

**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 pm.

**2. Declaration of Conflict of Interest**

None.

**3. Approval of Agenda**

18- 85	Moved: D. Edwards	Seconded: L. Padfield
	Be it resolved that the Agenda be approved. Carried.	

**4. Consent Agenda**

*4.1 September 18, 2018 Board meeting minutes*

*4.2 Report of the CEO*

The CEO reviewed her report and reported that a new casual staff member had been hired. D. Burton asked about the budget considerations of granting partial leave to staff; the CEO responded that these are casual positions. The DCEO added that with the increase in programming there are more casual shifts available.

Regarding reciprocal borrowing, the CEO reported that she met with Grimsby Public Library CEO Kathryn Drury regarding reciprocal borrowing with Grimsby. Ms Drury indicated that she believes Grimsby's CAO would support such an agreement. John Kralt asked how that would affect LiNC borrowing; the CEO and DCEO explained that a Grimsby resident would receive an LPL card and have to pick up LiNC items at an LPL branch. Councillor Foster asked if such an agreement would open the door to Hamilton PL for Lincoln residents; the CEO responded that she thought it would mean partial membership at HPL. The CEO noted that we have LiNC or reciprocal agreements with over half of the Niagara library systems, which is one reason non-resident fees don't make a lot of sense.

The CEO added that there will be a Staff Development Day on Friday November 9. The morning session will be done in conjunction with the West Lincoln and Grimsby Public Libraries. This is another example of library systems working together; LPL has

partnered with West Lincoln and Grimsby on the bereavement program which is going into its second year. In response to a question from L. Padfield, the CEO reviewed the details of the bereavement program.

Regarding the St. Andrews Church donation, L. Padfield suggested perhaps the library could buy musical instruments. The DCEO noted that Port Colborne has purchased some. The CEO added that the lack of storage space at both branches made such an undertaking difficult. D. Burton added that some need may be identified through the community needs assessment.

#### *4.3 Report of the DCEO*

Regarding the Board meeting on November 20, it was agreed that the meeting would remain in Vineland with dinner at 6 and the meeting starting at 7. N. Walker agreed to explore options for a catered dinner.

#### *4.4 Correspondence*

None.

18- 86	Moved: J. Ripley	Seconded: N. Walker
	Be it resolved that the Consent Agenda be approved. Carried.	

### **5. Reports**

#### *5.1 September 2018 Financial Report*

The CEO presented the report. She added that a considerable amount of collections ordering had taken place since she created the report and asked the DCEO to elaborate; the DCEO added that only about 5% of the print budget remained but that almost half of the a/v budget hadn't been spent or committed.

In response to a question from J. Ripley, the DCEO outlined how the library gets rid of weeded books.

18- 87	Moved: W. MacMillan	Seconded: D. Burton
	Be it resolved that the September 2018 Financial Report be approved. Carried.	

#### *5.2 Report of Council*

None.

### **6. Business Arising**

#### *6.1 Advocacy Plan*

L. Padfield recalled that the Board had suggested updating Council more frequently. Councillor MacMillan suggested that the minimum be twice a year, but we can add sessions as needed.

J. Kralt mentioned that the Town is developing its Parks, Recreation and Culture Master Plan; the CEO added that the library is considered a stakeholder and that she and the DCEO will be attending a stakeholder session later in the week. The library will be integrated into the plan at the community, not Town, level.

Prompted by a question from D. Burton, there was a discussion about the best way to reach out to new councillors. It was agreed that a welcome letter was a good idea. Councillor Foster reported that there are three orientation sessions for the new Council, on December 8, 12 and 15. He suggested we request a 30-minute time slot at one.

18-88	Moved: J. Thiessen	Seconded: R. Foster
	Be it resolved that the Advocacy Plan be received as information. Carried.	

### 6.2 Strategic Plan Status Report

The CEO reviewed the report. Concerning the small business resources, she reported that the Programming & Outreach Assistant has been in contact with the Chamber of Commerce about resources that tie into the Lunch and Learn series. The Chamber surveyed members about topics and the series will launch in January. Councillor Foster noted that this series is an opportunity for the library to show Chamber members how we can help them. He asked if library staff were working with Paul Di Ianni; the CEO responded that they were.

L. Padfield noted that in the status column for June, 'with' should read 'will'.

18-89	Moved: N. Walker	Seconded: D. Edwards
	Be it resolved that the Strategic Plan Status Report be received as information. Carried.	

