

**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, Jennifer Thiessen

**Regrets:** Noel Walker

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

**1. Call to Order**

The Chair called the meeting to order at 7:01 pm.

**2. Declaration of Conflict of Interest**

None.

**3. Approval of Agenda**

18-09	Moved: L. Padfield	Seconded: D. Burton
	Be it resolved that the Agenda be approved. Carried.	

**4. Election – Chair and Vice Chair**

The CEO explained that Board policy requires annual elections of the Chair and Vice Chair. The CEO assumed the Chair for the elections.

18-10	Moved: W. MacMillan	Seconded: J. Ripley
	Be it resolved that nominations for Chair be open. Carried.	

J. Kralt accepted a nomination. D. Burton declined a nomination.

18-11	Moved: J. Ripley	Seconded: D. Burton
	Be it resolved that nominations for Chair be closed. Carried.	

18-12	Moved: W. MacMillan	Seconded: D. Burton
	Be it resolved that John Kralt be named Chair. Carried.	

18-13	Moved: J. Ripley	Seconded: W. MacMillan
	Be it resolved that nominations for Vice-Chair be open. Carried.	

D. Burton accepted a nomination.

18-14	Moved: J. Ripley	Seconded: J. Thiessen
	Be it resolved that nominations for Vice-Chair be closed. Carried.	
18-15	Moved: J. Ripley	Seconded: L. Padfield
	Be it resolved that Donna Burton be named Vice-Chair. Carried.	

The CEO relinquished the Chair to J. Kralt.

## 5. Consent Agenda

### 5.1 January 16, 2018 Board meeting minutes

Councillor Foster noted how different the Board's minutes are from those produced by the Town. L. Padfield said that she likes the format because it includes information regarding what was said and by whom. The Chair noted that this format provides more information for Council.

### 5.2 Report of the CEO

The CEO reported that she and the Chair spoke to Ken Roberts the previous Friday. The CEO does not know when his report to Council is due. Councillor Foster asked why the rest of the Board was not involved in this discussion, and Councillor MacMillan asked if Mr. Roberts will be meeting with the entire Board. The CEO replied that Mr. Roberts was in British Columbia during the meeting and is working from there, and that he requested the discussion and indicated with whom he wished to speak.

The CEO added that Mr. Roberts has indicated that he is not available for the library's needs assessment. The Chair reviewed what kind of information we are seeking from a needs assessment. Councillor MacMillan asked what the timeline is for this; the CEO reported that she expects quotes to be ready for review at the next Board meeting.

D. Burton asked for clarification of "review of market review" under point three. The CEO responded that it is just that – a review of the market review. She added that she is not clear on what exactly that means and what will happen. She will try to get more information. The Chair added that the Town's salary review is being done in two parts: first is internal and has been completed; second is external and looks at how the Town fits in with other municipalities, in an ongoing process to recruit and retain excellent employees.

### 5.3 CEO's OLA Conference Report

The CEO spoke to her report. She was inspired by the CLIC for Success! session to reach out to Anna Murre, Office Manager of the Lincoln Chamber of Commerce, to discuss the possibility of doing something similar in Lincoln.

Regarding the "From Tombstone to Discovery" session, L. Padfield asked what Niagara-on-the-Lake did. The CEO responded that they completely redid every aspect of their library's interior. Details can be found on their website. They did a lot of fundraising to pay for it. J. Ripley asked what was meant by Tombstone; the CEO explained that the Discovery model uses curved shelves arranged in a way that leads patrons to different sections of the library. She added that the new Seaway Mall branch of the Welland Public Library follows this model.

Regarding the text under “Turning outwards to your community,” L. Padfield asked what was meant by the last two sentences. The CEO said that it should read “and programs” rather than “are programs.”

Councillor Foster suggested that partnering with places like the Chamber of Commerce be added to the strategic plan. He recommended to the Chair that it be added to the CEO’s personal work plan as a key objective.

