

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, Jennifer Thiessen, Noel Walker

Regrets: John Ripley

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

1. Call to Order

The Chair called the meeting to order at 7 pm.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

18-	Moved: N. Walker	Seconded: R. Foster
35	Be it resolved that the Agenda be approved. Carried.	

D. Edwards arrived at this point. (7:01 pm)

4. Guest

The Chair welcomed Mike Kirkopoulos, Town of Lincoln CAO, to speak about the Library Governance Report that has been prepared for the Town by consultant Ken Roberts. Mr. Kirkopoulos reviewed the background of the report, explaining that the Town was looking at its relationships with all of its boards, agencies and commissions. Council directed the Town to engage Mr. Roberts because they felt more clarity was needed in the relationship between the Town and the library. The report included information on various library governance models.

Mr. Kirkopoulos said that the report noted various areas where the relationship between the Town and the library could be enhanced, and he wanted to focus on those at this meeting. He reviewed what Mr. Roberts had written regarding facilities, technology, human resources, finance and strategic planning. He noted that not all areas of human resources at the Town and library are aligned. He stressed that finance does not include accounting; rather, it is planning for long-term sustainability. Regarding strategic planning, he noted that the municipality and all of its boards, agencies and commissions need to have common goals.

Mr. Kirkopoulos noted that the report concluded that more open communication was necessary, and that he and the CEO agreed that they need to talk with one another

more often. Council needs to know what the Board is doing, and the CEO needs to know what the Town is planning. He stressed the importance of being more aligned and moving in the same direction, noting that the municipality has a monopoly on many services, so the public's trust and confidence are important.

Regarding governance, he reviewed some of the models in use elsewhere, and said that while ours is not a hybrid, we do work closely with facilities. He said there are some benefits to arms-length boards, such as being able to access some government funds. He noted that we could look at changing our model, but feels it would not be a good use of our energy.

Councillor Foster asked about the library's outreach to Council. Mr. Kirkopoulos stressed its importance as it showed the value of the library. The Chair asked the Board's Councillors about Council's reaction; Councillor MacMillan said the presentation was well received. He noted that, regarding facilities, the future of the MFR branch is tied to the future of the Prudhommes site.

Mr. Kirkopoulos said that he pushed for advice from Mr. Roberts, and was told that a solid relationship between Council and the Board is needed before a needs assessment is undertaken. Both Council and the Board need to be heading in the same direction and are equal stakeholders, whose perspectives are both important.

The Chair said that the future needs of the library are not just facility-related, but involve our other services. It is important to note trends and see what works. Mr. Kirkopoulos agreed, noting that libraries are important community spaces where people connect.

Councillor Foster said that what he liked about the report is that he now has a better understanding of the nuances of the Public Library Act, which is more flexible than he thought. He took away from the report that there is a lot we can do, and that the library is a creature of the municipality, so it is important to have a solid relationship. He believes there are a lot of things about government that need to change, and the library is part of that.

Following up on the facilities section of the report, D. Burton noted that the needs assessment will not just address facilities, but that facilities will be a key discussion point because of the Prudhommes development. She asked about the Prudhommes timeline. Mr. Kirkopoulos replied that the secondary plan has been approved, and the developers are giving a three- to five-year horizon, while some municipal staff believe it will be longer than that. Servicing the area starts this fall with the high-density sections of the site being done first.

The Chair asked about the expected demographics of the site. Mr. Kirkopoulos said they expect an older population, based on the higher price point of units, but there will be a smaller area for families with children. He added that there are more families with children in Beamsville.

Councillor Foster noted that the needs assessment needs to be completed at the beginning of the next Board's mandate.

The Chair asked Mr. Kirkopoulos what the Town wants in the new development. He responded that we have to have that discussion to determine what services we may want there. He added that the needs assessment is the first step, noting that the Prudhommes development isn't the only reason the assessment is needed.

Councillor MacMillan said that it all comes back to partnership. Working together, the Town decides on the location of the library and the Board advises the Town. Mr. Kirkopoulos added that the library needs to work with the Town, backing up its case with statistics etc.

L. Padfield said that the idea of the library being a place to get some municipal services such as licenses has been floated; Mr. Kirkopoulos responded that this kind of thing is the future of citizen-centered services.

The Chair thanked Mr. Kirkopoulos, who left the meeting.

5. Consent Agenda

5.1 March 20, 2018 Board meeting minutes

5.2 Report of the CEO

The CEO reviewed her report.

5.3 Report of the DCEO

D. Burton added that she was very impressed by how hard everyone worked on Sunday afternoon, packing the MFR branch.

5.4 Correspondence

None.

18- 36	Moved: L. Padfield	Seconded: W. MacMillan
	Be it resolved that the Consent Agenda be approved. Carried.	

