers asked how much time each module would take; the CEO responded that each should take a few hours.

L. Padfield noted that in the CEO's Report, year-long should be hyphenated.

*4.6 Staff – Medical Leave*

The CEO reported that a full-time staff member has been off work since early July and will be off until at least early October. She is on short-term disability, which is funded by our insurance company. Many of her shifts are being covered by casual staff. The full-time budget for the year will be underspent, while the part-time budget will be overspent.

The CEO was asked if we would advertise for a replacement if the leave were long-term; she responded that we could consider that option.

**5. Strategic Plan Preparatory Work**

*5.1 Strategic Plan Process*

The CEO reviewed her document. L. Padfield asked about demographics; the CEO responded that she was using those found in the most recent (2011) census. The CEO reminded the Board about the Strategic Planning session on Saturday September 19 at the Fleming Library. It will be held from 9 am to about 1 pm, and include lunch. Senior staff will also attend.

*5.2 Customer Survey*

The CEO reviewed the draft survey. It will be available to complete either online or on paper; copies will be available at both LPL locations. The question of reaching non-users was raised. The CEO will be going to places like the Lincoln Seniors Centre and the Rotary Club to reach non-users. N. Kuhl suggested the link for the survey be sent to the Board, so Board members can forward it to their local contacts.

J. Ripley suggested that the question “How much do you value the library?” be added so that non-users like himself can show their support for the library. The CEO noted that this version of Survey Monkey only allowed for ten questions; it was suggested that if a question cannot be made two-part, that the value question replace the satisfaction question (no. 3).

N. Kuhl requested that the “Every 3-6 months” option be changed to “Every 4-6 months”. The CEO will make the requested changes and e-mail the revision to the Board.

15-43	Moved: D. Edwards	Seconded: J. Ripley
	Be it resolved that the Strategic Plan Survey be approved as presented by the CEO, with the changes discussed. Carried.	

*5.3 Board and Staff Survey*

The CEO reviewed the draft survey. A number of typos were noted that the CEO will fix.

**6. Adjournment**

15-44	Moved: D. Burton
	Be it resolved that the meeting be adjourned at 7:47 pm. Carried.

Chair \_\_\_\_\_

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