

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 (Chair), Ruth Gretsinger, Anna Murre, Councillor JD Pachereva, Councillor Adam Russell, Terry Teather, Jennifer Thiessen
Staff present: Julie Andrews, CEO; Janice Coles, Deputy CEO, Recorder
Regrets: Donna Edwards, Joanna Kocsis

1. Call to Order

The Chair called the meeting to order at 7 pm.

2. Welcome to Julie

On behalf of the Board, the Chair officially welcomed new CEO Julie Andrews to Lincoln Public Library and presented her with flowers. The CEO thanked the Board, adding that it had been a whirlwind two days with a meeting that day and lots of listening and reading, but she is delighted to be here.

The Chair also presented the Deputy CEO with flowers and a card from the Board, thanking her for her work as Acting CEO. She thanked the Board for the gift.

3. Declaration of Conflict of Interest

None

4. Approval of Agenda

19- 49	Moved: R. Gretsinger	Seconded: A. Russell
	Be it resolved that the Agenda be approved. Carried.	

5. Board Orientation

The Deputy CEO distributed updated OnBoard flyers. She will send a registration link to Board members.

Councillor Pachereva asked the Chair if the “How to be a productive Board member” session would be similar to the one presented at OLA; she responded that it was likely since both had SOLS staff as speakers. T. Teather reported that he went to the orientation held in London and found it worthwhile. He added that most of the sessions were focused on governance.

The Chair presented an orientation PowerPoint session based on the SOLS site “10 things that every Board member should know.” The Deputy CEO will send the presentation to all Board members.

6. Consent Agenda

6.1 Minutes of the March 19, 2019 Board meeting

6.2 Deputy CEO/Acting CEO’s Report

19- 50	Moved: A. Murre	Seconded: T. Teather
	Be it resolved that the Consent Agenda be approved. Carried.	

7. Financial Report

The Deputy CEO presented the report. Regarding PayPal, she said that she and the CEO had agreed that the PayPal funds to be credited in 2019 should be distributed as \$425 in donations and the rest (\$513.49) in fines. She pointed out that these funds had not been received by the library in 2019, so the Board needs to remember this for the 2020 budget.

A. Murre asked if the fines recorded by the library’s Evergreen system were reconciled with the cash received. The Deputy CEO responded that fines paid are not reconciled with the Evergreen program. Staff manually update member records.

Councillor Russell asked about the budget lines with large percentages spent; the Deputy CEO responded that they include annual subscription payments.

19- 51	Moved: R. Gretsinger	Seconded: JD Pachereva
	Be it resolved that the April 8, 2019 Financial Report be approved. Carried.	

8. Report of Council

Councillor Russell reported that Council is updating the Transportation Master Plan and preparing for the upcoming budget. He updated the Board on the progress on the Prudhommes site.

They have also been involved with a working group that met at Brock regarding the Regional Review the province has initiated. The group agreed that they should speak as one voice. They recognized that there will be change and discussed how they could drive the change.

The DCEO asked if any actions were being taken regarding the presentation to Council by the Friends of Lincoln’s History. Councillor Russell responded that they were just starting to discuss what kind of cooperation there could be and were discussing the best use of the former library. This led into a discussion of the library’s role in local history. The Chair noted that the Parks, Recreation and Culture Master Plan’s survey did not mention the library. Councillor Pachereva noted that the Friends of Lincoln’s History had to present its business case, and he agreed that it would be good to include the library

in the Master Plan. The Chair said that the library would like the opportunity to put forward its business case for the use of the former library. The DCEO mentioned that the former CEO had investigated the possibility but that there wasn't any support from the Town for it at the time.

19- 52	Moved: J. Thiessen	Seconded: T. Teather
Be it resolved that the Report of Council be received as information. Carried.		

9. Business Arising

The CEO suggested that her report, item 9.3, be discussed first as it followed the discussion prompted by the Report of Council.

9.3 Regional Government Review

The CEO reported that in addition to the meeting referenced in her report, she attended a meeting of Regional Niagara library CEOs and their Chairs and Vice-Chairs, held at Niagara Falls Public Library on April 16. They will develop a letter from each library board indicating their willingness to cooperate and outlining the ways in which the systems already cooperate. When the notes from the meeting come, the CEO will share them with the Board.

Alicia Subnaik Kilgour, CEO of Niagara Falls Public Library, and Board members from the Niagara-on-the-Lake, Niagara Falls and St. Catharines Public Libraries will represent the libraries at the May 1 meeting with the provincial consultants working on the review. It was noted that it was important to align the libraries' responses and actions to those of their Councils.

Through a listserv for all SOLS CEOs, the CEO received an e-mail from Barbara Franchetto, SOLS CEO, regarding the Ministry of Tourism, Culture and Sport's decision to reduce the SOLS budget by just over 50%.

There was discussion of the cut to the SOLS budget and how to respond to it. The CEO noted that it will affect our services. It was agreed that the CEO would invite MPP Oosterhoff to a Board meeting to discuss our concerns.

9.1 CanadaHelps

The Deputy CEO reported that the registration process was complete. It took a while because some forms had to be resubmitted. She will be working on getting the link on our website in the next few weeks.

9.2 Online registration software

The Deputy CEO reported that our Technical Services Coordinator had been in touch with the company the Town uses. The Coordinator of IT Services for the Town of Lincoln confirmed that it would be costly for the library to join the online registration program in use for recreation programs and also had privacy concerns about sharing the system. The TS Coordinator is researching other options for the library.

10. New Business

10.1 Correspondence received

The Deputy CEO reported that the Board received a response to former Chair John Kraft's letter to MPP Sam Oosterhoff. A copy of the letter was included in the Board package.

10.2 Statistics report

The Deputy CEO presented the report. She also updated the Board on the effect of moving the nonfiction DVDs and magazines at Fleming, which was done in January. In the first three months of 2019, adult nonfiction DVD circulation at Fleming was up 36.07% over the first three months of 2018. Magazine circulation (including titles for children and teens, which are shelved elsewhere) was up 19.81%. By comparison, overall circulation of items housed at Fleming was up 1.21%. The Deputy CEO has shared this information for staff, as it indicates how important display and shelving position is for patrons who browse.

There was discussion on the factors affecting DVD circulation, including longer wait times in the past and the increase in streaming services.

19-53	Moved: R. Gretsinger	Seconded: A. Murre
	Be it resolved that the Statistics report be approved. Carried.	

10.3 CEO Performance Evaluation Committee

The Chair noted that Board policies require the formation of a committee and the first evaluation in six months. The Board needs to set expectations for the CEO.

The committee meets with the CEO and provides a written appraisal that goes to the Board for approval. Councillor Russell asked how the objectives for the CEO are developed; the Chair responded that past practice was that they stemmed from the Strategic Plan and are set jointly by the CEO and the committee.

19-54	Moved: JD Pachereva	Seconded: J. Thiessen
	Be it resolved that Ruth Gretsinger, Adam Russell and Donna Burton be appointed as members of the CEO Performance Evaluation Committee. Carried.	

11. Closed Session

19-55	Moved: R. Gretsinger	Seconded: A. Russell
	Be it resolved that the meeting go into a closed session to discuss a matter regarding an identifiable individual. Carried.	

19-56	Moved: A. Russell	Seconded: J. Thiessen
	Be it resolved that the meeting come out of the closed session. Carried.	

12. Adjournment

19-	Moved: R. Gretsinger
57	Be it resolved that the meeting be adjourned at 9:21 pm. Carried.

Chair *Dannan Burton*

Secretary/Treasurer *Jenkins*

