



Minutes of a Meeting of the Lincoln Public Library Board  
Tuesday April 19, 2016, 7 pm  
Moses F. Rittenhouse Library, Vineland, Ontario

### Mission Statement

Lincoln Public Library is a community hub ensuring equal access to resources and opportunities for thinking, playing, learning and growing.

**Members Present:** Donna Burton, Donna Edwards, John Kralt (Chair), Nick Kuhl, Councillor Wayne MacMillan, Leah Padfield, John Ripley, Councillor Lynn Timmers  
**Staff Present:** Jill Nicholson (CEO, Recorder), Janice Coles (DCEO, Recorder),

### 1. Call to Order

The Chair called the meeting to order at 7:01 pm.

### 2. Declaration of Conflict of Interest

None.

### 3. Approval of Agenda

The Town's CAO was unable to attend due to a last-minute family commitment.

The March Financial Report was removed from the Consent Agenda. It was agreed that it will not be included in future consent agendas.

16-25	Moved: L. Padfield	Seconded: Councillor Timmers
	Be it resolved that the Agenda be approved as amended. Carried.	

### 4. Consent Agenda

*4.1 March 15, 2016 Board meeting minutes*

*4.2 Report of the CEO*

*4.3 Report of the DCEO*

*4.4 Report of Council*

Councillor Timmers reported that candidates for the open position on the Library Board were interviewed, and Council has ratified Noel Walker as the new member. He will be at the next meeting.

The DCEO suggested that future Reports of Council be removed from the consent agenda, as they are verbal and thus not available for review prior to the meeting.

*4.5 Board Correspondence*

16-26	Moved: J. Ripley	Seconded: Councillor MacMillan
	Be it resolved that the Consent Agenda be approved. Carried.	

## 5. March Financial Report

The CEO reviewed the report. It is unclear what the \$2077.52 from the federal government is for, as the cheque arrived with no explanation. She is investigating.

D. Burton asked if all the Evergreen consortium members pay the same rate. The CEO replies that they do, except for Niagara College, which doesn't get Novelist Select.

16-27	Moved: J. Ripley	Seconded: D. Burton
	Be it resolved that the March Financial Report be received and approved. Carried.	

## 6. Business Arising

### 6.1 Strategic Plan Work Plan

The CEO reviewed the plan. L. Padfield questioned the order of the Board and CEO/Staff roles in the completion of some tasks. The CEO explained that some objectives have two parts, and both groups have roles.

Councillor MacMillan noted that the work plan is aggressive and asked if it is do-able. The CEO responded that yes, it is, noting that it is a fluid document, whose timelines can change. The Chair suggested that the Board conduct a semi-annual review of the status of the plan's objectives. L. Padfield agreed, noting that the last Board did not revisit the strategic plan. Councillor Timmers suggested it be reviewed every four months; D. Burton and L. Padfield agreed. Action: The CEO will provide a strategic plan update to the Board every four months.

Regarding section 1.4, J. Ripley asked who the key stakeholders are. The CEO responded that it depends on what program or service is being considered. For example, for seniors' services, a key stakeholder would be the Lincoln Seniors Club.

There was discussion regarding whether or not the work plan should go on the website. Action: The CEO will have the overview document posted on the website.

16-28	Moved: Councillor MacMillan	Seconded: D. Edwards
	Be it resolved that the Lincoln Public Library Board approve the Work Plan of the Strategic Plan 2016–2019. Carried.	

### 6.2 Reciprocal Borrowing – Evergreen Consortium

The CEO presented her report.

16-29	Moved: D. Burton	Seconded: Councillor Timmers
	Be it resolved that the Lincoln Public Library Board endorse the migration to a common circulation system for reciprocal borrowing with other Niagara Evergreen libraries, effective Fall 2016. Carried.	

**6.3 Sunday Opening Report**

The CEO presented her report. Councillor Timmers asked for clarification of the penultimate sentence in section 4 – was this June 2016 or 2017? The CEO responded that it is 2017. Councillor MacMillan stressed that Council has funded two 17.5-hour library positions that have not yet been filled, so staffing issues cannot be cited as an obstacle to opening on more Sundays. The DCEO noted that the number of staff who work Sundays may not change, as the two new positions may be filled by staff that already work Sundays, thus not increasing the pool of available workers.

16-30	Moved: J. Ripley	Seconded: L. Padfield
	Be it resolved that the Lincoln Public Library Board approve a second pilot project in which the Fleming Library is open for four hours on Sunday afternoons from September 11, 2016 to June 25, 2017, subject to approval of the 2017 budget. Carried.	

**7. New Business**

None

**8. Closed Session**

*8.1 Item referring to an identifiable person – Performance Review*

16-31	Moved: N. Kuhl	Seconded: L. Padfield
	Be it resolved that the meeting go into a closed session to discuss a matter regarding an identifiable person. Carried.	

16-32	Moved: Councillor Timmers	Seconded: N. Kuhl
	Be it resolved that the meeting come out of the closed session. Carried.	

**8. Adjournment**

16-33	Moved: L. Padfield
	Be it resolved that the meeting be adjourned at 9:32 pm. Carried.

Chair \_\_\_\_\_

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