Under “Stand Out Marketing,” L. Padfield noted the first sentence should read “marketing strategies,” not “marking strategies.” She also suggested that we add newspaper coverage to that list, but the CEO noted that the DCEO already does a column for the local paper.

Donna Edwards arrived at this point (7:35 pm).

Regarding the Kitchener Public Library’s initiatives, L. Padfield asked how they would work here. The CEO said they are designed for larger places, but she does want us to have more of a presence at farmers’ markets.

#### *5.4 Report of the DCEO*

The information on the OLA Digitization session prompted J. Ripley to mention how some libraries have become the primary source of local news for their communities. This led to a discussion of local information sources and what we repost on our social media accounts. Councillor MacMillan noted that groups like the Friends of Lincoln’s History are posting informative plaques around town.

#### *5.5 Correspondence – Thank you card – Jill Nicholson*

The Chair noted that the Board received a card thanking them for the beautiful floral arrangement.

18- 16	Moved: L. Padfield	Seconded: D. Edwards
	Be it resolved that the Consent Agenda be approved. Carried.	

## **6. Reports**

### *6.1 January 2018 Financial Report*

Councillor Foster and others found the 2017 graph unclear. The CEO explained that it was the graph for spending as of January 2017; the figures compare the current month to the same month of the previous year. D. Burton suggested that an extra line of explanation be added, and that the charts be flipped so that 2017 is on the left, above its figures.

18- 17	Moved: J. Thiessen	Seconded: R. Foster
	Be it resolved that the January 2018 Financial Report be approved. Carried.	

### 6.2 2017 Statistics

The DCEO presented her report. She explained that there wasn't time to get all the statistics compiled for the printed report. She showed the Board the program statistics, noting that attendance is up 12.35%. The number of programs offered is up 8.45%. It is interesting to note that the number of tween and teen programs offered was lower in 2017 as compared to 2016, but the attendance rose, showing that we are getting better at planning and attracting this age group to library programs.

Councillor Foster and the Chair asked if the number of LiNC items loaned was reflected in the circulation statistics. The DCEO responded that they are not, because circulation statistics reflect the branch where the item is borrowed, not the branch that owns the item.

Councillor Foster asked if the decline in public library circulation of physical items is common; the CEO answered that it is. He asked if we are down more or less as compared to other library systems; the CEO responded that we are down less.

18-18	Moved: W. MacMillan	Seconded: J. Ripley
	Be it resolved that the 2017 Statistics Report be received as information. Carried.	

### 6.3 OLBA Boot Camp Report

D. Burton reviewed her report and summarized what was covered. She said that in light of how much the Board has to do this year, it was good to have a second person at boot camp. J. Thiessen added that it was a valuable and interesting day, with opportunities to meet new people and discuss new ideas at round tables. She suggested that each Board member attend at least once per term.

J. Ripley outlined three things he believes the Board needs to accomplish this year: its legacy document; determining the skills needed for Board members, based on priorities in the strategic plan; and determining priorities for the next Board. He asked about other area Boards' legacy documents; J. Thiessen responded that there is a range of length and detail in them, and there is a lot of help available through SOLS. She will send samples.

L. Padfield noted that Board evaluation had been discussed at past meetings; the Chair added that at the last meeting the Board decided to wait until after the boot camp before making any decisions on how to proceed. L. Padfield said that in order to advise the new Board, we need to know our strengths and weaknesses. J. Thiessen said that this is part of the legacy document, and that LearnHQ can help with the process.

J. Ripley suggested that the Chair, D. Burton and J. Thiessen draft an approach to the legacy document and ensure it is on our agenda, but D. Burton felt it was too early to write the document, saying that it would be better to do it in the summer, after the needs assessment is complete. J. Thiessen noted that Board members can start to think about what information needs to be gathered for it.

