

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, Councillor Robert Foster, John Kralt (Chair), Councillor Wayne MacMillan, Jennifer Thiessen, Noel Walker

Regrets: Donna Edwards, Leah Padfield, John Ripley

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

Preliminary business

The Chair reported that former Board member Nicholas Kuhl has been nominated for a Rhodes scholarship by Queen’s University, where he is a graduate student. He has asked the Chair to write a letter of recommendation for him.

1. Call to Order

The Chair called the meeting to order at 7:06 pm.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

17-	Moved: W. MacMillan	Seconded: R. Foster
76	Be it resolved that the Agenda be approved. Carried.	

4. Consent Agenda

4.1 June 20, 2017 Board meeting minutes

D. Burton noted that in section 6.3, June 20 should read June 30.

Councillor Foster asked the CEO how she felt about the discussions that arose at the last meeting regarding technology. The CEO responded that it is now clear what the process is, and that what works for the library is different from what works for the Town. Councillor MacMillan noted that things that pertain to the library will remain with the library and that others will be revenue neutral, but the CEO noted that the library will be \$2000 to \$3000 over the technology budget. She added that in 2018, the Internet budget will increase by \$13,000; fibre for MFR adds \$6000 to the budget. There will also be a new internet connection for the public at the Fleming branch. The CEO added that all technology costs must be in the library’s budget because we have to report all costs to the government and seeing all costs in our budget is easier for us to monitor.

Councillor Foster asked how a library system like Oakville Public Library reports expenses to the government; the CEO responded that she is not aware of how they do

it. The Chair asked about the government grant that the library gets for technology; the CEO responded that for this connectivity grant, the bill has to be in the library's name.

4.2 Report of the CEO

The CEO highlighted the section on reciprocal borrowing and explained the issue with holds. The Consortium CEOs are meeting next week and the issue will be discussed.

The Chair asked if the Evergreen cost per Consortium library system will be lower as more systems join; the CEO responded that it should be. Councillor Foster asked if the server was still at Niagara College; the CEO responded that it was now in the Equinox Cloud, based in Toronto.

The CEO spoke about provincial funding. Councillor MacMillan asked for clarification; the CEO explained that for the last provincial budget, the government asked for citizen input and that connectivity funding for public libraries ranked second or third.

N. Walker joined the meeting at this point (7:27 pm).

4.3 Report of the DCEO

The DCEO highlighted the summer programs. She also noted that LiNC has resulted in more work packing and unpacking boxes at MFR. The CEO spoke about the success of the summer STEM programs.

17-77	Moved: D. Burton	Seconded: J. Thiessen
	Be it resolved that the Consent Agenda be approved. Carried.	

5. Reports

5.1 June-August 2017 Financial Report

The CEO presented the report. She explained that the facilities costs were not being charged back as they used to be. She has asked that this be changed because the Board needs to approve all library expenditures and we have to show all costs in our government reports. Councillor Foster noted that Council wants the facility costs presented as an overall figure; in the past, this information was in too many places.

17-78	Moved: N. Walker	Seconded: J. Thiessen
	Be it resolved that the June-August 2017 Financial Report be approved. Carried.	

5.2 Circulation Statistics Report

The DCEO presented the report. Councillor Foster asked if Express Loans were circulating well; the DCEO responded that they were. He also asked if there was concern regarding the drop in circulation. The DCEO responded that she would, of course, like to see circulation at MFR increase, and hopes that the weeding and upcoming layout changes help.

Councillor Foster noted that there was a large increase in the number of programs but without a corresponding increase in attendance, which is a concern. The CEO responded, saying that the library is talking to Town staff in community services and at

the museum to eliminate program overlap. She added that there will be an emphasis on STEM programs going forward. The DCEO will present a more detailed report on summer programs at the next meeting.

17-79	Moved D. Burton	Seconded: N. Walker
	Be it resolved that the Circulation Statistics Report be approved. Carried.	

5.3 TD Summer Reading Club Report

Each Board member received a copy of the report, which was discussed in 4.3.

17-80	Moved W. MacMillan	Seconded: J. Thiessen
	Be it resolved that the TD Summer Reading Club Report be received as information. Carried.	

5.4 Report of Council

Councillor MacMillan reported that Council was pleased with the positive comments it heard regarding the TD SRC and the library's summer programs.

