

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), Councillor Wayne MacMillan, Leah Padfield, John Ripley

Regrets: Jennifer Thiessen, Noel Walker

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

1. Call to Order

The Chair called the meeting to order at 6:55 pm.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

17-52	Moved: D. Edwards	Seconded: L. Padfield
	Be it resolved that the Agenda be approved. Carried.	

4. Consent Agenda

4.1 April 25, 2017 Board meeting minutes

4.2 Report of the CEO

L. Padfield asked if the Book Group is a regular program and who chooses the books. The CEO responded that they meet monthly and choose a book or topic together.

The Chair added that there will be a soft launch of the reciprocal borrowing service in June, with full publicity after a few weeks. Councillor Foster followed up on discussion at the previous Board meeting regarding new materials. The CEO responded that they will be included as items that are able to be borrowed by any consortium cardholder. She added that we will start an Express Loans collection of adult bestselling fiction that will not be holdable nor renewable. That should help ensure that there are always some bestsellers available to be borrowed. Councillor Foster asked if other systems' patrons would have access to our online resources; the CEO responded that only Lincoln cardholders would have access. D. Burton asked how our patrons would borrow from other systems – the CEO explained that they would just show their Lincoln PL card. The Chair asked about the collection at Niagara College; the CEO said it is more restricted because many items are limited to those taking classes.

L. Padfield suggested that, because this Board is past the half-way point in its term, the Leadership by Design section of the CEO's report not be included. Rather, the course should start at the beginning of a Board's term. The CEO will remove it from her report.

4.3 Report of the DCEO

The DCEO added that she was also at the Mayor's Luncheon on April 26; it was a last-minute event that wasn't added to the schedule.

17-53	Moved: W. MacMillan	Seconded: D. Burton
	Be it resolved that the Consent Agenda be approved. Carried.	

5. Reports

5.1 April Financial Report

The CEO presented the report. She noted that the Town's Finance Department is not charging back facility expenses, except for items that are specific to the library, such as landlines. Councillor Foster noted that this is because the Town runs the facilities. The Chair expressed concern that we will need to report to the province how much it costs to run the library for our provincial grant. The CEO noted that we must follow the Public Libraries Act, which requires the Board to approve all library expenditures. She will check this situation with the Ministry.

17-54	Moved: J. Ripley	Seconded: R. Foster
	Be it resolved that the April Financial Report be approved. Carried.	

5.2 Statistics Report

The DCEO presented the report, highlighting circulation figures, the new DIY Interlibrary loan service and how its statistics are and will be presented, the increases in program attendance and social media followers, the drop in active members as compared to visits and borrowing, and issues with the virtual services statistics.

Councillor Foster suggested the circulation statistics would be more meaningful if a larger time period were shown. The DCEO will prepare a line graph showing circulation over the last ten years.

17-55	Moved: D. Edwards	Seconded: W. MacMillan
	Be it resolved that the Statistics Report be approved. Carried.	

5.3 Report of Council

Councillor MacMillan reported that the CEO's presentation to the Canada 150 Committee was well received. The committee was impressed by the quantity and quality of the library's Canada 150 programs, and its talented staff.

J. Ripley questioned why the Board had not heard about these programs before this presentation. The DCEO noted that two have been publicized – the Canada 150 book lists and the National Film Day mini-fest. The CEO added that the only other one that has been completed so far this year is the Pinterest Club's Canada crafts. The bulk of the Canada 150 programs are in the summer. The Chair requested a Canada 150 flyer; the DCEO explained that the Summer 2017 flyers are in the works and will be ready in

time for the next Board meeting. The Board asked the CEO to do her presentation for them at the next meeting.

Councillor MacMillan indicated that the parking issues discussed at the last Board meeting were raised at Council. Councillor Foster reported that the Town will be getting an online calendar system for all facilities – library staff will be able to access it and plan accordingly. The library will be expected to add its programs to the calendar. Councillor MacMillan noted that the planned Spartans games at Fleming Centre have been cancelled. The CEO indicated that the Town does designate six spots as library parking only at event times.

17-56	Moved: L. Padfield	Seconded: D. Edwards
	Be it resolved that the Report of Council be received as information. Carried.	

5.4 SOLS Trustee Meeting

The CEO presented the report on behalf of J. Thiessen. The new Welland library at the Seaway Mall and the new layout of the Niagara-on-the-Lake Public Library were both done by Opening the Book, a company that has provided input on the redesign of MFR.

6. Business Arising

6.1 Town IT Support

The Chair reviewed the process to date. Councillor Foster stressed that the library's expenditures need to be clear and that the procedure put in place must work for the library. There was extensive discussion regarding what involvement the Board has had and what it should have. The Board's position and its previous approvals were reviewed. It was agreed that the CEO would continue to represent the library's interests at meetings with Town staff, and that costs would continue to be reflected in the library's budget.

7. New Business

7.1 Policy Update – B-3 Board Meetings, E-3 Loans, E-5 Fees and Fines and F-12 Social Media

The CEO reviewed the report. In E-3, L. Padfield noted that 'designed' should read 'designated' and the DCEO noted that the first line should read 'their library cards' rather than 'the library cards'.

Councillor Foster asked about the loan period for express loans; the CEO responded that it is seven days.

7.2 Board Meeting Package – alternatives

The DCEO noted that some Board members are bringing laptops or tablets, on which they have loaded the meeting's documents. She wondered if there was still a need to project selected documents, as print copies of most of them are provided. It was decided that because not all Board members have access to a laptop or tablet, before each meeting the CEO will determine which Board members need printed documents, and she'll provide a complete set for them.

17-57	Moved J. Ripley	Seconded: R. Foster
	Be it resolved that updates of policies B-3 Board Meetings, E-3 Fees and Fines, E-5 Social Media and F-12 Social Media be approved as presented by the CEO. Carried.	

8. In Camera

8.1 CEO Evaluation

17-58	Moved: L. Padfield	Seconded: D. Edwards
	Be it resolved that the meeting go into a closed session to discuss a matter regarding an identifiable person. Carried.	

The CEO and DCEO left the meeting at 8:30.

17-59	Moved: D. Edwards	Seconded: L. Padfield
	Be it resolved that the meeting come out of the closed session. Carried.	

9. Adjournment

17-60	Moved: R. Foster
	Be it resolved that the meeting be adjourned at 9:15 pm. Carried.

Chair _____

Secretary/Treasurer _____