

**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, Wayne MacMillan, Leah Padfield, Lynn Timmers

**Regrets:** Murray Cluff, John Ripley

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

**1. Call to Order**

The Chair called the meeting to order at 7:04 pm.

**2. Declaration of Conflict of Interest**

None.

**3. Approval of Agenda**

15- 53	Moved: L. Padfield	Seconded: L. Timmers
Be it resolved that the Agenda be approved. Carried.		

**4. Consent Agenda**

*4.1 October 22, 2015 Board meeting minutes*

L. Timmers clarified that she reports to Council on library matters once a month.

*4.2 October Financial Report*

L. Padfield asked about the large amount of uncommitted 2014 collections funds; the CEO clarified that the chart compares this time in 2015 to this time in 2014.

*4.3 Report of the CEO*

L. Padfield asked about Wiseguys; the CEO explained that it is a service club that donated \$50,000 towards the new Fleming Library. N. Kuhl and the CEO attended the cheque presentation ceremony.

*4.4 Report of the DCEO*

The DCEO highlighted the high attendance at the authors' event, which was largely friends and family members of the authors. L. Padfield asked how OPLW was advertised; the DCEO listed the various print and online outlets used, as per the marketing plan.

*4.5 Report of Council*

W. MacMillan reported that the Community Services Department has been renamed the Sports, Recreation and Culture Department. Sixty residents attended a recent public meeting regarding the design of the new museum. He reviewed the plans and timeline of the project.

L. Timmers reported that the Town's new CAO is Michael Kirkopoulos, who starts December 14.

*4.6 Board Correspondence*

None.

15-54	Moved: D. Edwards Be it resolved that the Consent Agenda be approved. Carried.	Seconded: N. Kuhl
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The Chair shifted item 6.1, SOLS Trustee Meeting Update, to this point in the meeting. D. Burton indicated that SOLS encouraged all trustees to consider attending the OLA Bootcamp day for Board members on Jan 30th. As well, the CEO encouraged Board members to let her know if they wish to attend the OLA conference.

## 5. Business Arising

The Chair shifted 5.2, Budget Update, to 5.1.

### 5.1 Budget Update

The CEO explained why the operating budget needed revision: the cost for benefits is increasing; there was a mathematical error in the part-time salaries line; some costs such as those for the debit machine and website domain were not included in the first version.

The Chair reviewed the salary lines of the revised budget. The CEO reviewed the background to the request for the two 17.5-hour positions. As well, Town staff have informed her that the non-union positions would be reviewed in early 2016.

W. MacMillan asked who would be presenting the operating budget to Council. The CEO responded that she will attend Monday's meeting.

W. MacMillan suggested that the CEO provide a written report to Council, outlining the reasons the two 17.5-hour positions are necessary. The CEO will expand on the information in the Operating Budget Summary document.

L. Timmers asked about the large increase in the office supplies budget. The CEO explained that the 2016 budget includes funds for the website design and the purchase of small equipment such as receipt printers and privacy screens for the Fleming public computers.

15-55	Moved: D. Burton Be it resolved that the Board approve the revised Operating Budget as presented by the CEO. Carried.	Seconded: L. Timmers
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### 5.2 Strategic Plan

The CEO reviewed the Planning Day Summary, the Community Survey results and her analysis of the survey results. The various Strategic Discussions put forward by the consultant were discussed at length. It was decided that some points are actually subsets of others. The CEO will create a draft strategic plan for the next Board meeting.

L Padfield suggested an extra Board meeting to focus on the strategic plan; L Timmers agreed. The CEO noted that strategic plans take time, so it may not be finalized until the spring.

### 5.2 [sic] Leadership by Design

This will be discussed further in 2016.

## 6. Business Arising

### 6.1 SOLS Trustee Meeting Update

Already dealt with.

The next meeting will be on Tuesday December 15 at the Fleming Library.

**7. Adjournment**

15-	Moved: W. MacMillan
56	Be it resolved that the meeting be adjourned at 9:19 pm. Carried.

Chair \_\_\_\_\_

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