

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, John Kralt (Chair), Councillor Wayne MacMillan, Leah Padfield, John Ripley, Jennifer Thiessen, Noel Walker

Regrets: Councillor Robert Foster

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

The CEO reported that the Town Clerk suggested that the Councillors on the Board declare a conflict of interest regarding proposed policy C-14. Councillor MacMillan agreed and declared a conflict of interest.

3. Approval of Agenda

18-	Moved: L. Padfield	Seconded: J. Thiessen
45	Be it resolved that the Agenda be approved. Carried.	

4. Consent Agenda

4.1 April 17, 2018 Board meeting minutes

4.2 Report of the CEO

The CEO reviewed her report. She highlighted two sections: she thanked the DCEO and the Town and Library staff that worked on the MFR carpeting project for a job well done, and she noted that we will be hiring two summer students.

L. Padfield asked about the CEO's meeting with a vendor; the CEO responded that it was a book locker company representative whom she had met at the OLA conference. It was for information only; the CEO recognized that we may not go this route but she wants to keep our options open.

L. Padfield asked about the Spark Niagara meeting. The CEO described their work and explained that we borrow STEM equipment from them at no cost because one of their mandates is to introduce youth to STEM.

4.3 Report of the DCEO

The DCEO highlighted how hard Town staff and the Library Pages had worked on the carpeting project. Councillor MacMillan will ensure that Council is aware of the Town

staff's contributions. The DCEO noted that the names of all the Town staff that contributed are in the library's May newsletter.

4.4 January – April 2018 Statistics

The DCEO reviewed the report. Questions and discussion brought up the following:

- The breakdown by material type is more time-consuming now that we have LiNC materials being borrowed.
- The largest drop in borrowing is in DVDs. Staff deal with trends like this by reviewing the collections budget and considering allocating more funds to products like Hoopla which offer video streaming.
- ILL items borrowed by our patrons are included in the circulation statistics. The cost per ILL was once calculated by SOLS at \$25 per item borrowed, but that includes the SOLS courier expenses.
- The Knit and Chat Club attendance is down because some former members are gathering in the Fleming Centre concourse rather than the library.
- The previous Sunday saw only 60 visits, which is less than half the usual number. It was Mother's Day and the weather was nice. The DCEO offered to create a graph that depicts the 2017-18 Sunday attendance, for presentation at the September Board meeting.

4.5 Correspondence

None.

18-46	Moved: N. Walker	Seconded: D. Edwards
	Be it resolved that the Consent Agenda be approved. Carried.	

5. Reports

5.1 April 2018 Financial Report

18-47	Moved: W. MacMillan	Seconded: D. Burton
	Be it resolved that the April 2018 Financial Report be approved. Carried.	

5.2 Report of Council

Councillor MacMillan reported that there had been a groundbreaking for the Campden firehall. As well, an amendment to the Official Plan for the Prudhomme's Secondary Plan was passed.

18-48	Moved: W. MacMillan	Seconded: J. Ripley
	Be it resolved that the Report of Council be received as information. Carried.	

6. Business Arising

6.1 Strategic Plan Status Report

The CEO reviewed the report. For the Small Business Resources, the Lunch and Learn series being done in conjunction with the Chamber of Commerce is being planned.

L. Padfield suggested that Fundraising be a priority for the new Board.

J. Ripley commented that the Memorandum of Agreement has been underway for a while. The CEO agreed, explaining that the Town wanted to put it on hold until after the governance report had been completed. There are now numerous other IT projects on the go; one that has not yet been addressed is the wireless statistics for the Fleming Centre that have to be reported to the Ministry.

18-49	Moved: J. Ripley	Seconded: L. Padfield
	Be it resolved that the Strategic Plan Status Report be received as information. Carried.	

6.2 Board Evaluation

D. Burton reported that she had received one more response since sending the summary of responses. N. Walker asked if the same person indicated Poor in all three instances; D. Burton responded that it wasn't just one person, and that was the case for the three Excellents as well. There was discussion regarding what to do with the evaluation results. It was agreed that Board members would identify which statements they think the next Board should focus on and send them to D. Burton. They would be folded into the legacy document that will be prepared for the next Board.

L. Padfield suggested that the next Board hold a Board-only, in-person evaluation session about half-way into its mandate.

18-50	Moved: D. Burton	Seconded: L. Padfield
	Be it resolved that the Board Evaluation report be received as information. Carried.	

The meeting moved into the library for a tour. The DCEO pointed out the layout changes and the electrical work that was still to be done.

7. New Business

7.1 Community Needs Assessment RFQ

This is deferred to the June meeting.

7.2 Equal Pay for Equal Work – Casual Circulation Clerks

The CEO reviewed her report, noting that the Town's HR staff had reviewed it. Councillor MacMillan asked if the Board has the authority to raise salaries; the CEO responded that it does, as it is the employer.

18-51	Moved: J. Ripley	Seconded: D. Burton
	Be it resolved that the Casual Circulation Clerk position be moved to the base of grid level 110 and that the pay change be made retroactive to April 1, 2018. Carried.	

Two members abstained.

7.3 Policy Review: C-2 Community Meeting Rooms; C-14 Use of Library Resources and Participation during a Municipal Election; F-13 Proctoring Exams

Councillor MacMillan left the meeting for the discussion of policy C-14. The CEO reviewed the background of the policy, noting that she had discussed it with Town staff.

18-52	Moved: N. Walker	Seconded: J. Ripley
	Be it resolved that policy C-14 Use of Library Resources and Participation during a Municipal Election be adopted as presented by the CEO. Carried.	

Councillor MacMillan returned to the meeting.

18-53	Moved: L. Padfield	Seconded: J. Thiessen
	Be it resolved that policies C-2 Community Meeting Rooms and F-13 Proctoring Exams be revised as presented by the CEO. Carried.	

8. Closed Session

8.1 Personal matters about an identifiable individual

The CEO and DCEO left the meeting.

18-54	Moved: N. Walker	Seconded: L. Padfield
	Be it resolved that the meeting go into a closed session to discuss a matter regarding an identifiable person. Carried.	

18-55	Moved: J. Ripley	Seconded: W. MacMillan
	Be it resolved that the meeting come out of the closed session. Carried.	

No actions came out of the closed meeting.

The CEO and DCEO returned to the meeting.

9. Adjournment

18-56	Moved: J. Ripley
	Be it resolved that the meeting be adjourned at 9:09 pm. Carried.

Chair _____

Secretary/Treasurer _____