

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), Councillor Wayne MacMillan, Leah Padfield, John Ripley, Jennifer Thiessen, Noel Walker

Regrets: Councillor Robert Foster

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

1. Call to Order

The Chair called the meeting to order at 7 pm.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

17- 61	Moved: L. Padfield Be it resolved that the Agenda be approved. Carried.	Seconded: J. Ripley
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4. Guest – Angela Cifani, Town of Lincoln Director of Finance – Server Migration

The chair welcomed Angela Cifani and John Brown.

John Brown reviewed the work the Town’s Technology Department has done and plans to do in moving the library’s e-mail, files and computers to the Town’s server. He explained why things are done in a certain way and the improvements the library will see when all the changes have been implemented. Town staff will have access to library files and e-mail. Mr. Brown said that the management of the public computers by the Town had not yet been determined; the DCEO asked him why then had the MFR ones been renamed “TOL.” He explained that the name change was done to facilitate tracking on the network side, and that a change could be discussed.

The Chair noted that the changes made have to work for the library, and asked about the acquisition of hardware and software. Mr. Brown noted that the library may have an advantage when it comes to pricing, and that capital items belong to the library. Ms. Cifani noted that the Bell Internet line at Fleming could be kept in the library’s name.

In response to a question from the CEO, Mr. Brown responded that library staff may have access to the Town’s financial system and timesheet entry, as they are web-based applications. D. Burton asked if staff would see any differences with Microsoft 365; Mr. Brown responded that the front-end is the same but the back-end is different. One change will be that files will be retrievable from home.

Mr. Brown assured the Board that library staff will still be making IT decisions on systems that remain with the library, such as Evergreen. Ms. Cifani noted that operating systems have to be standardized across all departments, and kept current. Councillor MacMillan said that the autonomy of the Library Board would not be lost.

The DCEO noted that the recent problem with the website forms was a lesson learned; Town staff will need to liaise with the library's Technology Coordinator to ensure that changes they make do not negatively impact library services.

Library staff will be able to contact Town Technology Department staff for help, who will be developing an on-call process to deal with weeknight and weekend queries and problems.

The CEO noted that there is a large increase in the library budget for internet, from \$5000 to \$14,000. Ms. Cifani noted that the increase is covered by reductions in other line items, such as removing \$5000 for external tech support (usually Biznet) for the server. The CEO noted that Biznet worked on matters other than the server; Mr. Brown said the Town could help with such issues.

In response to a question from D. Burton, Ms. Cifani responded that the Town considers the lifecycle of a server to be five years. The CEO added that she had budgeted in the past for seven years. Ms. Cifani said that there would be additional costs for public internet; costs that are not related to the server. Mr. Brown added that these are for a capacity increase; without it, there would be congestion issues. Councillor MacMillan stressed that the question of how to deal with cost overruns needs to be part of the Memorandum of Agreement (MOU). The CEO added that she has to find the money to cover the increase for the rest of 2017. L. Padfield asked if the Town could cover the expenses. Ms. Cifani responded that as it is only \$2000 it shouldn't be an issue; the library should post the expense as usual.

The Chair noted that the MOU is coming. Ms. Cifani said that Town staff will continue with the migration; Mr. Brown said it would be done by the end of August. The CEO asked about downtime; Mr. Brown said there wouldn't be any, and work would be done after the library closes on Saturdays. The DCEO suggested that Mr. Brown talk to her about the Saturday schedule; not all staff are in each Saturday, so some staff computers could be upgraded before closing. All present agreed that the biggest concern as we move forward with this project is maintaining clear and current lines of communication between Town and library staff.

The CEO said that the motion will be presented tonight. Mr. Brown suggested "staff computers" be added to the motion.

17-62	Moved: J. Ripley	Seconded: J. Thiessen
	Be it resolved that the Board approve having the Town of Lincoln manage the Library staff's e-mail, files and computers. Carried.	

Ms. Cifani and Mr. Brown left the meeting.

5. Consent Agenda

5.1 May 16, 2017 Board meeting minutes

5.2 Report of the DCEO

17- 63	Moved: L. Padfield	Seconded: D. Edwards
	Be it resolved that the Consent Agenda be approved. Carried.	

6. Reports

6.1 May 2017 Financial Report

The CEO presented the report. D. Burton noted that the labels on the charts are reversed.

17- 64	Moved: W. MacMillan	Seconded: D. Burton
	Be it resolved that the May 2017 Report be approved. Carried.	

6.2 Report of the CEO

Further to the section regarding reciprocal borrowing, the DCEO explained that there is an issue with the holds. Priority should be going to the patrons of the system that owns the item, but instead it is going to the patrons of the branch that houses the item. We have requested this be changed.

