

**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), John Ripley, Noel Walker

**Regrets:** Councillor Wayne MacMillan, Leah Padfield, Jennifer Thiessen

**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. Welcome new Board member**

The Chair welcomed Councillor Foster to the Board. Councillor Foster provided some of his background, including that he has served on the Library Board in the past. He explained that he and Councillor Timmers switched committees and she is now appointed to the Twenty Valley Tourism Association.

**3. Declaration of Conflict of Interest**

None.

**4. Approval of Agenda**

There were two requests for additions to the agenda:

- Following up on the e-mail he sent the Board on March 16, Councillor Foster requested that “Board meetings after holiday Mondays” be added as item 9.6.
- The CEO requested that a verbal March Break Report, presented by the DCEO, be added as item 9.7.

17-29	Moved: J. Ripley	Seconded: N. Walker
	Be it resolved that the revised Agenda be approved. Carried.	

**5. Board Evaluation**

17-30	Moved: D. Burton	Seconded: D. Edwards
	Be it resolved that the meeting go into a closed session to discuss a matter regarding identifiable persons. Carried.	

The CEO and DCEO left the meeting at 7:09 pm, returning at 7:44 pm.

17-31	Moved: R. Foster	Seconded: J. Ripley
	Be it resolved that the meeting come out of the closed session. Carried.	

## **6. Consent Agenda**

### *6.1 February 21, 2017 Board meeting minutes*

The review of the minutes sparked a few discussions.

Regarding the amendment to section 8.2 of the January minutes, the Chair asked Councillor Foster for his opinion regarding which documents should be sent to Council, and when. Councillor Foster and N. Walker agreed that Council needs to be provided with insight into what is happening in the library and informed of trends. It was agreed that each Board package, as one PDF, would be sent after its minutes were approved. The CEO will determine if Council can access this information on CivicWeb.

Regarding the section of item 7.2 of the February minutes dealing with plans to move forward on the MFR renovation, J. Ripley asked if the letters had been sent by the CEO. She indicated that they had not been sent. The Chair said this was because it was best to talk to Town Council before talking to third parties such as the Archives. He and the CEO will be doing a presentation to Council on April 5; one of the parts of that presentation will concern renovations to MFR and how local history resources in the community are housed and accessed. There was further discussion on the background of this subject and its challenges. The CEO noted that sometimes there are restrictions on gifted materials' storage and access. Councillor Foster noted that the municipality has to be careful when deciding to fund groups or projects, as funding is often an ongoing commitment requiring oversight.

### *6.2 Report of the CEO*

The CEO updated the Staffing section of her report, saying that two new casual Circulation Assistants started last week.

She also reported an update to Evergreen Reciprocal Borrowing. The group met March 20, and agreed to harmonizing fines; more on this in item 9.4. She added that four other Niagara library systems are considering joining the Consortium.

N. Walker asked about the Leadership by Design item – should they do it? The CEO answered yes.

D. Burton asked Councillor Foster for more information on section 5 – Library Board Communication with Council. Councillor Foster replied that there are a variety of models for the relationship between municipalities and their libraries. Council wishes to take a look at some of these models, including ones where the library is more of a subset of the Town than an independent entity, as LPL is. He gave Oakville PL as an example, noting that the library there deals with materials, programs and personnel. The Chair noted that the LPL model is similar, as we have arranged with the Town of Lincoln to handle our finances, payroll and facilities.

Councillor Foster explained that this review is separate from the report being presented to Council by the Chair and CEO on April 5. Council is facing a lot of changes in the community, especially with new developments, and are looking at a wide variety of

things with a goal of streamlining operations where possible. He isn't certain if a consultant has been hired but he did suggest some names to Council. He thinks the consultant will speak to the Library Board and staff.

### 6.3 Report of the DCEO

17-32	Moved: N. Walker	Seconded: D. Burton
	Be it resolved that the Consent Agenda be approved. Carried.	

## 7. Reports

### 7.1 February Financial Report

Councillor Foster asked about the low numbers in the 2016 section of the Collections Budget report; the CEO explained that it shows where the budget stood in February 2016.

Councillor Foster was concerned that the Collections Budget had not been increased; the CEO responded that the chart shows only the physical materials budget and that the e-resources budget had gone up, especially since the provincial grant that covered many e-resources was cut. Councillor Foster suggested that, in the report to Council, collections be treated as one line, to indicate that there had been an increase.

17-33	Moved: R. Foster	Seconded: J. Ripley
	Be it resolved that the February Financial Report be approved. Carried.	

### 7.2 Report of Council

Councillor Foster reported on a number of Council activities:

- A number of committees have been reconstituted, including Council Business Planning, which he chairs, and which is looking at "big picture" items such as homelessness and fire code changes.
- There are numerous new developments in the Town.
- The new SRC Director will be hired soon. There are two new Associate Director positions posted.
- The Director of Finance resigned; Angela Cifani has been named as her replacement.
- There is a lot happening at Public Works, including extra spending on road work.
- He is on the Board of Directors of the Association of Municipalities of Ontario, chairing the digital task force.

