

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

Absent: Councillor Robert Foster

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

1. Call to Order

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

2. Declaration of Conflict of Interest

The Chair declared a conflict of interest on matters concerning the selection of a new CEO.

3. Approval of Agenda

The Chair recommended that item 4.7, Sunday Usage Report, be removed from the consent agenda portion of the agenda because it may require a motion. It was agreed to move it to the Reports section, as item 5.3.

J. Thiessen had let D. Burton know that she may have to leave tonight's meeting early. Accordingly, D. Burton asked that item 7.4, the CEO Selection Sub-committee update, be moved to an earlier spot in the meeting. After some discussion, it was decided to deal with it first.

18-	Moved: W. MacMillan	Seconded: D. Edwards
74	Be it resolved that the Agenda be approved as amended. Carried.	

The Chair left the meeting so that item 7.4 could be discussed, and Vice-Chair D. Burton presided over the meeting. The CEO Selection Sub-committee members requested that the CEO and DCEO leave the meeting for this discussion, which they did at 7:08 pm. The Chair, CEO and DCEO returned to the meeting at 7:21 pm, and the Chair resumed his duties.

4. Consent Agenda

4.1 June 19, 2018 Board meeting minutes

4.2 August 28, 2018 Board meeting minutes

The DCEO noted that in resolution 18-72, B. Burton should read D. Burton.

4.3 Report of the CEO

L. Padfield asked the CEO about proctoring exams; the CEO responded that she does it occasionally and did not recall which university was involved in June.

D. Edwards questioned the date of the joint Board orientation. The CEO clarified that it should read April 27, 2019.

The CEO added that she and the Local History Specialist met with the President of the Ontario Genealogical Society (OGS) the previous Friday regarding the digitization of the library's newspapers on microfilm. The OGS has purchased the equipment to do this and has offered to do the work for free. We may have to purchase an external hard drive. We will have to investigate copyright issues if we wish to put post-1949 publications online.

The CEO will contact OurOntario regarding the feasibility and cost to have them host the digitized papers. They will be searchable, although she is not certain how good the optical character recognition is.

4.4 Report of the DCEO

The DCEO was pleased to report that just that morning, the library's old 16 mm projector was sold to a Vineland resident for \$65, so that brings the sale total to \$189.50.

The CEO added that the compressor in the Fleming Centre has failed three times since the building was opened just over four years ago; this was the first time it failed in the summer. She reported that her office often felt like a sauna.

4.5 Statistics Report

The DCEO reviewed the report. She highlighted the large increase in program attendance, much of which was due to the success of the pop-up libraries.

4.6 Summer Program Overview Report

The DCEO presented the report, noting that it was created from notes and information provided by the Children's Services Coordinator. D. Burton asked if the Healthy Kids Community Challenge Niagara would be run next year; the CEO responded that it likely wouldn't, as 2018 was the last year of this multi-year project. The CEO did indicate that the library will apply for grants to cover the salaries of two students next summer.

4.7 Correspondence

None.

18-75	Moved: L. Padfield	Seconded: D. Burton
	Be it resolved that the Consent Agenda be approved. Carried.	

5. Reports

5.1 June – August 2018 Financial Report

L. Padfield asked how the figure of 12 for out-of-town residents was reached; the CEO responded that it was based on how many had paid in past years.

18-76	Moved: D. Edwards	Seconded: J. Thiessen
	Be it resolved that the June – August 2018 Financial Report be approved. Carried.	

5.2 Report of Council

Councillor MacMillan reported that Council is only meeting once in both September and October, due to the election.

The CEO raised the point that a consultant was preparing a report for the Economic Development Committee concerning the Parks, Recreation and Culture Master Plan. She asked Councillor MacMillan if the library would fit into this plan; he responded that he expected it would. She noted that she had not heard anything about it and wouldn't have known about it if she hadn't read the agenda for the Economic Development Committee meeting. Councillor MacMillan said he would check on how the library fits into the plan being initiated.

18-77	Moved: W. MacMillan	Seconded: J. Ripley
	Be it resolved that the Report of Council be received as information. Carried.	

5.3 Sunday Usage Report

The DCEO presented her report, which indicated that Sunday visits drop off in May and June. There was considerable discussion regarding closing the Fleming Branch on the Sundays between Victoria Day and Labour Day inclusive, rather than staying open until the end of June.

The Board wanted to know if transactions were also down considerably during this period. They asked the DCEO to prepare a report for the new year that indicates Monday to Saturday use, Sunday use while the ice is in and Sunday use when the ice was out. Use will be measured by circulation statistics and the daily statistics, such as queries, recorded by staff.

The Board directed the CEO to budget for Sunday openings through to the end of June of next year in the 2019 Operating budget.

18-78	Moved: W. MacMillan	Seconded: J. Ripley
	Be it resolved that the staff report on Sunday usage be received as information and that the report be deferred to the new year. Staff are directed to continue to collect relevant data. Carried.	

6. Business Arising

6.1 Social Media Strategy

The CEO reviewed the report. The DCEO noted that the language concerning questions in posts will be clarified.

18-79	Moved: N. Walker	Seconded: D. Burton
	Be it resolved that the Social Media Strategy be received as information. Carried.	

6.2 Strategic Plan Status Report

The CEO reviewed the report.

18-80	Moved: L. Padfield	Seconded: D. Edwards
	Be it resolved that the Strategic Plan Status Report be received as information. Carried.	

7. New Business

7.1 Policy Review: C-10 – Unattended Children; G-18 – Statutory Holidays

J. Ripley asked if children are left unattended in the libraries, and if signage is in place indicating our policy. The CEO responded that there is signage in both branches, but children are left unattended in Beamsville, especially during hockey tournaments. The DCEO responded that it is not an issue in Vineland.

The DCEO noted that permanent part-time staff were not included in the amended section of G-18. She suggested that it read “Full-time and permanent part-time staff working on a recognized holiday will receive lieu time calculated at 1.5 hours per hour worked. Casual part-time staff will receive time-and-a-half in salary.” There was agreement on this change.

18-81	Moved: J. Ripley	Seconded: L. Padfield
	Be it resolved that policies C-10 – Unattended Children and G-18 – Statutory Holidays be adopted as presented by the CEO and amended. Carried.	

7.2 2019-2028 Technology Plan

The CEO reviewed the report, noting that it was essentially the same as last year's, with everything moved up a year and items added for 2029.

18-82	Moved: J. Ripley	Seconded: W. MacMillan
	Be it resolved that the 2019-2028 Technology Plan be approved. Carried.	

J. Thiessen left the meeting at this point (8:40 pm).

7.3 2019 Capital Budget

The CEO presented the report, noting that the date on it is incorrect.

18-83	Moved: N. Walker	Seconded: L. Padfield
	Be it resolved that the 2019 Capital Budget be approved. Carried.	

7.4 CEO Selection Sub-committee update

D. Burton reported that Board approval will be needed to hire the executive search firm that the sub-committee recommends. This recommendation will not be ready for the next scheduled Board meeting on October 16. She asked the Board if they would like to deal with the matter at a special meeting on October 23, or if they would prefer to move the October 16 meeting to October 23. Moving the meeting was the preferred option. The CEO will poll the Board via e-mail before finalizing the date.

8. Adjournment

18-	Moved: J. Ripley
84	Be it resolved that the meeting be adjourned at 8:49 pm. Carried.

Chair _____

Secretary/Treasurer _____