



**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), Wayne MacMillan, Leah Padfield, John Ripley, Lynn Timmers

**Regrets:** Nick Kuhl

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

**1. Call to Order**

The Chair called the meeting to order at 7:00 pm.

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

None.

**3. Approval of Agenda**

15-34	Moved: J. Ripley	Seconded: L. Timmers
	Be it resolved that the Agenda be approved. Carried.	

**4. Board Orientation**

*4.1 Budget Overview*

The Chair and CEO noted that a line-by-line review of the Budget would be done in the Fall – the Capital Budget will be discussed at the September meeting and the Operating Budget at the October meeting. The Chair encouraged Board members to review the Budget documents. The CEO explained two sections that weren't self-explanatory: Library Contract Mtce [Maintenance] is the budget line for the library's Evergreen license and other software; Library Comp Equip [Computer Equipment] refers to the budget for required computer repairs.

J, Ripley asked what the Open Bal[ance] column referred to; the CEO responded that it was amount spent (or received, in the case of revenue) at the end of the previous month.

L. Padfield arrived at this point (7:04 pm).

**5. Consent Agenda**

*5.1 May 21, 2015 Board meeting minutes.* The minutes were reviewed. The DCEO noted that the dates in motion 15-30 should read 2016-2025.

D. Edwards asked why the Farmers' Market had been moved to the Fleming Centre parking lot. W. MacMillan explained that having the market there was discussed in the general planning of the building. Council was aware of the market's location but it did not require formal approval by Council. D. Edwards asked the CEO to whom she had expressed her concerns; the CEO responded that she spoke to Chuck Judson and J.D. Pachereva. In response to a question from J. Ripley, the CEO explained that the protocol is for staff to approach staff and governing bodies to approach governing bodies. The CEO has asked staff at the Fleming Branch to document

patron complaints about either access to the drop box or lack of parking spots. The Board agreed that they wanted the market to succeed, but they are concerned about the parking, especially when both the market and hockey are on in the Fall.

### *5.2 May 2015 Financial Report*

The CEO reported that the finances are on track. The grant from the Fleming Foundation has been received; this year it is a little over \$9000. L. Padfield requested that such figures be included in the text of the report.

### *5.3 Turnover Rate*

The DCEO presented the report. She reported that M. Cluff had e-mailed her a question about the rate given in the guidelines; she explained that this rate included DVDs.

### *5.4 Report of the CEO*

The CEO reviewed her report. In answer to questions from L. Padfield, she explained that Pelham library staff toured the Fleming Branch because they are contemplating a new Fenwick library. Culture Days are arts events held in numerous communities; the library lacks the staff to do anything for it, plus the event is close to Pioneer Days. The Competencies webinar looked at how job descriptions can be developed and continuing education requirements can be determined using core competencies, the skills each position's incumbent should have.

In response to the section of the report regarding the end of government funding for electronic resources, the CEO explained that staff are reviewing all databases, looking at usage and cost. SOLS is negotiating costing with vendors. The Board will look at the staff's recommendations as part of the Budget process; the presentation to the Board will include a breakdown of costs and usage statistics.

The DCEO showed the Board the section of the library's website that had the databases listed. J. Ripley asked what marketing had been done to promote these; the DCEO responded that databases had been featured in the newsletter, are mentioned in the welcome brochure, and when responding to questions, staff often show patrons the databases. The CEO noted that she highlighted the databases in her "Stand by me" presentations. J. Ripley would like to see more targeted marketing to teens. The CEO added that many of the databases are also available through school libraries.

### *5.5 Report of the DCEO*

The DCEO presented her report, which was short because she was on vacation for much of the month. She added that a recent Tales for Two session was a great example of the library partnering with the community, when an Emergent Literacy Consultant from Speech Services Niagara spoke to parents about the speech development of children.

### *5.6 Board Correspondence. None.*

15-35	Moved: D. Burton	Seconded: D, Edwards
	Be it resolved that the Consent Agenda be approved, with the amended minutes. Carried.	

## 6. Business Arising

### 6.1 Strategic Plan Public Consultation

The Chair reviewed the plan's history, and asked for volunteers for the committee, noting that N. Kuhl had volunteered via e-mail. The CEO recommends that the committee have three members.

The CEO noted that there is a survey template available from past LPL surveys. It needs updating. As well, she has gathered examples from other libraries. Staff will compile the survey. D. Burton suggested focus groups be used; the CEO agreed that they are useful, but are time-consuming.

J. Ripley asked what the committee will be doing; the CEO responded that the members will distill the responses from the community input so that the Board as a whole can decide on its priorities for the next four years.

15-36	Moved: D. Edwards	Seconded: L. Timmers
	Be it resolved that the Board form an ad hoc Strategic Plan committee. Carried.	

15-37	Moved: W. MacMillan	Seconded: L. Padfield
	Be it resolved that the Board endorse community input surveys and groups for August and September 2015. Carried.	

While motion 15-37 carried, J. Ripley was opposed, stating that the timelines were too short, the Board should approve the survey, and the process was starting too late for input to be ready for the September 19 meeting. The CEO responded that the new Board wasn't ready for this process at the beginning of its term. J. Ripley asked if the September date is driving this project; the CEO answered no, input will continue to be gathered after the meeting, but it is desirable to have some data for the meeting. She expects the Strategic Plan process to begin in 2016.

## 7. New Business

### 7.1 Policy Update – B2 – Composition of the Board

The CEO noted that the Agenda should read A2, not B2. She reported that she neglected to change this policy when the Town bylaw was changed, so this policy update is housekeeping.

15-38	Moved: J. Ripley	Seconded: D. Burton
	Be it resolved that Policy A2 – Composition of the Board be updated as presented by the CEO. Carried.	

### 7.2 CEO Evaluation Committee

The CEO confirmed that the relevant Board policy states that this committee consists of the Chair and three members-at-large. The process will start after the September meetings.

15-39	Moved: D. Edwards	Seconded: W. MacMillan
	Be it resolved that the Board appoint a CEO Evaluation Committee with the following members: J. Kralt, L. Padfield, D. Burton and J. Ripley. Carried.	

*7.3 Meeting day and time*

It was agreed to keep the meetings on the third Tuesday of the month (except for July and August), starting at 7 pm. When the third Monday of the month is a holiday, the meeting will be held on the third Thursday of the month.

The next meeting is on Tuesday September 15, 7 pm, at the Moses F. Rittenhouse Library in Vineland.

**8. Adjournment**

15-	Moved: M. Cluff
40	Be it resolved that the meeting be adjourned at 8:28 pm. Carried.

Chair \_\_\_\_\_

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