Regarding the Staff Training Day, J. Ripley asked if it is a PA Day for schools; the DCEO answered that she checked and it isn't. D. Edwards questioned the need for the library to close for the entire day.

The Board wanted to know what the Library Review would mean for the Library Board and Town Council. Councillor MacMillan indicated it would focus on governance issues.

There was a discussion of possible changes to the Page schedule in light of the proposed minimum wage increases. It was noted that vacation pay would rise to 6% from 4%. The DCEO noted that the Board has been informed that the Town plans to finish a review of compensation by the end of the second quarter.

17- 65	Moved: J. Ripley	Seconded: D. Burton
	Be it resolved that both LPL branches be closed on Friday November 10 for a Staff Training Day. Carried.	

17- 66	Moved: N. Walker	Seconded: D. Edwards
	Be it resolved that the Report of the CEO be approved. Carried.	

6.3 Report of Council

Councillor MacMillan reported that on June 9 and 10, 150 residents worked on tiles for the Town's Canada 150 mosaic. It will be revealed at Town Hall on Friday June 30 at 6 pm. The CEO added that library staff member Veronika Reiser painted one of the tiles.

17- 67	Moved: W. MacMillan	Seconded: D. Burton
	Be it resolved that the Report of Council be received as information. Carried.	

7. Business Arising

7.1 Evergreen Consortium Report

Covered in 6.2.

8. New Business

8.1 Policy Update – C-3 Art and Other Exhibits, C-4 Selling on Premises, C-6 Petitions, C-8 Telephones

The CEO reviewed the report. The Chair asked about the library selling items on behalf of the Town. The CEO responded that one of the issues is handling other organization's funds. She will look into this, and C-4 will be brought forward Regarding C-6, the CEO reminded the Board that as a public library, we cannot take a stand on particular issues.

17-68	Moved N. Walker	Seconded: J. Thiessen
	Be it resolved that policies C-3 Art and Other Exhibits, C-6 Petitions, and C-8 Telephones be reviewed or revised as presented by the CEO. Carried.	

8.2 10-year Technology Plan

The CEO noted that Sputnik was added because the Town is not taking on responsibility for MFR's wifi. D. Burton asked about options for Prudhomme's in 2020. One option is a book locker, but they are expensive.

D. Burton asked about the \$56,000 Prudhommes Service Point total under 2020 Capital; the CEO answered that it includes self-checkout.

17-69	Moved D. Edwards	Seconded: J. Thiessen
	Be it resolved that the 10-year Technology Plan be approved. Carried.	

8.3 Server Migration & 8.4 Staff Training Day

Covered in 6.2.

8.5 Sunday Report

There was discussion of the report and the CEO's recommendation. The consensus was that there is not enough traffic to warrant opening on Sundays during the summer. Councillor MacMillan suggested the CEO let the Town's CAO know the Board's decision; he will convey the information to Council.

8.6 Ontario Public Library Week – Fine amnesty

The DCEO outlined a draft plan to have a fine amnesty during OPLW.

17-70	Moved L. Padfield	Seconded: J. Thiessen
	Be it resolved that the Board authorizes the CEO to approve a fine amnesty initiative during OPLW 2017. Carried.	

8.7 MFR Renovation

The DCEO reported that on June 16, she and the CEO met with Town staff Maria Brigantino, Director of Community Services, and Chuck Judson, Manager of Facilities and Parks. The group decided to proceed with new carpeting, some repainting, and shifting shelving to make MFR more accessible. As well, the folding wall will be replaced

with a permanent one that has electrical outlets and can support shelving. One of the three non-fiction units may be relocated to the children's area to replace some spinners. The nonfiction collection will be heavily weeded. As well, the picture book collection will be weeded and the shorter unit removed.

17-71	Moved J. Ripley	Seconded: D. Burton
	Be it resolved that the MFR Renovation Report be received as information. Carried.	

9. Closed Session

9.1 Personal matters dealing with an identifiable person

17-72	Moved: D. Edwards	Seconded: L. Padfield
	Be it resolved that the meeting go into a closed session to discuss a matter regarding an identifiable person. Carried.	

17-73	Moved: N. Walker	Seconded: J. Thiessen
	Be it resolved that the meeting come out of the closed session. Carried.	

The CEO and DCEO left the meeting at 9:14 pm after motion 17-72 was passed and returned at 9:31pm, after motion 17-73 was passed.

17-74	Moved: D. Burton	Seconded: D. Edwards
	Be it resolved that the Report on the CEO Evaluation be accepted. Carried.	

10. Adjournment

17-75	Moved: J. Ripley	
	Be it resolved that the meeting be adjourned at 9:32 pm. Carried.	

Chair John Kragt

Secretary/Treasurer Jill Nicholson