

**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), Leah Padfield, John Ripley, Noel Walker

**Regrets:** Councillor Wayne MacMillan, Jennifer Thiessen, Councillor Lynn Timmers

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

**1. Call to Order**

The Chair called the meeting to order at 7:04 pm.

**2. Declaration of Conflict of Interest**

None.

**3. Approval of Agenda**

17-	Moved: J. Ripley	Seconded: D. Edwards
18	Be it resolved that the Agenda be approved. Carried.	

**4. Consent Agenda**

*4.1 January 17, 2017 Board meeting minutes*

The following amendments were agreed upon:

- In section 8.2, after the sentence that ends "...best way to send the information", insert "L. Padfield suggested that after the Board meeting, the entire Board package be forwarded to the Town Clerk for distribution to Council."
- Motion renumbering: the second 17-13 becomes 17-14 and all subsequent 17-numbers go up by one; the final motion 16-92 gets renumbered to 17-17.

*4.2 Report of the CEO*

J. Ripley asked about the library representatives on the Harvest Festival committee; the CEO responded that she and the two Councillors were members.

*4.3 Report of the DCEO*

D. Burton asked about the staffing situation. The CEO explained that all of the casual staff members were juggling more than one job; one had four. The DCEO noted that for the casual staff, LPL's pay rate is among their lowest, if not the lowest. The DCEO reported that she has suggested to the CEO that a clause be included in new casual hires' letters of employment regarding expectations of availability. There was general agreement on this point.

17-	Moved: L. Padfield	Seconded: D. Burton
19	Be it resolved that the amended Consent Agenda be approved. Carried.	

## 5. Reports

### 5.1 December 2016 Updated Financial Report

The CEO reviewed the report, noting that the collections were slightly underspent. The DCEO noted that for numerous item types, last year's per unit cost was lower than expected.

17-20	Moved: D. Burton	Seconded: L. Padfield
	Be it resolved that the December 2016 Updated Financial Report be approved. Carried.	

### 5.2 January Financial Report

The CEO presented the report.

17-21	Moved: D. Edwards	Seconded: J. Ripley
	Be it resolved that the January Financial Report be approved. Carried.	

### 5.3 Turnover Rate Report

The DCEO presented her report, noting that the main reason the rate is lower is that selectors have limited time to weed the collections, due to the increase in the number of programs, the resulting marketing, and additional circulation duties because casual staff are not available to cover. She noted that she was concerned about the stress level among staff, and had spoken to some staff about ways to cope. It is expected that hiring more casual staff will help.

The DCEO recommended that this report's schedule be changed to annual, and be presented with the January full-year statistics. An annual report would be more meaningful, reduce staff workload somewhat, and reduce the length of time the Board considers the topic. In response to a question from the Chair, she responded that knowing the turnover rate was not crucial in budget discussions, as the Board would have the September statistics report with January to August circulation figures to aid in their deliberations.

17-22	Moved: N. Walker	Seconded: J. Ripley
	Be it resolved that the Turnover Rate Report be approved. Carried.	

17-23	Moved: D. Burton	Seconded: L. Padfield
	Be it resolved that future Turnover Rate Reports be included as part of the January (full-year) statistics reports. Carried.	

### 5.4 Report of Council

No report received.

## 6. Business Arising

None.

## 7. New Business

### 7.1 Policy Update – A-6 Secretary-Treasurer; A-7 Committees; A-8 Amending By-Laws; F-8 Volunteers

The CEO presented her report. Regarding policy A-6, D. Burton noted that the first section didn't make sense. It was agreed to amend it to "Ensure that minutes of every Board and committee meeting are taken and retained." As well, L. Padfield noted that the bold type should be removed from section 4; N. Walker added that it needed a period at the end.

Regarding A-7, the DCEO noted that the word 'task' in section 4 should be changed to 'tasked'.

17-24	Moved D. Edwards	Seconded: J. Ripley
	Be it resolved that the updates of policies A-6 Secretary-Treasurer, A-7 Committees, A-8 Amending By-laws, and F-8 Volunteers be approved as presented by the CEO and amended by the Board. Carried.	

### 7.2 Strategic Plan Update

Noting the number of initiatives not completed, L. Padfield asked the CEO if too many projects had been taken on. The CEO noted that for three of the postponed projects, the delay was due to circumstances beyond the control of the library. L. Padfield expressed her concern about too much being attempted and was reminded of the unfinished sections of the last Strategic Plan. J. Ripley concurred, noting that projects should not be included if they can't get done.

Further to this, L. Padfield asked the CEO when exactly in the Spring she anticipated having the Marketing Plan done (section 1.1.1). The CEO responded it would be done by May at the latest. The DCEO added that she is working on it, but has not been able to do anything for a few weeks due in part to extra scheduling and circulation duties.

In response to a question about 1.1.2, the CEO said she was working on tweaking the social media policy.

There was a question about the Canadian film series planned for April. The DCEO has the titles of the films, and will be creating a flyer and mentioning them in the April newsletter. The newsletter is forwarded to Council every month via the Town Clerk.

It was agreed that 4.2.1 (MFR Renovation) would likely not be done until 2018. There was considerable discussion regarding the status of this project. The DCEO reviewed the project's background: after discussions with staff and the Town, the DCEO presented a report to the Board and met with a designer, then the CEO, DCEO, C. Judson and A. Hoosein from the Town met last August with an architect from the firm that built the library. At that meeting, there was discussion of exploring the feasibility of relocating the local history resources of three groups – the library, the archives and the museum – to the old Fleming Library building. A. Hoosein was to follow up with a preliminary feasibility study, but he left the Town a few months later, and his position has not been advertised. We are unaware of any progress on this project, which impacts the MFR renovation because we cannot go forward with any design not

knowing if the Local History collections, shelving and microfilm reader will still be at MFR.

In order to move forward, L. Padfield and N. Walker suggested that the three groups make a joint presentation to Council on the matter. J. Ripley suggested that the library initiate this by meeting with representatives from the museum and archives. The CEO said she would send the necessary letters. The Chair asked the DCEO to determine how much space would be gained if the local history collections were moved from MFR.

D. Edwards left the meeting during these discussions, at 8:52 pm.

The CEO mentioned that there may be funding for projects that upgrade facilities so that they comply with the AODA.

Regarding 4.6.4 (Evaluate Board), the CEO said there were various ways for the Board to evaluate itself. D. Burton agreed to look into this, as she sent some information on the subject.

17-25	Moved: L. Padfield	Seconded: N. Walker
	Be it resolved that the Strategic Plan Update be accepted. Carried.	

### 7.3 CEO Evaluation Committee

17-26	Moved: J. Ripley	Seconded: N. Walker
	Be it resolved that the CEO Evaluation Committee Members be J. Kralt, D. Burton and J. Ripley. Carried.	

### 7.4 Library Board/Council Communication

### 7.5 OLA Report

17-27	Moved: D. Burton	Seconded: J. Ripley
	Be it resolved that D. Burton's OLA Report be received as information. Carried.	

### 7.6 Website Review

The DCEO presented the different sections of the new website.

## 8. Adjournment

17-28	Moved: J. Ripley
	Be it resolved that the meeting be adjourned at 9:27 pm. Carried.

Chair \_\_\_\_\_

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