The Chair asked Councillor Foster if he was aware of any infrastructure funds coming soon; the Councillor replied that there have been some grants but many programs have not yet been announced. He expects they will be soon, considering there is a provincial election in 2018.

The DCEO reported that Councillor MacMillan came to the library before the meeting to ask that the Board be made aware of an item that came up at Council the night before – the seed library at the Chatham-Kent Public Library. He provided a printout of that section of their website. The DCEO reported that she let Councillor MacMillan know that LPL has a Seed Library at the Fleming Branch, which has been publicized through the

newsletter, newspaper column, social media, our website and slide shows. She noted that the CKPL seed library was available in multiple branches.

17-34	Moved: D. Edwards	Seconded: N. Walker
	Be it resolved that the Report of Council be received as information. Carried.	

## 8. Business Arising

None.

## 9. New Business

*9.1 Policy Update – B-1 Responsibilities of the Board, B-2 Qualifications of the Board, B-3 Board Meetings, and B-7 Strategic Planning*

The CEO presented her report.

Regarding policy B-1, D. Burton suggested that policy references to the Public Libraries Act read “Public Libraries Act, R.S.O. 1990, c. P.44.” Similarly, Councillor Foster suggested that references to Council read “Council of the Town of Lincoln.” The CEO will make the changes and bring forward a revised policy.

Regarding policy B-3, Councillor Foster noted that the Town does not allow telephone or Skype attendance at meetings, and he felt strongly that the library’s policy should not be out of sync with that of the Town. The CEO noted that other Ontario libraries do allow such attendance. D. Burton added that the change could help the Board avoid meetings that don’t have a quorum. The CEO will discuss this with the Town Clerk and bring the policy forward to the next meeting.

17-35	Moved R. Foster	Seconded: D. Burton
	Be it resolved that updates of policies B-2 Qualifications of the Board and B-7 Strategic Planning be approved as presented by the CEO. Carried.	

### *9.2 Library Board/Council Communication*

Covered in 6.2.

### *9.3 Website Survey*

The CEO reviewed the report.

17-36	Moved: J. Ripley	Seconded: D. Edwards
	Be it resolved that the Website Survey Update be received as information. Carried.	

### *9.4 Fees and Fines*

The CEO presented her report, adding that since she sent the report with the Board package, she has met with the other Evergreen Consortium CEOs, and they all agreed to harmonize their overdue fines in order to go forward with the reciprocal borrowing project scheduled to launch in June. Accordingly, the CEO presented a few revisions: book, audiobook and magazine fines increase from \$0.20/day to \$0.25/day, and the maximum fine for DVDs is reduced from \$10 to \$5.

The CEO and the Chair outlined the background of the reciprocal borrowing project. Councillor Foster felt strongly that new materials should not be included; the CEO noted that she agreed but was outvoted by other Evergreen CEOs. She added that the DCEO is also concerned about new materials not being available to Lincoln residents as quickly as they are used to. She added that our holds per copy ratio for books is lower than that of other libraries.

Councillor Foster also felt that magazines should not be included as they will become quite tattered during transit.

The Chair and D. Burton both felt that we should try the new system for a while (six months was mentioned) with all materials able to be borrowed by all Consortium patrons, and then review it.

17-37	Moved: J. Ripley	Seconded: N. Walker
	Be it resolved that the revised 2017 Fees and Charges be approved as presented by the CEO. Carried.	

#### 9.5 2016 Annual Report

17-38	Moved: D. Edwards	Seconded: D. Burton
	Be it resolved that the 2016 Annual Report be approved as presented by the CEO. Carried.	

#### 9.6 Board meetings after holiday Mondays

Councillor Foster provided background on why Board meetings had been set as the third Tuesday evening of the month, noting that since that time, the meeting times of other committees that Councillors are on have changed. Noting that the next Library Board meeting has been listed as Tuesday April 18, right after Easter Monday, Councillor Foster expressed his concern that since Council always meets on the Tuesday after a holiday Monday, if the Library Board doesn't change its meeting time, the Board's Councillors will be unable to attend. He is recommending that when the third Tuesday of the month falls after a holiday Monday, that Board meetings be moved automatically. The Chair noted that it has been the practice of the Library Board to do so, meeting on the third Wednesday or Thursday. Councillor Foster suggested that the following Tuesday was also an option.

The CEO will poll the Board members via email to determine if the next meeting will be on Thursday April 20 or Tuesday April 25.

#### 9.7 March Break Report

The DCEO highlighted sections of the report of the Children's Services Coordinator:

- Several Fleming programs were full before the week started, while several MFR programs had to be cancelled due to lack of registration.
- The Tuesday programs were cancelled because of the weather and subsequent library closure.

- The popular Beauty and the Beast program was not rescheduled to the Friday of March Break because of the parking and concourse noise issues that surface during hockey tournaments. The program will be held on Saturday March 25.
- There were numerous complaints about the lack of parking for programs.

17-39	Moved: N. Walker	Seconded: J. Ripley
Be it resolved that the 2017 March Break Report be received as information. Carried.		

## 8. Adjournment

17-40	Moved: J. Ripley	
Be it resolved that the meeting be adjourned at 9:31 pm. Carried.		

Chair \_\_\_\_\_

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