## 7. New Business

### 7.1 Policy Review: F-12 – Social Media, G-5 Discrimination and Personal Harassment, and G-22 Violence in the Workplace

Regarding the social media policy, J. Ripley asked about the amount of staff time spent monitoring social media and Councillor Foster asked if there were guidelines for staff. The CEO answered that staff respond to issues as they are raised and that there are guidelines.

It was noted that the first sentence of the Guidelines section of policy F-12 needs to have the word blogs removed and Instagram added.

18-90	Moved: J. Ripley	Seconded: D. Burton
	Be it resolved that policies F-12 – Social Media, G-5 Discrimination and Personal Harassment, and G-22 Violence in the Workplace be revised as presented by the CEO. Carried.	

### 7.2 2019 Operating Budget

The CEO reviewed the budget. Councillor Foster expressed concern about funds being drawn from the development charges fund for collections, as he believes the fund is for special collection purposes, not regular ones. The CEO noted that we have been doing this for a few years, and not doing so would raise the percentage increase of the overall budget. A lengthy discussion followed. It was agreed that the library will not request a transfer from the development charges reserve funds for part of its collection budget in 2019.

D. Burton reported that half of the executive search firm's fee needs to be added to the 2019 budget. The CEO responded that she will add it to the consultant's fee line.

18-91	Moved: D. Burton	Seconded: L. Padfield
	Be it resolved that the 2019 Operating Budget be approved with the amount in line 14 LIBRARY COLL TRF FR DC RSV FUND [Library Collections Transferred from Development Charges Reserve Fund] deleted. Carried.	

### 7.3 2019 Fees and Fines

The CEO explained that this item is being dealt with now because the Town is having fees and fines determined at the same times as budgets. She explained that we are no longer selling note cards, and the non-resident fee will not exist for 2019, so those two lines are blank.

18-92	Moved: J. Ripley	Seconded: R. Foster
	Be it resolved that the 2019 Fees and Fines schedule be approved. Carried.	

### 7.4 CEO Selection Sub-committee

D. Burton circulated and reviewed the sub-committee's written report. It is anticipated that the search firm consultants will want to meet with the Board in early November to get their input on requirements for a new CEO, so that the job posting can be approved at the next regular Board meeting.

Concern was expressed by the DCEO and Councillor Foster regarding the timeline as it appeared to be tight. This led to a discussion of when the new Board would be in place. Councillor MacMillan reported that he spoke to the Town Clerk, who confirmed that the old Board remains in place until the new Board is appointed. He added that appointments may be made later than they have been in the past because there will be a new bylaw and procedures for the process.

18-93	Moved: D. Burton	Seconded: D. Edwards
	Be it resolved that the Board authorize the CEO Selection Sub-committee to hire Dysart Jones to assist in the recruitment of a new CEO, pending a satisfactory check of references. Carried.	

7.5 Closed Session – Personal matters about an identifiable individual

18-94	Moved: J. Ripley	Seconded: N. Walker
	Be it resolved that the meeting go into a closed session to discuss a matter regarding an identifiable person. Carried.	

The DCEO left the meeting (8:59 pm).

18-95	Moved: N. Walker	Seconded: L. Padfield
	Be it resolved that the meeting come out of the closed session. Carried.	

The DCEO returned to the meeting (9:03 pm).

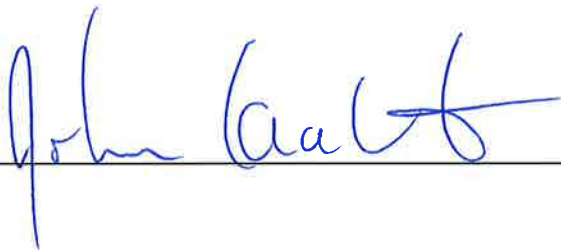
18-96	Moved: N. Walker	Seconded: D. Edwards
	Be it resolved that the Board appoint the Deputy CEO as Acting CEO from November 24, 2018 to the day before the new CEO begins at LPL, with the appropriate adjustment in compensation. Carried.	

The DCEO accepted the appointment and thanked the Board for the vote of confidence.

**8. Adjournment**

18-97	Moved: J. Ripley	
	Be it resolved that the meeting be adjourned at 9:05 pm. Carried.	

Chair



Secretary/Treasurer

