

Mission Statement

Lincoln Public Library is a community hub ensuring equal access to resources and opportunities for thinking, playing, learning and growing.

Members Present: Councillor Robert Foster, John Kralt (Chair), Leah Padfield, John Ripley, Jennifer Thiessen

Regrets: Donna Burton, Donna Edwards, Councillor Wayne MacMillan, Noel Walker

Staff Present: Janice Coles (DCEO, Recorder)

1. Call to Order

The Chair called the meeting to order at 7:00 pm.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

18-01	Moved: R. Foster	Seconded: J. Thiessen
	Be it resolved that the Agenda be approved. Carried.	

4. Consent Agenda

4.1 December 19, 2017 Board meeting minutes

4.2 Report of the CEO

The Chair reviewed the report. The DCEO noted that the new Programming and Outreach Assistant started on January 8. Interviews for a new Casual Circulation Assistant will take place January 19. If the CEO isn't available to interview, the Technical Services Coordinator will interview with the DCEO. The Chair asked the DCEO how many applicants there were. The DCEO responded that the CEO had done the initial screening of the applicants, then sent resumes to the DCEO, and together they chose the interviewees. The DCEO didn't know if she saw all the applications; she recalled that she was sent about six.

The Chair reviewed what the CEO wrote regarding the salary review, and read sections of an e-mail he received from Town CAO Michael Kirkopoulos, in which the CAO explained what the Town did regarding salary adjustments going into the new year, and noted that this is an ongoing process.

The Chair, Councillor Foster and the DCEO discussed how the salary review was conducted. There was agreement that although it could have been handled better, and there are still issues to be resolved, it is a good thing for the library. J. Ripley noted that the Board was receiving this as information and that it is up to staff to deal with concerns.

The Chair reviewed the background to the meeting with MPP Sam Oosterhoff. J. Ripley asked who called the meeting; the Chair responded that it was the librarians. Councillor Foster told the Board that he is Chair of the Digital Taskforce for the Association of Municipalities of Ontario, and suggested that a letter go to the government as well as to our MPP, who is in the opposition. The Chair said that OLA was in touch with the government.

J. Ripley asked what is meant by digitization in this context; the Chair answered that it involved digitization and e-resources. Councillor Foster added that it also includes the way citizens interact with government, as we are moving towards having all interactions through the internet. For the library, he said this could mean paying fines digitally.

18-02	Moved: J. Ripley	Seconded: L. Padfield
	Be it resolved that the Board send a letter to our local MPP, Sam Oosterhoff, thanking him, and encouraging his continued interest in libraries and our digitization work. Carried.	

4.3 Report of the DCEO

The DCEO reviewed her report, and showed the Board members the new book bag.

18-03	Moved: J. Thiessen	Seconded: R. Foster
	Be it resolved that the Consent Agenda be approved. Carried.	

5. Reports

5.1 December 2017 Financial Report

Concern was expressed at the fact that the entire collections budget was not spent, and Board members asked the DCEO why this had happened. The DCEO said that the budget for many material types was spent or overspent, but some, notably DVDs, were underspent. As well, materials ordered later in the year did not arrive by the end of the year. Councillor Foster suggested that this is a process problem and the CEO and DCEO need to work on a solution.

The DCEO recalled that in past years the CEO has asked that unspent collections funds be returned to the development charges account from which they were drawn.

J. Ripley noted that the report should be photocopied in colour so the graph sections are clear.

18-04	Moved: J. Ripley	Seconded: L. Padfield
	Be it resolved that the December 2017 Financial Report be approved. Carried.	

5.2 Report of Council

Councillor Foster had nothing to report.

6. Business Arising

6.1 Strategic Plan Update

J. Ripley and L. Padfield had questions about the plan. As it was written by the CEO, it was decided to table it to the February meeting when she will be available to answer.

18-05	Moved: L. Padfield	Seconded: R. Foster
	Be it resolved that the revised Strategic Plan Update be deferred to the February meeting. Carried.	

6.2 Board Evaluation

The Chair reported that D. Burton and N. Walker expressed interest in attending the OLA Bootcamp in February. J. Thiessen also expressed interest. It was agreed that they will attend, make notes, and come back and report to the Board. Councillor Foster noted that there is a lot of literature on this subject that should be reviewed so best practices can be followed. J. Thiessen agreed to go through documents so see what is useful.

J. Ripley asked if an evaluation had been done in the past. Councillor Foster felt that the Board should not be evaluating the Board. J. Thiessen noted that the Board members had done a self-evaluation last year and she found it helpful. The Chair asked Councillor Foster who he thought should evaluate the Board. Councillor Foster answered that no one should; rather the Town should ask if the Board has done what it should do. J. Ripley asked if the Board should pursue self-evaluation, or should it be done externally. The Chair felt that the legacy document, if done critically and honestly, would be part of the self-evaluation process. J. Thiessen agreed that the two go hand in hand.

J. Ripley asked if Ken Roberts, the consultant hired by the Town, would be evaluating how the library is run; the Chair answered no. Councillor Foster said that there are various governance systems across the province. He added that there has been concern at Council about some things at the library. He referenced the budget preparedness from a few years back, but noted that area was much improved. He feels that the needs assessment shows that the Town is willing to work with the library to improve library services.

18-06	Moved: J. Ripley	Seconded: J. Thiessen
	Be it resolved that the Board Evaluation be deferred to a later date. Carried.	

7. New Business

7.1 Salary Review Update

Covered in 4.2.

7.2 MFR Renovation Update

The DCEO reported that more carpet sample books arrived. Staff asked for full-size samples of three patterns, and chose Artichoke, which was the first choice of many staff members. She showed the samples to the Board, and noted how the colours went well with the wall, shelf ends, upholstery and ceiling. It takes up to 10 weeks for the carpet

tiles to arrive from the manufacturer, and the DCEO said she believed they had been ordered.

She just determined that the shelving will have to sit on the floor, so that needs to be ordered, and takes six to eight weeks to arrive.

The packing and moving will be done by library and Town staff. Items will be stored in the meeting room, which will be carpeted later, possibly while the library is open.

The DCEO reported that she has started a work plan for the closure and will solicit opinions and advice from staff and Chuck Judson. She is meeting with Chuck this Thursday to go over the plan. The tentative closure dates are April 16 to 21. We may want to close the following Monday as well for "insurance."

18-07	Moved: L. Padfield	Seconded: J. Thiessen
	Be it resolved that the MFR Renovation Update be received as information. Carried.	

8. Adjournment

18-08	Moved: J. Ripley
	Be it resolved that the meeting be adjourned at 8:21 pm. Carried.

Chair _____

Secretary/Treasurer _____