



Minutes of a Meeting of the Lincoln Public Library Board  
Tuesday December 15, 2015, 7 pm  
Fleming Library, Beamsville, Ontario

### 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, John Kralt (Chair), Nick Kuhl, Councillor Wayne MacMillan, Leah Padfield, John Ripley, Councillor Lynn Timmers

**Regrets:** Donna Edwards

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

### 1. Call to Order

The Chair called the meeting to order at 7:02 pm.

### 2. Declaration of Conflict of Interest

None.

### 3. Approval of Agenda

15-57	Moved: J. Ripley	Seconded: M. Cluff
	Be it resolved that the Agenda be approved. Carried.	

### 4. Consent Agenda

#### 4.1 November 19, 2015 Board meeting minutes

D. Burton noted that, regarding the SOLS Trustee meeting update (located after section 4.6), the second sentence should read "D. Burton indicated that SOLS encouraged all trustees to consider attending the OLA Bootcamp day for Board members on January 30, 2016".

#### 4.2 November Financial Report

The CEO noted that the collection budget figures include 2016 publications, and that the provincial grant is expected soon.

Councillor MacMillan asked if the \$205,246 remaining in the Operating Budget includes salary funds; the CEO answered that it does, and also includes collections and supplies. Responding to a question from the Chair, the CEO reported that she expects that approximately half of the salary that would have been paid to the full-time person currently on sick leave will not be spent.

Councillor MacMillan noted that any surpluses go into the Town's rate stabilization fund. Deficits are funded from this fund, and it can be used to lower taxation rates.

#### 4.3 Report of the CEO

The CEO reported that the budget presentation went well. She hopes that the casual staff salary review will be completed early in the new year.

#### 4.4 Report of the DCEO

The DCEO highlighted the donation received from Hamilton Public Library, and praised the staff for their work gathering statistics during Typical Week.

*4.5 Report of Council*

Councillor MacMillan echoed what the CEO reported about the budget being well-received. It is expected to be approved on Monday December 21.

*4.6 Board Correspondence*

None.

15-58	Moved: L. Padfield	Seconded: D. Burton
	Be it resolved that the Consent Agenda be approved with the revised minutes. Carried.	

**5. Business Arising**

*5.1 Strategic Plan Directions*

The CEO presented her document, which she aligned with the Town's Future Focus document. It outlines four possible strategic directions with suggested topics in each. She is seeking direction from the Board regarding this document. After considerable discussion, there was agreement that it was a good start, but further study requires a separate meeting. As well, the topics needed expanding, so that the meaning of each was clear. The CEO will work on this and send the revised document to the Board before the special meeting.

15-59	Moved: J. Ripley	Seconded: L. Padfield
	Be it resolved that the Board meet on Saturday February 6, 2016 at 9:30 am for a discussion of the recommendations made by the CEO relating to the Strategic Plan. Carried.	

The CEO will confirm the location of the meeting.

*5.2 Budget Update*

*5.3 Leadership by Design*

These items were dealt with in the CEO's Report.

**6. Business Arising**

*6.1 2011-2015 Strategic Plan Final Status*

The CEO reviewed the document, noting that most of the actions were completed. There was further discussion of the new strategic plan. J. Ripley suggested that the new Sport, Recreation & Culture Director be invited to the February 6 meeting.

*6.2 Reciprocal Borrowing – Grimsby*

The CEO reported that the new Grimsby CEO is open to discussing reciprocal borrowing.

15-60	Moved: J. Ripley	Seconded: D. Burton
	Be it resolved that the Board instruct the CEO to enter into discussions with the CEO of Grimsby Public Library regarding reciprocal borrowing between the two systems. Carried.	

The CEO reported that the Evergreen Consortium CEOs are discussing the merits of having patrons be able to view all of the Consortium’s holdings, and being able to place holds on other Consortium libraries’ items. Items would take some time to arrive, but not as long as ILL items take. SOLS has agreed to transport items between Consortium library systems. In response to a question from Councillor Timmers, the CEO doesn’t think costs will increase, but noted that the CEOs had not looked into this yet. They will be discussing this proposal further in February.

As well, the new CEO in West Lincoln is looking into possibly replacing their ILS, and joining the Evergreen Consortium is an option.

*6.3 Region-wide Board training*

It was agreed to revisit this in 2017.

*6.4 Fundraising Account – MFR Renovation*

15-61	Moved: N. Kuhl	Seconded: Councillor Timmers
	Be it resolved that the Board approve the addition of a Fundraising Account line to the 2016 Operating Budget. Carried.	

*6.5 CEO Vacation Carryover*

In response to questions from Councillor MacMillan, the CEO outlined the library’s policies regarding vacation carryover.

15-62	Moved: D. Burton	Seconded: L. Padfield
	Be it resolved that the Board approve one week of vacation carryover from 2015 to 2016 for the CEO. Carried.	

The next meeting will be on Tuesday January 19 at the Moses F. Rittenhouse Library.

**7. Adjournment**

15-63	Moved: J. Ripley	
	Be it resolved that the meeting be adjourned at 8:38 pm. Carried.	

Chair \_\_\_\_\_

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