

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 Jennifer Thiessen, Councillor Lynn Timmers, Noel Walker

Regrets: Leah Padfield, John Ripley

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

1. Call to Order

The Chair called the meeting to order at 6:36 pm.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

16-83	Moved: D. Edwards	Seconded: N. Walker
	Be it resolved that the Agenda be approved. Carried.	

4. Consent Agenda

4.1 November 22, 2016 Board meeting minutes

4.2 Report of the CEO

D. Edwards asked if most of the CEO's meetings were during the day; the CEO responded that they were.

L. Timmers asked the CEO about the makeup of the Harvest Festival meeting group. The CEO answered that Margaret Andrewes was the Chair, and that numerous subgroups were working on different projects as part of this Canada150 event. The Chair asked what projects the library would be involved with; the CEO responded that the group she is with is still at the ideas stage. The Festival takes place on the last weekend of September.

D. Burton asked about the accreditation committee's members. The CEO responded that she believed it was organized by the Federation of Ontario Public Libraries, and consisted of library CEOs.

4.3 Report of the DCEO

16-84	Moved: J. Thiessen	Seconded: D. Burton
	Be it resolved that the Consent Agenda be approved. Carried.	

5. Reports

5.1 November Financial Report

The CEO reviewed the report. The Chair asked about the Consulting Services amount. The CEO responded that we could bring that forward to 2017, since the status of the MFR reorganization project is somewhat uncertain due to the resignation of the Town's Director of Sport, Recreation & Culture.

The DCEO noted that about \$5000 of the collections budget may not be spent. The CEO will check the balance in a few weeks and ask the Town not to take those development charges amounts out.

W. MacMillan noted that on page two of the report, 2% should read 20%.

16-85	Moved: L. Timmers Be it resolved that the November 2016 Financial Report be approved. Carried.	Seconded: W. MacMillan
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5.2 Report of Council

The Councillors reported that they are working on the budget, with the next meeting on December 13. They expect to be finished on the 19th or 20th.

L. Timmers reported that 169,000 tulip bulbs were planted in Lincoln, and all were sponsored so there was no cost to the Town.

16-86	Moved: W. MacMillan Be it resolved that the Report of Council be received as information. Carried.	Seconded: L. Timmers
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6. Business Arising

6.1 Reserve Update

The CEO reviewed the background of this donation and her recent discussions with the Town's Treasurer.

16-87	Moved: D. Edwards Be it resolved that the Lincoln Public Library Board authorize the Town of Lincoln to create a Reserve Fund to receive unanticipated and unrestricted donations. Carried.	Seconded: J. Thiessen
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16-88	Moved: N. Walker Be it resolved that the Moses F. Rittenhouse Renovation Fund amount of \$125 be carried forward to the 2017 budget. Carried.	Seconded: D. Edwards
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6.2 Budget Update

The CEO presented her report and that of John Brown, the Town's IT Coordinator. She is recommending that the library maintain the status quo for 2017 and in 2018 make the change to having the Town host the library's data. She explained that she is not opposed to the Town hosting, but feels that all of the components of IT need to be discussed before such a change is implemented; these discussions have not taken place, as this all came up recently. Part of those discussions would be to determine the

operating budget implications of such a change. She added that she is not in agreement with all of Mr. Brown's calculations.

The CEO stated that although the library's servers are due for replacement, they would be good for another year. As well, other options with the same savings and free options have not been investigated. She reminded the Board that the library receives a connectivity grant of \$1500 from the province that would likely be forfeited if this plan went forward. She noted, however, that the grant was under review and may not be made again. In addition, the library receives a substantial educational discount for software, for which the Town is not eligible.

The CEO informed the Board that five years ago there was an attempt made to merge elements of the two organizations' technology, and things did not work out. She is concerned that such problems may reoccur.

The CEO also stressed that Council cannot tell the Library Board what to do with the grant money it receives.

There was a lengthy discussion on this subject:

- L. Timmers and J. Thiessen felt that the CEO had not clearly outlined any specific operating implications of making the switch. The Chair asked the CEO about these implications; she responded that one was the loss of the grant, but recognized that it may not be received anyway.
- W. MacMillan noted that if we reject this plan, we will only receive \$6000 of this request (for new computers) from Council. Also, John Brown and the Town's CAO need to be informed of our decision before the December 13 budget meeting.
- The Chair emphasized that we need reliable service.
- N. Walker felt that it was unlikely that any free options would be more reliable than going with the Town. He also noted that we would not be getting any extra funds in 2018 for new servers, so if we did not go with the Town, we would have to find the funds elsewhere.
- D. Burton noted that we are just talking about document management, and not the transfer of the ILS server. She also wondered what would happen if one of the library's servers failed.
- D. Edwards noted that the Town would be responsible for upgrades, not the library.

There was no support for moving a motion to support the CEO's recommendation. W. MacMillan led the group in drafting a revised motion.

16-89	Moved: N. Walker	Seconded: D. Burton
Be it resolved that the Lincoln Public Library Board accept the Town's proposal for data hosting services, and requests a seamless transition, including consideration of unforeseen operating expenses. Carried.		

7. New Business

7.1 Policy Update – F-16 Complaints; F-17 Integrated Accessibility Regulations; and G-24 Working Alone

The CEO presented her report.

Regarding policy F-16, D. Burton noted that it should read “Chair of the Lincoln Public Library Board” rather than “Chair of the Board of Directors.”

Regarding F-17, J. Thiessen noted that section 2.1 was missing some words. It was determined that it should read “small designated sector organization.”

Regarding G-24, D. Burton suggested that “or his or her designate” be added after CEO. In addition, the second number 3 needs to be changed to number 4.

16-90	Moved D. Edwards	Seconded: N. Walker
	Be it resolved that new policies F-16 Complaints; F-17 Integrated Accessibility Regulations; and G-24 Working Alone be approved as amended. Carried.	

7.2 CEO Vacation

The CEO explained that, beginning in 2018 (and regarding 2017 vacation allotment), the library will follow the Town’s policy and limit vacation carryover to two weeks.

16-91	Moved: J. Thiessen	Seconded: D. Burton
	Be it resolved that four weeks of the CEO’s 2016 vacation allotment be carried over to 2017. Carried.	

7.3 Board Correspondence

None.

The CEO noted that each package of meeting documents has a revised 2017 Board meeting schedule. The next meeting is scheduled at the Moses F. Rittenhouse Branch on Tuesday January 17, 2017 at 7 pm.

8. Adjournment

16-92	Moved: N. Walker
	Be it resolved that the meeting be adjourned at 8:16 pm. Carried.

Chair _____

Secretary/Treasurer _____