



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, Lynn Timmers

Regrets: Murray Cluff, Leah Padfield, John Ripley

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

15-45	Moved: D. Burton	Seconded: L. Timmers
	Be it resolved that the Agenda be approved. Carried.	

4. Consent Agenda

4.1 June 16, 2015, August 25, 2015 and September 15, 2015 Board meeting minutes. W. MacMillan asked why the June minutes were being included; the Chair responded that because the August meeting was a special one and the September one did not have quorum, this meeting is the first opportunity to pass these minutes.

D. Edwards arrived at this point.

4.2 September 2015 Financial Report

The CEO reported that the finances are on track. The Capital budget is mostly for computers, which have arrived.

4.3 May-August 2015 Statistical Report

The DCEO noted that the Active Users section on page 10 has been revised since the September meeting. There is no overlap between the Fleming and MFR numbers; the count is done according to the user's home library, no matter which library is used. N. Kuhl asked how our active users total compares to other libraries; the CEO responded that it is average.

D. Burton asked how we count in-person visits. The DCEO answered that both locations have counters at the door.

The Chair confirmed with the staff that the website underwent changes to eliminate the need for users to negotiate numerous page views. The DCEO highlighted the note on page 3 about Encyclopedia Britannica statistics. She also noted that, as indicated on page 2, there is

increased circulation of physical materials, something not being reported by most public libraries.

4.4 Report of the CEO

The CEO reviewed her report. W. MacMillan asked if staff were being stretched too thin in light of the long-term absence of one staff member. The DCEO answered that, yes, it has been a challenge. Casual staff are hired to cover hours four days per week, plus Saturdays, and they do the circulation and magazine receiving and processing duties. All other duties are being done by other staff at MFR. The biggest challenge is local history queries, some of which can be time consuming. Fortunately, the staff member who is off is willing and able to answer staff's questions by phone. This situation has highlighted the need for written procedures that all staff can use regarding the organization and use of some local history resources.

Regarding the Leadership by Design program, D. Burton felt it would be a worthwhile to do after the Strategic Plan was finalized.

The CEO added that the Mayor is establishing a Lincoln Community Fund to be administered through the Community Foundation. This may be a way to manage bequests to the library. It was agreed to bring this forward to the next meeting.

4.5 Report of the DCEO

The DCEO presented her report, adding that the MFR phones are now working.

4.6 Report of Council

W. MacMillan reported that Council is working on a new Service Provision document to outline how Community Services delivers services in the areas of Sport, Recreation and Culture. It is key to how Community Services will perform and be structured.

L. Timmers reported that she brings the Library report forward monthly to Council.

The Chair noted that the Town needs to be aware of the many programs offered at the library, and that the Town and Library programs should complement one another.

The CEO reported that she will be on the team looking at the Culture Plan.

W. MacMillan reported that Lincoln Cultural Heritage Gateway is the new name proposed for the Jordan Historical Museum of the Twenty. The current building housing the museum will be torn down, and a new building, with an amphitheatre and outdoor classroom will be erected.

4.7 Board Correspondence.

An e-mail from J. Pachereva regarding the October 26 Wiseguys press event in St. Catharines was received. The CEO noted the Wiseguys donated \$25,000 to the children's area of the new Fleming Library. The CEO will be attending. The Chair regrets that he has another commitment at that time. L. Timmers reported that she is attending, and N. Kuhl indicated he can attend as well.

15-46	Moved: N. Kuhl	Seconded: W. MacMillan
	Be it resolved that the Consent Agenda be approved. Carried.	

5. Business Arising

5.1 Strategic Plan

The CEO recommended that it be looked at in depth at the next meeting.

5.2 Leadership by Design

This was covered under 4.4.

6. New Business

6.1 Policy Updates – E6 – Lost and Damaged Materials; F-6 – Children’s Services

The CEO presented her recommended updates.

15-47	Moved: D. Edwards	Seconded: L. Timmers
	Be it resolved that Policies E6 – Lost and Damaged Materials and F-6 – Children’s Services be updated as presented by the CEO. Carried.	

6.2 Cloud Report and Capital Budget

The CEO reviewed her report, noting that a fibre connection at MFR is considerably more expensive than Cogeco. She added that we were going to replace the library’s server, but we have been told that it is in no danger of failing, so we will keep it for another year. D. Burton asked what kind of data we store; the CEO responded that it is for document and e-mail management, as the Evergreen data is on a server at Niagara College.

15-48	Moved: D. Burton	Seconded: W. MacMillan
	Be it resolved that the Board approve the recommendations made in the CEO’s Cloud Report. Carried.	

6.3 Operating Budget

The CEO reviewed her report, line-by-line. The DCEO asked if a consulting fee had been included for the possible MFR reconfiguration. The CEO responded that it had not, and she thought the work could be done in-house. The DCEO outlined the situation to the Board: the Town had budgeted for new carpeting at MFR in 2016, but the DCEO recommended it be done in conjunction with any new shelving and moving of shelving that needs to be done to make the library more accessible. Because of the odd shape of the building and questions about the feasibility of adding electrical outlets, the DCEO and Children’s Services Coordinator felt they could not determine the best course of action without outside professional architectural or design assistance. The CEO recommended that a consultant’s fee for a designer be added; the Chair determined that adding \$4500 for this would result in a 0% increase budget.

D. Burton asked if the two new positions would receive benefits; the CEO answered that they would not. The DCEO noted that there is no guarantee that two of the current casual staff would fill the two new positions, and that one casual staff member’s maternity leave ends in March 2016, so we may have more than four casual staff members next year.

N. Kuhl asked about the substantial decrease in the insurance line; the CEO and L. Timmers responded that it is due to the Town switching to a new insurance company.

The CEO outlined some of the reasons for updating the website. The DCEO and Technical Services Coordinator have noted that the current version of Drupal is no longer supported, that we would like to display a carousel of new titles, and a new platform would allow for future enhancements, such as online registrations and Bibliocommons.

N. Kuhl asked how much longer we could expect to have development charges to draw on. The CEO and Chair responded that, with intensification plus planned and expected subdivisions, it would be a while before these funds were no longer available.

The CEO noted that she and the DCEO had determined which databases to keep and which to discontinue. The DCEO noted that Library Aware, a marketing product, is included with one of the database bundles and may save staff time with posters and the newsletter.

15-49	Moved: N. Kuhl	Seconded: D. Edwards
	Be it resolved that the Board approve the revised Operating Budget as presented by the CEO. Carried.	

6.4 Grant carryover to 2016

15-50	Moved: L. Timmers	Seconded: D. Burton
	Be it resolved that the Board approve the carryover to next year of the second installment of the Capacity Grant, in the amount of \$3,281. Carried.	

6.5 Board member absences

The Chair explained that because of the change in Lamplighter rehearsal times, J. Ripley is unable to attend Tuesday meetings this fall. M. Cluff hopes to be able to return to the Board in December.

15-51	Moved: D. Burton	Seconded: W. MacMillan
	Be it resolved that the Board approve the absences of Board members M. Cluff and J. Ripley for the September, October and November 2015 Board meetings. Carried.	

7. Adjournment

15-52	Moved: D. Burton
	Be it resolved that the meeting be adjourned at 8:57 pm. Carried.

Chair _____

Secretary/Treasurer _____