



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, Leah Padfield, John Ripley, Councillor Lynn Timmers
Noel Walker

Regrets: Councillor Wayne MacMillan, J. Coles (DCEO)

Staff Present: Jill Nicholson (CEO, Recorder)

Guest: M. Kirkopolous, Lincoln CAO

1. Call to Order

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

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

16-42	Moved: L. Padfield	Seconded: L. Timmers
	Be it resolved that the Agenda be approved. Carried.	

4. Guest Remarks

M. Kirkopolous, Lincoln CAO

The Town CAO provided an overview of his background and six month tenure in his current position. A round table of introductions with the board members followed.

The CAO described of the Town's five broad priorities from Council's Future Focus document and noted that some priorities apply to working with the library and the board – Customer Service, Communication, Cultural Planning and Economic Development. He stressed that some areas overlap and that both the Town and the Library need to work together. There is also collaboration on joint issues such as extended Sunday opening for the Fleming Branch.

J. Kralt arrived at 7:10 pm.

From a question by a Board Member, M. Kirkopolous outlined some of the current initiatives of the Town: assistance in the establishment of a Junior A Hockey in Beamsville, community vision, Go Transit, new Museum building and park investment. Another Board member asked about Town cultural initiatives which include a cultural

plan and cultural asset mapping. Other issues brought forward were agri-tourism, infrastructure and use of the Fleming ice pad during the off-season.

D. Edwards arrived at 7:18 p.m.

M. Kirkopolous left the meeting at 7:20 p.m.

5. Consent Agenda

5.1 May 17, 2016 Board meeting minutes

5.2 Report of the CEO

5.3 Report of the DCEO

16-43	Moved: L. Padfield	Seconded: J. Ripley
	Be it resolved that the Consent Agenda be approved. Carried.	

6. Reports

6.1 May Financial Report

The CEO reviewed the report. Expenditures continue to be on track.

16-44	Moved: D. Edwards	Seconded: N. Walker
	Be it resolved that the Lincoln Public Library Board approve the May 2016 Financial Report. Carried.	

6.2 Sunday Visits Report

The CEO presented the report in the absence of the DCEO. With Sunday opening in Beamsville, the average visits increased by 93. Visits at the end of the week did diminish. Overall, there was a net increase in attendance with seven-day service. With the next Sunday pilot to the end of the school year, another review of visits will be undertaken.

6.3 Self-Checkout Report

The CEO presented the report in the absence of the DCEO. Since the opening of the new Fleming Branch in June 2014, the use of the self-checkout unit has doubled. However, total usage is only at just under 3%. The Board discussed various ways to promote increased usage including more signage, more demonstrations, a different location and an improved self-checkout stand.

16-45	Moved: N. Walker	Seconded: D. Burton
	Be it resolved that the Lincoln Public Library receive the Sunday Visits Report and the Self-checkout Report as information. Carried.	

6.4 Turnover Report

The DCEO has suggested that Turnover Report be deferred to October. The next regular report is scheduled for that meeting. The next regular Statistics Report will be presented in September.

6.5 Report of Council

L. Timmers provided information on the imaging project on the grounds of the Jordan Museum. Twenty-eight burials were found. A hidden trail was also discovered. The design of the amphitheatre will have to be revised to take into consideration the grave locations.

16-46	Moved: J. Ripley	Seconded: D. Burton
	Be it resolved that the Lincoln Public Library Board receive the Council Report as information. Carried.	

7. Business Arising

7.1 Evergreen Consortium Reciprocal Borrowing

The CEO presented the changes in policy necessitated by the launch of the Evergreen Consortium reciprocal borrowing project.

Fines will need to be coordinated amongst the partners.

Book, magazine, talking book and CD fines will change from \$0.20 to \$0.25 per day to a maximum of \$5.00 per item. The \$50 fine cap will be removed

The Board also raised some questions about some of the logistics of the reciprocal borrowing including how fines will be handled, the new Consortium OPAC and the continuance of the current Lincoln one and circulation procedures.

16-47	Moved: J. Ripley	Seconded: D. Burton
	Be it resolved that the Lincoln Public Library Board ratify the Reciprocal Borrowing Report including the change in fine rates for books, magazines, talking books and CDs from \$0.20 to \$0.25 per day to a maximum of \$5.00 and the removal of the \$50.00 fine cap. Carried.	

7.2 MFR Reorganization

The CEO presented the report in the absence of the DCEO. The report contained the steps in the project from 2017 to 2019. It is being proposed for 2017 that the movable door be removed and replaced by a reinforced wall to accommodate shelving and that the circulation desk be replaced with one that does not have such a large curve. The Board will view the recommended floorplan once it has been designed.

16-48	Moved: J. Ripley	Seconded: N. Kuhl
	Be it resolved that the Lincoln Public Library Board approve the MFR Reorganization directions as presented. Carried.	

8. New Business

8.1 Technology Plan and Ten Year Capital Plan

The CEO presented the elements of the Technology Plan. The library did not have a full technology inventory or a business continuity plan in the past, and both will be helpful should a disaster occur. She also stressed that a plan was required as part of Accreditation. The Board will review the Technology Plan on an annual basis.

The Board also reviewed the ten-year capital plan. The library's technology requirements are included in the plan. In response to a Board Member's question, the library is required to prepare the capital plan to comply in the Municipal Act. Although technology changes quickly, the capital plan is reviewed annually and can be amended as required.

The Board discussed the inclusion of a book locker in the 2017 capital plan. As part of the Town's goal to build new vibrant community use spaces, the possibility of the locker is being considered in the new Jordan Museum to serve far east end residents. After the discussion, the board wished to find out more about the operation of the book locker and did not want to approve its inclusion at this time. The Board will review the book locker at its September meeting.

16-49	Moved: N. Walker	Seconded: L. Timmers
	Be it resolved that the Lincoln Public Library Board approve the Technology Plan. Carried.	

16-50	Moved: N. Walker	Seconded: J. Ripley
	Be it resolved that the Lincoln Public Library Board approve the Ten Year Capital Plan with the exception of the Book Locker in 2017. Carried.	

8.2 Policy Updates

The CEO presented the report. E2 is being revised to include free membership to the Evergreen Consortium patrons from Fort Erie, Niagara-on-the-Lake, Pelham and Niagara College students. E3 Loan is being revised to define the loan period for books, CDs and talking books for Consortium patrons as twenty-one days with one renewal.

16-51	Moved: N. Kuhl	Seconded: L. Timmers
	Be it resolved that Policies E2 – Membership and E3 - Loans be revised as presented by the CEO. Carried.	

8.3 Board Correspondence

16-52	Moved: D. Burton	Seconded: J. Ripley
	Be it resolved that the Lincoln Public Library Board receive accept the resignation of Nicholas Kuhl with regret. Carried.	

8. Adjournment

16- 53	Moved: N. Kuhl Be it resolved that the meeting be adjourned at 9:20 pm. Carried.
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Chair _____

Secretary/Treasurer _____