

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, Noel Walker

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

1. Call to Order

The Chair called the meeting to order at 7:10 pm.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

The CEO indicated that there is correspondence (item 4.4)

18- 98	Moved: L. Padfield	Seconded: D. Edwards
	Be it resolved that the revised Agenda be approved. Carried.	

4. Consent Agenda

4.1 October 23, 2018 Board meeting minutes

4.2 Report of the CEO

The CEO added that there is no further information on reciprocal borrowing with Grimsby Public Library.

4.3 Report of the DCEO

4.4 Correspondence

The Board presented a card to the CEO, and received a thank you card from her for the retirement gift.

18- 99	Moved: D. Burton	Seconded: N. Walker
	Be it resolved that the Consent Agenda be approved. Carried.	

5. Reports

5.1 October 2018 Financial Report

18- 100	Moved: J. Thiessen	Seconded: W. MacMillan
	Be it resolved that the October 2018 Financial Report be approved. Carried.	

5.2 Report of Council

There was no report. Some information will be relayed later in the meeting.

6. Business Arising

6.1 Strategic Plan Status Report

The CEO reported that Kelly Spence, the Programming & Outreach Assistant, has been working with the Chamber of Commerce on the Lunch and Learn series.

18-101	Moved: J. Ripley	Seconded: R. Foster
	Be it resolved that the Strategic Plan Status Report be received as information. Carried.	

6.2 CEO Recruitment Update

D. Burton presented her report. She added that Daryl Novak will also be speaking to Gary Bruce of the Employment Help Centre.

It was agreed that the Board would deal with the approval of the CEO position posting via e-mail and meet in person if it were deemed necessary.

18-102	Moved: R. Foster	Seconded: J. Ripley
	Be it resolved that the CEO Recruitment Update be received as information. Carried.	

The DCEO reported to the Board that the Town’s Legislative Coordinator, Rebecca MacKay, sent her a copy of the former application form for new Board members, for her comments. According to the Town’s website, applications are now being accepted. The deadline is January 4, 2019. Current Board members wishing to serve on the new Board must reapply.

The timing of the new Board appointments and the CEO recruitment process was discussed.

18-103	Moved: W. MacMillan	Seconded: J. Thiessen
	Be it resolved that the Board approve a request to Council to extend the mandate of the current Library Board, including the present Councillors, until the current CEO recruitment process is complete. Carried.	

Councillor MacMillan will petition the Town on the Library Board’s behalf.

It was agreed that the two Councillors appointed to the Board in December should be invited to Board meetings as soon as they are named, but that voting privileges will remain with Messrs. Foster and MacMillan until the entire new Board is in place.

6.3 Closed Session – Personal matters about an identifiable individual

18-104	Moved: N. Walker	Seconded: D. Burton
	Be it resolved that the meeting go into a closed session to discuss a matter regarding an identifiable individual. Carried.	

The DCEO left the meeting. The CEO left the meeting a few minutes later.

18-105	Moved: D. Burton	Seconded: D. Edwards
	Be it resolved that the meeting come out of the closed session. Carried.	

18-106	Moved: L. Padfield	Seconded: D. Edwards
	Be it resolved that the Board recommend to the Town that the new salary grid for the CEO position be aligned with that of Directors of the Town of Lincoln. Carried.	

The CEO made it clear that the library staff's compensation is tied to the that of the Town through pay equity legislation, and that the Town had not taken any steps to maintain pay equity since 2002. She reminded the Board that they, as the employer, must work with the Town on any salary matters. The DCEO noted that the other library salaries would be affected by a change in the CEO's compensation. Councillor MacMillan said that this was noted while in closed session.

7. New Business

7.1 Policy Review: C-11 Hours of Opening; E-2 Membership; G-19 Vacations

The DCEO reported that she and the CEO wished to remove G-19 for updating at this time and bring it forward to the December Board meeting.

18-107	Moved: J. Ripley	Seconded: R. Foster
	Be it resolved that policies C-11 Hours of Opening and E-2 Membership be revised as presented by the CEO. Carried.	

7.2 2019 Operating Budget amendment

The CEO presented her report.

18-108	Moved: N. Walker	Seconded: L. Padfield
	Be it resolved that the 2019 Operating Budget amendment be approved. Carried.	

7.3 Sunday Closure – December 23

Dealt with under 7.1.

Council Orientation

The DCEO reported that she had followed up on the Board's request made at the last meeting that the library request a 30-minute time slot at one of the orientation sessions for new Council by e-mailing the Town Clerk, Julie Kirkelos. The DCEO read a portion of Ms Kirkelos's response, in which she wrote that the new Procedural By-Law for Council details that the Library Board would be communicating/reporting to the General Business and Finance Committee and so she felt it best for the Board to present a report to that Committee.

Councillor Foster responded that he felt strongly that the Library should present at one of the orientation sessions. Councillor MacMillan agreed, and they said they would pursue the matter with the Town and Council.

8. Adjournment

18-	Moved: J. Ripley
109	Be it resolved that the meeting be adjourned at 8:42 pm. Carried.

Chair

A handwritten signature in blue ink that reads "John Cree" followed by a stylized monogram or symbol.

Secretary/Treasurer

A handwritten signature in blue ink that reads "James Coles".