6. Reports

6.1 March 2018 Financial Report

The CEO explained that the capital account overage was because the transfer of the library's staff files and e-mail were budgeted to start in 2017 but did not actually start until 2018.

18- 37	Moved: D. Burton	Seconded: J. Thiessen
	Be it resolved that the March 2018 Financial Report be approved. Carried.	

6.2 2017 Annual Report

L. Padfield said she liked the look of the report, but suggested it be printed on better quality paper. There was agreement on this point. D. Edwards suggested it be made available at Town Hall; the CEO agreed and will put some copies there. The DCEO added that she lets people know it is available through columns, the newsletter and the slide show. The CEO said it also goes on our website.

18-38	Moved: D. Edwards	Seconded: N. Walker
	Be it resolved that the 2017 Annual Report be approved. Carried.	

6.3 Report of Council

Councillor Foster reported that as previously mentioned, the Prudhommes secondary plan was approved by Council. There were also major approvals on infrastructure, meaning that the Town can get its RFPs out early. W. MacMillan added that he reported on the MFR closure and the provincial funding for libraries announcement. He also reported that the Board will be producing a legacy document.

18-39	Moved: R. Foster	Seconded: L. Padfield
	Be it resolved that the Report of Council be received as information. Carried.	

7. Business Arising

7.1 Strategic Plan Workplan

The CEO provided the background to the plan. Councillor Foster asked if there will be updates; the CEO responded that updates have been done twice a year but can be done more often if the Board wishes. L. Padfield suggested monthly updates and the CEO agreed. The Chair noted that there is no beginning or end to marketing or programming.

The DCEO suggested that the Programming and Outreach Assistant be added under Fall/1.

Councillor Foster noted that all Board members are responsible for library advocacy. Councillor MacMillan said it was a good idea to review the Strategic Plan regularly to prepare reports for Council.

Councillor Foster suggested that past needs assessments be sent to Board members. The CEO noted that the 2006 document is on the website. She will have the 2012 document added.

18-40	Moved: D. Burton	Seconded: W. MacMillan
	Be it resolved that the Strategic Plan Work Plan be received as information. Carried.	

7.2 Board Work Plan

D. Burton presented the plan, explaining that it is a tool to guide the Board and get key things on a schedule, but items are not carved in stone. J. Thiessen agreed this is important; otherwise, things get lost in the shuffle. Councillor Foster asked if the budget timetable matched that of Council; the CEO responded that it did.

L. Padfield discussed the timing of the Board evaluation form, adding that it should say Lincoln Public Library. The CEO said she would tweak it and send it electronically. D. Edwards requested that Board members be able to complete it electronically and submit via e-mail. There was a discussion on whether or not it should be anonymous; it was agreed that Board members could remain anonymous if they wished. The Chair suggested that the evaluations can be submitted in paper form or via e-mail, in time for a report on the results to be ready for the next Board meeting.

Regarding the CEO evaluation, D. Burton outlined how it has been done in the past. The CEO noted that there is a Board policy that outlines who is on the evaluation committee.

8. New Business

8.1 Marketing Plan

Councillor Foster expressed concern that the DCEO had too many responsibilities indicated on the document, saying that the new position of Outreach and Programming Assistant had been created in part to reduce the DCEO's workload. The DCEO noted that the new person has only been in the position since January, and that the two of them are still working out how to divide the tasks. D. Burton said she expected that the 2019 plan would have fewer tasks being done by the DCEO.

18-41	Moved: D. Edwards	Seconded: L. Padfield
	Be it resolved that the Marketing Plan be approved. Carried.	

8.2 Program Plan

The CEO explained that she wrote the introduction to this plan, and the Outreach and Programming Assistant compiled the Planned Programs section. D. Burton asked if we did anything on July 1. The CEO responded that we did participate in the Canada Day celebrations in 2017 in order to register TD SRC participants, but many of the people attending were not Lincoln residents so this year it will just be the StoryWalk and program promotion. Councillor MacMillan asked if program planning was done in conjunction with the museum; the CEO responded that we know what others are doing but are not planning together.

18-42	Moved: J. Thiessen	Seconded: R. Foster
	Be it resolved that the Program Plan be approved. Carried.	

8.3 Board Evaluation

Covered in 7.2.

8.4 Policy Review: E4 – ILLO; F9 – Wireless Access

It was noted that E4 needs the last sentence under point i removed.

18-43	Moved: W. MacMillan	Seconded: L. Padfield
	Be it resolved that the Policies E4 – ILLO and F9 – Wireless Access be revised as presented by the CEO and subsequently amended. Carried.	

8.5 SOLS Trustee Meeting Update

D. Burton reported that the meeting had been cancelled due to inclement weather. No new date has been set.

9. Adjournment

18-44	Moved: N. Walker
	Be it resolved that the meeting be adjourned at 9:04 pm. Carried.

Chair John Kead

Secretary/Treasurer Jill Nicholson