Councillor Foster stressed the importance of getting materials into the hands of new Board members. Councillor MacMillan reported that the application form that Council has used for membership on all committees will likely change, and that Council will want to know what skill sets the Board needs in new members. D. Burton agreed and noted that the importance of sharing information was stressed at boot camp.

18-	Moved: D. Burton	Seconded: J. Thiessen
19	Be it resolved that the OLBA Boot Camp Report be received as information. Carried.	

#### 6.4 Report of Council

Covered in 6.3

18-	Moved: W. MacMillan	Seconded: R. Foster
20	Be it resolved that the Report of Council be received as information. Carried.	

### 7. Business Arising

#### 7.1 Strategic Plan Update

The CEO asked the Board if the revised plan is what they were looking for. L. Padfield said that “Small Business Content for website,” in the summary section under 2017/3, needed to be moved to 2018/1. She asked if the projects should be numbered; the CEO said there was no particular order in the list of projects for 2018, and that the Board sets priorities.

Councillor Foster suggested there be a work plan for the CEO that outlines what will be done by what date. He said that work plans are being used by the Town, and offer a level of accountability, ensuring that the Board’s priorities are being done. It would also help in the quantitative evaluation of the CEO’s performance. The Town has templates that could be used.

The Chair responded that the Board’s template is the strategic plan. The CEO reminded the Board that there is another part to the strategic plan, which includes timelines. The Chair said that things were getting accomplished; since some things are done year-round, the timelines can be fuzzy.

L. Padfield said that the strategic plan is clear, and includes target dates, noting that things in previous plans were not completed. She added that, in the past, she has said that the strategic plan needs to be do-able.

J. Ripley agreed, suggesting that for the Programming Plan, specific initiatives be included. The CEO responded that the style of the Programming Plan will be similar to the Strategic Plan, adding that staff will be meeting soon about it. The new Outreach and Programming staff member will be doing much of the work, and we may want to make it a three-year document.

The Chair noted that things like programming and social media are getting done. Councillor Foster emphasized that timelines are needed, and a work plan for the CEO

would outline what will be done when. The Chair said that he is content that this is happening.

18-21	Moved: R. Foster	Seconded: J. Ripley
	Be it resolved that the Board request, for the next Board meeting, a draft work plan from the CEO, that ties in with the current strategic plan. Carried.	

18-22	Moved: J. Thiessen	Seconded: L. Padfield
	Be it resolved that the Strategic Plan Update be received as information. Carried.	

### 7.2 Moses F. Rittenhouse Branch renovations

The DCEO noted that while the plan is to make the branch more accessible, this may not be possible in all areas. The Chair suggested that the Board tour the branch during its March meeting.

18-23	Moved: J. Ripley	Seconded: D. Edwards
	Be it resolved that the MFR Renovation Update be received as information. Carried.	

## 8. New Business

### 8.1 Policy Review – B-13 Donor Recognition Program

18-24	Moved: J. Ripley	Seconded: W. MacMillan
	Be it resolved that the Policy B-13 Donor Recognition Program be revised as presented by the CEO. Carried.	

### 8.2 2018 Fees and Fines

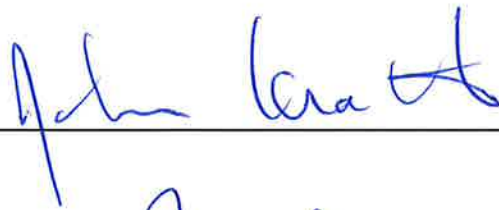
Councillor Foster noted that other library systems have higher fines for express loan titles and asked if this had been considered for LPL. The CEO responded that we can't unilaterally change our fines, as they must follow those at other LiNC systems.

18-25	Moved: R. Foster	Seconded: J. Thiessen
	Be it resolved that the 2018 fees and charges remain the same as the ones for 2017. Carried.	

## 9. Adjournment

18-26	Moved: J. Ripley	
	Be it resolved that the meeting be adjourned at 9:04 pm. Carried.	

Chair



Secretary/Treasurer

