

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, Councillor Robert Foster, John Kralt (Chair), Councillor Wayne MacMillan, Leah Padfield, Jennifer Thiessen, Noel Walker

Regrets: John Ripley

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

1. Call to Order

The Chair called the meeting to order at 6:58 pm.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

17-41	Moved: W. MacMillan	Seconded: D. Burton
	Be it resolved that the Agenda be approved. Carried.	

4. Consent Agenda

4.1 March 21, 2017 Board meeting minutes

The review of the minutes sparked a few discussions:

- Councillor MacMillan asked the CEO what Board documents are sent to Council; the CEO replied that only the minutes are sent. L. Padfield commented that she thought the Board had already decided to send the entire package. The CEO noted that everything is on CivicWeb. It was decided to send the entire package after its minutes had been approved.
- D. Burton wondered if the last line under March Break Report (“There were numerous complaints about the lack of parking for programs”) should read “There were numerous complaints from the public about the lack of parking for programs.” Some thought the fact that the complaints were from the public was understood. The DCEO noted that a staff member returning from a program at MFR was unable to find a parking spot. D. Edwards asked if, during tournaments, we could request a section of library parking only. The CEO responded that there is no one available to police such a restriction. The Chair asked when this situation will reoccur; the CEO said it would happen during the next March Break. Councillor Foster asked about the library using Lincoln Centre for its programs; the CEO responded that we had in the past, but the downside is that it does not link our collections to the program. Its use is dependent on the nature of the program.

4.2 Report of the CEO

L. Padfield asked about the OPLA Council Teleconference – what is it, do they follow an agenda, and is there anything interesting to report. The CEO responded that she is the Ontario Public Library Association representative for this area. The group meets four times per year and follows an agenda. They discuss public library issues, such as advocacy. They also plan parts of the OLA Superconference, and she'll be reporting more on that when the conference sessions are announced.

4.3 Report of the DCEO

The DCEO showed the Board the banner referred to in her report. She also highlighted the comment received from a grateful patron. L. Padfield asked about the March 6 interviews; the DCEO responded that they were the ones done with the CEO for the new Circulation Assistants.

17-42	Moved: L. Padfield	Seconded: J. Thiessen
	Be it resolved that the Consent Agenda be approved. Carried.	

5. Reports

5.1 March Financial Report

The Chair gave new members the background to the donation from St. Andrew's. He noted that the funds should be spent this year. Various suggestions were made. The CEO noted that some other libraries are able to transfer excess operating funds to a capital reserve fund. She asked the Director of Finance about creating a reserve fund, but was told this wasn't possible.

17-43	Moved: N. Walker	Seconded: D. Edwards
	Be it resolved that the March Financial Report be approved. Carried.	

5.2 Report of Council

Councillor MacMillan briefed the meeting on the progress of the Museum project.

Councillor Foster reported that the library's presentation to Council went well. He suggests a presentation be done every three months.

Councillor MacMillan noted that the annual Volunteer Appreciation Reception is this coming Friday and asked if the library was honouring anyone. The CEO responded that Kevin McGrinder is being recognized for his work with the Seed Library.

17-44	Moved: R. Foster	Seconded: W. MacMillan
	Be it resolved that the Report of Council be received as information. Carried.	

5.3 CEO Evaluation Committee

D. Burton reported that due to the amount of time needed to prepare the presentation to Council, the CEO Evaluation Committee has been unable to finish its report. They will do their best to complete it for the May meeting, but that is only three weeks away. Bring forward.

17-45	Moved: D. Burton	Seconded: D. Edwards
	Be it resolved that the CEO Evaluation Committee's Report be received as information. Carried.	

6. Business Arising

6.1 Town IT Support

The CEO reviewed the report. L. Padfield asked why we wouldn't want the costs in the Town's budget; the CEO responded that the Public Library Act requires Library Board approval of all library purchases, and accurate reports of library costs must be reflected in the reports the CEO prepares for CRA (charity) and the Ministry of Tourism, Culture and Sport.

