

**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, Leah Padfield, Jennifer Thiessen

**Regrets:** Donna Edwards, John Ripley

**Absent:** Noel Walker

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

**1. Call to Order**

The Chair called the meeting to order at 7:03 pm.

**2. Declaration of Conflict of Interest**

None.

**3. Approval of Agenda**

It was agreed to add a brief tour of the MFR branch, focusing on the upcoming changes. It will happen mid-meeting, after the branch closes to the public.

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

**4. Consent Agenda**

*4.1 February 22, 2018 Board meeting minutes*

Councillor MacMillan updated his February report, noting that due to the departure of the Town's Director of Community Services, the updated committee application forms may be delayed.

*4.2 Report of the CEO*

L. Padfield asked the CEO for a brief explanation of her meetings; the CEO reviewed the list, noting what the meeting is for and her role in it.

The Chair asked if the library is a Chamber of Commerce member; the CEO answered yes. D. Burton asked how often the Town and library staff meet about programming; the CEO answered quarterly. L. Padfield asked about the nature of the February 16 call with Ken Roberts regarding the Library Governance Review Report; the CEO answered that he was gathering information.

Councillor Foster arrived at this point (7:14 pm).

Under point 2 of the report, L. Padfield asked if the word employer should read employee; the CEO answered yes. D. Burton asked if it is a part-time position; the CEO answered that it is, and it is on the grid.

Regarding point 7, the Library Board Joint Orientation, the CEO added that the location of the orientation has not been finalized. We cannot guarantee Fleming's availability until we know the hockey schedule for that time.

#### *4.3 Report of the DCEO*

J. Kralt noted that he, too, has been receiving exceptional help from Veronika Reiser as he conducted research for the Lamplighter plays.

#### *4.4 Correspondence*

None.

18-28	Moved: W. MacMillan	Seconded: J. Thiessen
	Be it resolved that the Consent Agenda be approved. Carried.	

### **5. Reports**

#### *5.1 February 2018 Financial Report*

The Chair asked where the out-of-town residents come from; the CEO responded that most are from the east end of Grimsby and they use the walking track. The Chair asked if there was any chance Grimsby would join LiNC; the CEO replied that it would not be imminent, as they just renewed their contract with another ILS vendor.

18-29	Moved: J. Thiessen	Seconded: L. Padfield
	Be it resolved that the February 2018 Financial Report be approved. Carried.	

#### *5.2 Report of Council*

Councillor MacMillan reported on the committee forms in 4.1. Councillor Foster reported that the Town has removed the premium charged for programs for those who reside outside Lincoln.

18-30	Moved: R. Foster	Seconded: D. Burton
	Be it resolved that the Report of Council be received as information. Carried.	

### **6. Business Arising**

#### *6.1 Community Needs Assessment*

Covered in the CEO's report.

#### *6.2 Strategic Plan Workplan*

In response to a question from L. Padfield, the CEO noted that the report lists Strategic Plan items that have not been completed.

Councillor Foster asked the CEO how she defines marketing – is it everything we are doing, such as flyers and posters, plus branding and messaging? The CEO responded that it is all of these. Councillor Foster asked if the marketing plan had been started; the

CEO responded that we have one, that is updated annually and will be presented to the Board in April.

The CEO noted that Kelly, the new Programming and Outreach Assistant, promoted our book club to the After 10 Club in Grimsby. In response to a question from the CEO, the DCEO said that Kelly will likely be the regular LPL representative at the Helping Hands meetings.

Regarding point 5, the CEO noted that the current Strategic Plan ends in 2019, and that the Advocacy Plan will require input from the new Board. Councillor Foster noted that, regarding point 1.5 of the plan, that advocacy and fundraising should be separate, as they are two different initiatives. The Chair agreed. Councillor Foster added that the Board should leave fundraising partnerships until the next year, and work on an advocacy plan now.

L. Padfield suggested that one item from the Strategic Plan be reviewed at each Board meeting, starting in April. She had read about another library that did this, and felt it would help the Board keep control of the progress of the Strategic Plan and aid in the self-evaluation process.

The Chair and CEO reminded the Board that the next Strategic Plan will be written by the new Board, one year into their mandate. D. Burton urged Board members to think about what projects have been accomplished, such as LiNC. The CEO noted that LiNC evolved from the Evergreen consortium that launched in 2011. The Chair said that we have to couple what we are doing to our objectives, and that we have done more than we may think we have. Councillor MacMillan said that the Strategic Plan is a flexible document, and that items should be added or removed as the Board reacts to changed circumstances.

Regarding Strategic Direction 2, the CEO reported that she has a meeting with the new BIA Director next week. Regarding direction 3, she reviewed what has happened and what is planned. The genealogy program, which has taken place, was discussed. The CEO reported that each organization talked about its genealogy resources, and that it was a successful collaboration.

The last section of the document segued nicely with the branch tour, and since the branch was closed, the tour commenced. The DCEO pointed out what shelving would be added, what would be removed, and what would be repositioned. In response to a question from the Chair, she said that she expected we would get closer to the current accessibility guidelines, but it may not be possible to achieve them in all areas of the library.

18-31	Moved: L. Padfield	Seconded: R. Foster
	Be it resolved that the Strategic Plan Workplan be received as information. Carried.	

### 6.3 Library Review

The Chair reported that the report prepared by Ken Roberts was going to be presented to Council. He added that the Town's CAO has been invited to the April Board meeting.

18-32	Moved: J. Thiessen	Seconded: W. MacMillan
	Be it resolved that the Library Review be received as information. Carried.	

*6.4 Legacy Document*

D. Burton suggested that this be discussed in the fall. She has a template, and will start a draft of the document and ask for feedback.

**7. New Business**

*7.1 Policy Review – B-11 Leaves*

Councillor Foster asked if this policy was the same as the Town’s; the CEO responded that it wasn’t, and one difference is that Town staff have seven sick days while library staff have twelve. The DCEO noted that the revised policy greatly reduced the amount of sick time staff could take as medical appointments.

Regarding policies, L. Padfield said that she had come across a Gravenhust Public Library policy for Board self-evaluation, which includes a self-evaluation questionnaire. R. Foster suggested she e-mail it to the Board for discussion in April.

18-33	Moved: R. Foster	Seconded: L. Padfield
	Be it resolved that the Policy B-11 Leaves be revised as presented by the CEO. Carried.	

**8. Adjournment**

18-34	Moved: D. Burton
	Be it resolved that the meeting be adjourned at 8:53 pm. Carried.

Chair \_\_\_\_\_

Secretary/Treasurer \_\_\_\_\_