



Minutes of a Meeting of the Lincoln Public Library Board  
Tuesday January 19, 2016, 7 pm  
Moses F. Rittenhouse Library, Vineland, 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, Donna Edwards, John Kralt (Chair), Councillor Wayne MacMillan, Leah Padfield, John Ripley, Councillor Lynn Timmers

**Regrets:** Murray Cluff, Nick Kuhl

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

### 1. Call to Order

The Chair called the meeting to order at 7:05 pm.

### 2. Declaration of Conflict of Interest

None.

### 3. Approval of Agenda

16-01	Moved: Councillor Timmers	Seconded: L. Padfield
	Be it resolved that the Agenda be approved. Carried.	

### 4. Consent Agenda

#### 4.1 December 15, 2015 Board meeting minutes

The minutes were reviewed. D. Edwards arrived at this point.

#### 4.2 December Financial Report

The CEO reviewed the report. D. Burton asked what the cut-off date is for submitting invoices; the CEO said it was the end of January. L. Padfield asked how the Facilities deficit would be handled. The CEO responded that the Town has a contingency fund to deal with deficits such as this.

#### 4.3 Statistics

The DCEO reviewed the report. She asked the Board to let her know if they wanted more or less detail or a different format. She mentioned that, at MFR, mass market paperback circulation was down but adult hardcover and trade paperback fiction circulation was up. The reduction in circulation of magazines at the Fleming Library is probably because patrons are reading them in the library more often than they did in the old Fleming Library.

D. Edwards asked why the French books are with the Juvenile Fiction statistics; the CEO responded that the majority of these titles are for children.

While the number of teen programs has increased, participation in these programs has dropped significantly, which the CEO reported was also happening in other library systems. There was discussion of current and past programs. The Chair suggested that the staff presentations to the Board be reinstated, with Teen Programmer Margaret Daley presenting at the next meeting.

D. Burton noted that the LPL figure for active members should be a total of the Fleming and MFR averages, rather than an average itself. The DCEO will amend the report.

*4.4 Report of the CEO*

The CEO reported that she has met with CEOs of the Grimsby and West Lincoln Public Libraries regarding reciprocal borrowing and shared service initiatives. The Grimsby CEO noted that GPL receives \$12,000 each year in non-resident fees, so its Board will consider this before making a decision regarding reciprocal borrowing. Lincoln and West Lincoln already have a reciprocal borrowing agreement.

*4.5 Report of the DCEO*

The DCEO presented her report.

*4.6 Report of Council*

Councillor MacMillan reported that the budget was passed on December 21.

*4.7 Board Correspondence*

The Chair read a letter of resignation from Board member Murray Cluff. The CEO will forward the letter to the Town Clerk. The Town’s bylaw requires nine Board members. Council will consider the process to fill the vacancy.

16-02	Moved: J. Ripley	Seconded: Councillor Timmers
	Be it resolved that the Board accept Murray Cluff’s resignation with regret. Carried.	

16-03	Moved: Councillor MacMillan	Seconded: D. Burton
	Be it resolved that the Consent Agenda be approved. Carried.	

**5. Business Arising**

5.1 will be discussed after 5.4.

*5.2 Budget Update & 5.3 Reciprocal Borrowing – Grimsby*  
Dealt with in the CEO’s report.

*5.4 Leadership by Design*

It was agreed to begin the courses in March.

*5.1 Strategic Plan*

The CEO’s document “2016-2019 Strategic Plan Directions” was discussed. It was agreed to change ‘Develop our Community’ to ‘Empower our Community’ to better reflect the direction and employ alliteration for all four directions.

The CEO reminded the Board about the Strategic Planning meeting, Saturday February 6, 9:30 am, at the Fleming Library. D. Edwards expressed her regrets that she could not attend.

There was discussion regarding the best way of getting staff input into the meeting and plan. The CEO will be at the meeting. The CEO noted that the Town’s work plan mentions the Library.

**6. Business Arising**

*6.1 Christmas 2016 Closure*

16-04	Moved: J. Ripley	Seconded: D. Edwards
	Be it resolved that Lincoln Public Library be closed on Tuesday December 27 (for December 25) and Monday January 2 (for January 1). Carried.	

**7. Adjournment**

16-05	Moved: J. Ripley
	Be it resolved that the meeting be adjourned at 8:31 pm. Carried.

Chair \_\_\_\_\_

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