

**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, Councillor Lynn Timmers

**Regrets:** Noel Walker

**Staff Present:** Jill Nicholson (CEO, Recorder)

**1. Call to Order**

The Chair called the meeting to order at 6:56 pm.

**2. Declaration of Conflict of Interest**

None.

**3. Election of Chair and Vice Chair**

17-01	Moved: D. Burton	Seconded: D. Edwards
	Be it resolved that the nominations for Chair be open. Carried.	

John Kralt accepted a nomination.

17-02	Moved: J. Ripley	Seconded: L. Padfield
	Be it resolved that the nominations for Chair be closed. Carried.	

17-03	Moved: D. Burton	Seconded: D. Edwards
	Be it resolved that John Kralt be named Chair. Carried.	

17-04	Moved: L. Timmers	Seconded: W. MacMillan
	Be it resolved that the nominations for Vice Chair be open. Carried.	

Donna Burton accepted a nomination

17-05	Moved: J. Ripley	Seconded: W. MacMillan
	Be it resolved that the nominations for Vice Chair be closed. Carried.	

17-06	Moved: D. Edwards	Seconded: L. Timmers
	Be it resolved that Donna Burton be named Vice Chair. Carried.	

#### 4. Approval of Agenda

17-07	Moved: W. MacMillan	Seconded: L. Padfield
	Be it resolved that the Agenda be approved. Carried.	

#### 5. Consent Agenda

##### 5.1 December 6, 2016 Board meeting minutes

##### 5.2 Report of the CEO

D. Burton congratulated staff for the successful re-accreditation process. She praised the hard work done to meet the Ontario Public Library Guidelines. The plaque will be presented at the Ontario Library Association Conference in February.

The CEO indicated that she will inform the Board when the new website is launched. It is planned for the end of January. The Chair asked that an overview of the site be done at the next Board meeting.

The CEO outlined some of the proposed activities that the Library will undertake for the Harvest Homecoming Festival at the end of September. The theme for the library's portion is 'Community Shapers', Lincoln residents who have made a difference locally, nationally or internationally. The library has touched based with the Lincoln Fire Department, a local vet and the Beamsville Legion to participate in the Human Library. There will also be displays of local shapers and of the evolution of the Prudhomme's site.

##### 5.3 Report of the DCEO

17-08	Moved: D. Burton	Seconded: D. Edwards
	Be it resolved that the Consent Agenda be approved. Carried.	

#### 6. Reports

##### 6.1 December Financial Report

The CEO indicated that generated and grant revenue for 2016 was almost 25% over budgeted amounts. Sales and donations were also significantly higher.

The CEO noted that about \$5000 of the collections budget might not be spent. However, there are some items that are not yet reflected in the budget amount.

There was a discussion about the projected approximately \$100,000 surplus. L. Padfield asked if actions could be taken in October and November to spend the funds. J. Ripley asked what happens to the surplus. The CEO indicated that it goes back into Town coffers. With regards to budgeting, The Chair stated that the budget is an estimate and developments throughout the year can change expenditures. L. Timmers indicated that this also occurs sometimes in Town Departments.

The Chair asked that the year-end totals be presented at the next Board meeting.

17-09	Moved: L. Timmers	Seconded: J. Thiessen
	Be it resolved that the December 2016 Financial Report be approved. Carried.	

## 6.2 Statistics

The September-December 2016 and the full 2016 statistics were presented. The September-December statistics were lower than the previous. The CEO indicated that the nice weather and the lowering 'new building' phenomenon were probable causes. Overall for 2016, there were decreases in the majority of print and audio-visual categories with the exception of large print, easy readers and junior fiction. Downloads including ebooks, downloadable audiobooks, music and magazines increased 21% over the previous year. Total circulation decreased 1.78% The library use of Twitter and Facebook increased in 2016 over 2015. Despite the drop in print and audio-visual circulations, visits increased 1.74%. This indicates the importance of the library as a community hub. Despite the number of devices owned by the public, public Internet use was up 3.5%. Although the library offered fewer programs in 2016, partly due to the decrease in pre-school programming in Vineland, the number of participants increased. Queries increased, due in part to staff being more diligent in recording transactions.

17-10	Moved: J. Ripley	Seconded: L. Padfield
	Be it resolved that the September-December 2016 and the 2016 Statistics Report be approved. Carried.	

## 6.3 Report of Council

The Mayor's Levee on January 7 was a success. Over 10,000 attended the Wine Fest in Jordan. The Museum volunteers introduced their new flavour of fudge, ice wine, which will only be available for Canada 150 at the Levee and Wine Fest.

17-11	Moved: W. MacMillan	Seconded: L. Timmers
	Be it resolved that the Report of Council be received as information. Carried.	

## 7. Business Arising

### 7.1 Town IT Support Report

The CEO reviewed the report. The Technical Services Coordinator and the CEO met with the Town's IT staff to review the Library's IT needs. The CEO identified three areas: staff files, email and server, Evergreen and public Internet stations. Due to the library specific software for both Evergreen and the public Internet stations, it was decided that these areas would remain the responsibility of the Library. The Town IT would be responsible for the staff files, email, server and any related hardware. The Town and the Library will work together to purchase the staff work stations and identify specifications. The Library will purchase any software with its educational discount. The Town will prepare a Memorandum of Understanding which outlines the responsibilities that the Town IT staff and the Library staff will undertake. Town staff will not transfer labour costs to the Library. The Library's IT purchases will appear in the Library's capital budget.

17-12	Moved: D. Edwards	Seconded: J. Thiessen
	Be it resolved that the Lincoln Public Library Board approve the CEO's proposal that the Town of Lincoln's IT staff provide support for the library's staff files, email and server. Carried.	

## 8. New Business

### 8.1 Policy Update

Policy A-1 Authority was updated to acknowledge the change in Library Board composition from three to two councillors.

Policies A-3 Organization of the Board, A-4 Chair and A-5 Vice Chair were reviewed, but not changed.

17-13	Moved: L. Padfield	Seconded: W. MacMillan
	Be it resolved that the review and updates of policies A-1 Authority, A-3 Organization of the Board, A-4 Chair and A-5 Vice Chair be approved as presented by the CEO. Carried.	

Policy B-21 must be rescinded. The Library's Community Complex Fundraising Committee has been disbanded.

17-14	Moved: D. Edwards	Seconded: D. Burton
	Be it resolved that Policy B-21 Complex Fundraising Committee Terms of Reference be rescinded. Carried.	

### 8.2 Library Board Communication to the Town

W. MacMillan presented to the Board Town Council's concern that they are not receiving enough information from the Board's decisions and activities. There was some discussion about the best way to send the information. The CEO indicated that she was meeting with the CAO on January 19 and would be discussing this issue with him. In addition, the Chair and Vice Chair will be meeting with the CAO on January 26. The CEO and Chair will inform the Board of the communication process after that meeting.

17-15	Moved: J. Ripley	Seconded: D. Burton
	Be it resolved that enhanced communication be sent to Town Council. Carried.	

### 8.3 Board Correspondence

i. Ontario Public Library Guidelines and Mentoring and Accreditation Council – Lincoln Public Library's successful re-accreditation.

17-16	Moved: D. Edwards	Seconded: D. Burton
	Be it resolved that the correspondence from the Ontario Public Library Guidelines and Mentoring and Accreditation Council be received as information. Carried.	

## 8. Adjournment

17-	Moved: W. MacMillan
17	Be it resolved that the meeting be adjourned at 8:25 pm. Carried.

Chair \_\_\_\_\_

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