

**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 (Acting Chair), Councillor Robert Foster, John Ripley, Jennifer Thiessen, Noel Walker

**Regrets:** Donna Edwards, John Kralt, Councillor Wayne MacMillan, Leah Padfield

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

Quorum had not been achieved by 7:12 pm, so the Acting Chair presented her SOLS Trustee Council Report and distributed OLA Super Conference information. She stressed the importance of leaving a legacy document and preparing for the CEO's successor.

**1. Call to Order**

N. Walker arrived at 7:20 pm, so quorum was achieved and the Acting Chair called the meeting to order.

**2. Declaration of Conflict of Interest**

None.

**3. Approval of Agenda**

The CEO requested that Family Fort Night be added as item 7.4.

17-	Moved: R. Foster	Seconded: J. Thiessen
96	Be it resolved that the Agenda be approved as amended. Carried.	

**4. Consent Agenda**

*4.1 October 21, 2017 Board meeting minutes*

*4.2 Report of the CEO*

The CEO reviewed her report. She provided an update to the Evergreen Reciprocal Borrowing section, reporting that Thorold Public Library's migration to Evergreen has been delayed. They will likely join the consortium in March.

Councillor Foster asked whose decision it was to no longer include the CEO in the regular Senior Management meetings. The CEO responded that it was the decision of the Town's CAO. J. Ripley asked the CEO if she had any concerns about the decision; she responded that she was concerned about communication, citing as an example that she did not receive some budget information she required.

#### 4.3 Report of the DCEO

The DCEO reviewed her report. She recommends that for OPLW 2018 we focus on promoting the OLA contest.

17-97	Moved: J. Ripley	Seconded: N. Walker
	Be it resolved that the Consent Agenda be approved. Carried.	

### 5. Reports

#### 5.1 October 2017 Financial Report

The CEO presented the report. Councillor Foster asked what the out-of-town fee is; the CEO responded that it is \$35. In response to a question about whether or not eliminating that fee with more reciprocal borrowing agreements would result in more LPL cardholders, the CEO answered that it would, especially for Grimsby residents who come to the Fleming Centre for the walking track and hockey. She has spoken to the CEO of the Grimsby Public Library about reciprocal borrowing, but understands that the Grimsby Library Board and Town Council are not keen on the idea. Reciprocal borrowing with Grimsby would allow Lincoln residents limited membership at Hamilton Public Library.

J. Ripley asked about the large amount remaining in the Facilities budget line. The CEO responded that the library is no longer being charged back by the Town for facility expenses. The 2 per cent has been spent on the phone line.

17-98	Moved: J. Thiessen	Seconded: R. Foster
	Be it resolved that the October 2017 Financial Report be approved. Carried.	

#### 5.2 SOLS Trustee Council Report

D. Burton presented the report before the meeting officially began.

17-99	Moved: J. Ripley	Seconded: N. Walker
	Be it resolved that the SOLS Trustee Council Report be received as information. Carried.	

#### 5.3 Sport, Recreation and Culture Committee Presentation

The Board Chair, Vice-Chair and CEO attended the last Sport, Recreation and Culture Committee meeting to update the committee on what is happening at the library. Councillor Foster remarked that these updates are helpful for Council and committee members. He reported that the Town is doing a review of library services and had hired a consultant. He added that some committee members were concerned that some of the duties of the new person being hired by the library would overlap with work done by other community groups. The CEO responded that this position will not duplicate other programs. The person is being hired to help promote library programs and services, and to provide a library presence at community events.

17-100	Moved: J. Thiessen	Seconded: J. Ripley
	Be it resolved that the Sport, Recreation and Culture Committee Presentation be received as information. Carried.	

*5.4 Report of Council*

Councillor Foster reported that he liked the idea from the Trustee Council report of Trustees and Councillors spending some time on the circulation desk. He reported that the Councillors spent time at the fire hall and that helped them understand the work done there. He also reported that the Mayor, CAO and Economic Development Officer are in China and Vietnam. They are with representatives from the province, who asked them to go. This is excellent outreach for Lincoln.

17- 101	Moved: N. Walker	Seconded: R. Foster
	Be it resolved that the Report of Council be received as information. Carried.	

**6. Business Arising**

None.

**7. New Business**

*7.1 2018 Operating Budget*

The CEO reported that she had worked with the Town regarding the casual staff pay rate. In 2018, the Town will review both that position and the similar Customer Service Representative position at the Town. The CEO added that she feels comfortable dealing with the issue this way.

There will be slight increases (20 to 25 cents per hour) in the casual rate in January and April to enlarge the gap between this rate and minimum wage.

The Acting Chair reported that the library budget was presented to the Town budget committee the previous Tuesday. The key factors influencing the changes made for 2018 are salaries, engaging a consultant, and increased technology costs. She thought the budget was well received. Councillor Foster congratulated those that presented and remarked that their preparation showed. The committee felt that \$10,000 was a low budget amount for the consultant; the CEO and CAO can discuss this.

17- 102	Moved: J. Ripley	Seconded: J. Thiessen
	Be it resolved that the revised 2018 Operating Budget be approved. Carried.	

*7.2 Policy Updates: B-6 CEO Evaluation Committee; C-7 Lost and Found; C-12 Community Information*

The CEO presented her report. She asked the Board if they were in agreement with officially reducing the number of CEO Evaluation Committee members to three. Recent committees have had three members. All were in agreement. The Acting Chair added that all Board members have input into the evaluation.

Regarding the Lost and Found policy, Councillor Foster was concerned about the vagueness of the manner of disposal. The CEO and DCEO said that unclaimed items are either thrown out or donated to a charity shop.

17-103	Moved J. Ripley	Seconded: R. Foster
	Be it resolved that policies B-6 CEO Evaluation Committee, C-7 Lost and Found, and C-12 Community Information be updated as presented by the CEO. Carried.	

*7.3 MFR Renovation Update*

The DCEO reported that the new wall is in place. The finishing on the bottom will happen when the new carpet is installed. She added that Councillor MacMillan saw the wall the previous week and suggested that a mural be painted on the children's section side. The DCEO suggested that perhaps we could reproduce and hang historic photos of Vineland in the meeting room side. No wall decorations will be added until after the carpet is installed.

No dates have been determined for the installation of the new carpet. Staff are reviewing carpet samples. J. Ripley questioned the wisdom of carpet tiles but the other Board members said that they were more reliable than in the past. The DCEO noted that they are in use at the Fleming Branch. Councillor Foster stressed that the carpet should be a neutral colour.

The Clifford's quote for moving the collection was high; the DCEO will discuss it with Chuck Judson when he returns the following week.

17-104	Moved N. Walker	Seconded: J. Thiessen
	Be it resolved that the MFR Renovation Update be received as information. Carried.	

*7.4 Family Fort Night*

The CEO reported that the Children's staff would like to open the Fleming Branch after hours, from 6 to 7 pm, on Friday January 26 for Family Fort Night program participants. This Family Literacy Day program has been popular at other public libraries.

17-105	Moved N. Walker	Seconded: J. Ripley
	Be it resolved that the Fleming Branch be open after hours on Friday January 26 for a special Family Literacy Day program. Carried.	

**8. Adjournment**

17-106	Moved: J. Ripley
	Be it resolved that the meeting be adjourned at 8:26 pm. Carried.

Chair John Kralik

Secretary/Treasurer Jill Nicholson