Councillor Foster recommended that the fibre wiring be in use as soon as possible. He also does not believe Cogeco is better than fibre for our needs, and that there is no need to pay for two services. The CEO noted that her information is from the Town's IT staff. Councillor Foster will discuss this with Town staff.

The Chair indicated that the library had received a draft Memorandum of Understanding (MOU) from the Town regarding IT services. He suggests that a Board subcommittee look at the Town's ideas, and produce a package of recommendations. He noted that what the library now has is working for the library. He added that there will be no full transfer of responsibilities until the Fall. The Chair suggested that Councillor Foster be on this subcommittee; Councillor Foster agreed to serve on it. N. Walker volunteered to serve on it as well. The DCEO suggested that the library's Technical Services Coordinator be included in any meetings and discussions.

The Chair will send N. Walker and Councillor Foster a copy of the draft MOU. Councillor MacMillan asked why the letter was not included in the Board package as correspondence; the CEO responded that it was sent as a draft for library staff to look at.

The CEO will set up a meeting with the Town, and will send all Board members a copy of the draft MOU, with the committee's comments.

17-46	Moved: L. Padfield	Seconded: N. Walker
	Be it resolved that the CEO's Server Migration Update be received as information. Carried.	

6.2 Presentation to Council

D. Edwards asked how long the presentation lasted; the CEO answered about an hour. The Chair agreed that it should be done every three months, but without as much detail.

17-47	Moved: N. Walker	Seconded: W. MacMillan
	Be it resolved that the Presentation to Council be received as information. Carried.	

7. New Business

7.1 Policy Update – B-1 Responsibilities of the Board, B-3 Board Meetings, B-8 Library Advocacy, B-11 Board and Staff Expenses

L. Padfield mentioned HighFive, another real-time video option. It was agreed to change the wording of section of B-3 to real-time video rather than Skype, and bring the policy forward.

Councillor Foster noted that B-8 needs more detail regarding the Advocacy Plan. Its objectives need to be stated.

17-48	Moved L. Padfield	Seconded: W. MacMillan
	Be it resolved that updates of policies B-1 Responsibilities of the Board, B-8 Library Advocacy, and B-11 Board and Staff Expenses be approved as presented by the CEO. Carried.	

7.2 Council Presentation

Covered in 6.2.

7.3 Marketing Plan

The DCEO reviewed the report. She noted that she had added Merchandise as a marketing tool, and was investigating options for book bags that would be given out at both the TD SRC and to new members. They would act as advertising when being used. She also obtained preliminary pricing for a flyer postal walk through Canada Post; but the cost is well outside our budget this year. L. Padfield commented that many people discard these flyers immediately. Councillor Foster wondered if flyers could be included with the Town's tax or water bills.

In response to a question about new residents, the DCEO said she understands that Welcome Wagon includes our flyer in their package. She will add that to the Marketing Plan.

N. Walker noticed that our events are not listed as Facebook Events, though they are posted. The DCEO will discuss this with the staff member who maintains our Facebook page. The CEO noted that there is an event calendar on our webpage. Councillor Foster asked if we have a social media policy; the CEO answered that we do.

J. Thiessen suggested that the library use Instagram as well.

17-49	Moved: D. Edwards	Seconded: R. Foster
	Be it resolved that the Marketing Plan be received as information. Carried.	

7.4 Ministry of Tourism, Culture and Sport Public Library Roundtable #1 – Leadership and Innovation

The CEO reviewed the report. She noted that the provincial budget will be announced this week, and that extra funding for connectivity for public libraries made it to the second round of items for consideration.

17-50	Moved: D. Burton	Seconded: J. Thiessen
	Be it resolved that the Ministry of Tourism, Culture and Sport Public Library Roundtable #1 – Leadership and Innovation Report be received as information. Carried.	

8. Adjournment

17-51	Moved: N. Walker
	Be it resolved that the meeting be adjourned at 8:33 pm. Carried.

Chair _____

Secretary/Treasurer _____