17-81	Moved: W. MacMillan	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 C-4 – Selling on Premises; D-1 Collection Development; E-6 Lost and Damaged Materials

The CEO reviewed the report. There was considerable discussion regarding policy C-4. Councillor Foster said that the CEO should discuss potential vendors with the Town's CAO, as the libraries are Town facilities and the library would want to avoid any potential conflicts with what the Town is doing. The CEO indicated that she is not keen to favour one group over another, and believes the library should remain neutral. Councillor MacMillan said we should not be involved in any other group's fundraising, and should sell only items that raise funds for the library. The CEO noted that when authors appear at the library, they are not paid a fee but are allowed to sell their books and the library does not take a percentage. It was agreed that the section of the draft policy starting "When the CEO..." was operational and should be removed. The CEO will draft a revision and bring it forward to the next meeting.

Regarding policy E-6, Councillor Foster asked if staff have discretion to reduce the charges for lost and damaged books. The CEO and DCEO answered that they do.

17-82	Moved N. Walker	Seconded: R. Foster
	Be it resolved that policies D-1 Collection Development and E-6 Lost and Damaged Materials be revised as presented by the CEO. Carried.	

7.2 2018 Capital Budget

Councillor Foster expressed concern that all of the patron or staff computers at one branch were being replaced at once, rather than being staggered. The CEO said that it is easier for the IT department to have all the computers be the same model. Councillor Foster was also concerned that there were no items other than technology in the Capital Budget. He said that Council doesn't like to see years of no or few items, and then a large capital request. He asked about things like shelving; the CEO noted that the shelving needed for MFR in 2018 will be an operating expense. As well, capital costs for the renovation at MFR will depend on the direction the Library Board takes regarding library service in East Lincoln, including the future Prudhomme's site redevelopment. Councillor Foster said the time for review is now: the CEO indicated that this will be discussed in 7.3.

Councillor Foster indicated that he could not support the capital budget. Councillor MacMillan noted there should be a reserve fund; the CEO noted that the library is currently not allowed one.

17-83	Moved D. Burton	Seconded: J. Thiessen
	Be it resolved that the 2018 Capital Budget be approved. Carried, with R. Foster dissenting.	

7.3 Library Services Ad hoc Committee

The discussion of the 2018 capital budget led into a discussion of how to deal with a review of library services including space and staffing, as per the CEO's report. There was agreement that the Library Board should hire a consultant to do a needs assessment, so there is no need for an ad hoc committee. The CEO will investigate costs, which would be part of the operating budget. Councillor Foster suggested that the CEO discuss this at senior management, in case some aspects of the assessment, such as demographics, can dovetail with work being done by or for the Town.

7.4 Council Presentation – November 2017

Library Board members and the CEO will be presenting to Council on November 1st.

7.5 MFR Renovation Closure

The DCEO updated the Board on the progress to date. The adult non-fiction weeding is completed; the children's non-fiction and picture book weeding is underway. The DCEO reported that she spoke with Chuck Judson earlier that day. He indicated that he had received one of the three required quotes for the work, and that due to budget constraints we may not be able to get the library painted this year. The DCEO indicated that this isn't a big concern; the flooring, wall and electrical outlets are the priorities. We are still looking at closing for four days in mid-November, but that may change, depending on things like whether or not we have to empty the shelves.

The DCEO suggested that the motion to close be general, to allow staff flexibility.

17-84	Moved W, MacMillan	Seconded: N. Walker
	Be it resolved that the Board approve the closure of the Moses F. Rittenhouse Branch as needed for renovations. Carried.	

8. Closed Session

8.1 Personal matters dealing with an identifiable person

17-85	Moved: N. Walker	Seconded: D. Burton
	Be it resolved that the meeting go into a closed session to discuss a matter regarding an identifiable person. Carried.	

17-86	Moved: R. Foster	Seconded: W. MacMillan
	Be it resolved that the meeting come out of the closed session. Carried.	

The DCEO left the meeting at 9:39 pm after motion 17- 85 was passed and returned at 9:45 pm, after motion 17- 86 was passed.

9. Adjournment

17-87	Moved: D. Burton
	Be it resolved that the meeting be adjourned at 9:45 pm. Carried.

Chair _____

Secretary/Treasurer _____