

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

Guests: Councillor J.D Pachereva, Councillor Adam Russell

Staff Present: Janice Coles (Deputy CEO/Acting CEO), Wendy Baarda (Recorder)

1. Call to Order

The Chair called the meeting to order at 7 pm. He introduced and welcomed Councillors Pachereva and Russell, who have been named to the incoming Board by Town Council.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

W. MacMillan asked about the changes in the Agenda. The Deputy CEO/Acting CEO explained the reasons for the changes and asked for input. The changes were accepted.

18- 110	Moved: L Padfield	Seconded: N. Walker
Be it resolved that the Agenda be approved. Carried.		

4. November 20, 2018 Board meeting minutes

J. Ripley questioned what happened to the 30-minute time slot the Board wanted at the Councillor orientation. He was concerned that, as a major part of the community, we were not represented. Councillor J.D. Pachereva offered to look into the matter further.

18- 111	Moved: D. Edwards	Seconded: J. Thiessen
Be it resolved that the November 20, 2018 Board meeting minutes be approved. Carried.		

5. Staff reports for information

5.1 Report of the CEO

The Chair submitted the report of CEO J. Nicholson in which she thanks the board and staff for making her time at the library so enjoyable.

5.2 Deputy CEO/Acting CEO's Report

The Deputy CEO/Acting CEO explained the changes to the look of the report.

5.3 Strategic Plan update

The Deputy CEO/Acting CEO informed the Board that the Small Business Builder e-resource referred to in the plan was up on our website and she encouraged them to access it.

5.4 Board meeting dates, January to March 2019

Board meeting dates were reviewed and there were two conflicts with Council meetings, one being in February. The Chair noted that these conflicts can be addressed at the Board meeting in January.

5.5 Correspondence report (Acting CEO; verbal)

The Deputy CEO/Acting CEO let the Board know that the library had received poinsettias for both branches from the office of MPP Sam Oosterhoff.

18- 112	Moved: R. Foster	Seconded: D. Edwards
	Be it resolved that the Report of the CEO, the Deputy CEO/Acting CEO's Report, the Strategic Plan update, the Board meeting dates report and the Correspondence report be received as information. Carried.	

6. Reports

6.1 November 2018 Financial Report

The Deputy CEO/Acting CEO explained that the financial report was redesigned for better readability. She thanked Teri at the Town who helped make the changes possible.

She explained that salaries would likely be over budget and supplies under budget, but staff were working to have more funds spent on necessary items before year end. A sandwich board to announce events was purchased locally at the suggestion of staff member Kelly Spence. The farewell open house for CEO J. Nicholson was financed from the general expense account.

In light of the large number of unfilled orders, the Deputy CEO/Acting CEO will be recommending to the new CEO that we re-examine our relationship with LSC (Library Services Centre) to be sure we are receiving the best service possible. With other options available we may want to change vendors. Some of our remaining collections budget will be spent on e-books as they are readily available.

18- 113	Moved: W. MacMillan	Seconded: J. Ripley
	Be it resolved that the November 2018 Financial Report be approved. Carried.	

6.2 Carryover of funds

J. Ripley questioned where the donation from St. Andrew's Presbyterian Church was being held. L. Padfield noted that she had suggested that maybe a musical instrument be purchased with the donation. The Deputy CEO/Acting CEO noted that the CEO had proposed purchasing a table and chairs with the money, but unfortunately the items weren't available. The Chair explained that this is the second time this donation has been carried over. Everyone agreed that it is important for donors to see that something tangible was purchased with their donation and that the donation is appreciated. J. Ripley suggested that the new CEO be encouraged to make using this donation a priority. The Deputy CEO/Acting CEO proposed a change in the magazine storage and shelving as the magazines are under-circulated at Fleming in comparison to MFR. She will price shelving options.

18- 114	Moved: J. Ripley	Seconded: W. MacMillan
	Be it resolved that the donation of \$5,000 from St. Andrew's Presbyterian Church and the amount raised in 2018 for the MFR Renovation Fund account be carried over to 2019. Carried.	

6.3 Report of Council

The Chair invited Councillors Pachereva and Russell to share their experiences from the orientation with the Board. Councillor Pachereva said that they toured points of interest in the town (outside only) and held a mock Council meeting. They were shown the new speaker system and how it was operated. A speaker from Walkerton made a presentation about water testing and commented that Lincoln's test results were impressive.

18- 115	Moved: R. Foster	Seconded: D. Edwards
	Be it resolved that the Report of Council be received as information. Carried.	

7. Business Arising

7.1 Selection Committee update

Selection committee Chair D. Burton presented her report. She added that the response to date has been very positive, with both librarian and non-librarian candidates applying. D. Novak and R. Jones will shortlist the candidates to the five most qualified, with first interviews tentatively schedule on January 24 and 25. Town of Lincoln CAO Mike Kirkopoulos will be sitting in on the interviews and providing input into the selection process. One or two candidates will present to the full Board; D. Burton will advise the Board of the date, which she hopes will be in February. Target start date for the successful applicant is early April.

J. Ripley asked about the number of resumes submitted but those numbers hadn't been made available yet as the closing date is December 21. Councillor Pachereva asked about the wisdom of only having one final candidate and thereby not having an alternative if that candidate didn't work out. D. Edwards explained that the thinking of the consultants is that if you have narrowed it down to one outstanding candidate, the choice is easier as they will have already made it through the other interviews. If two candidates are equally qualified, we could then have both make a presentation.

18-116	Moved:	Seconded:
	Be it resolved that the CEO Selection Committee update be received as information. Carried.	

8. New Business

8.1 Two temporary changes to library hours

On Friday, January 25, 2019 we are requesting that our open hours be extended until 7 pm to accommodate a planned Family Literacy Day Program.

18-117	Moved: L. Padfield	Seconded: N. Walker
	Be it resolved that the Fleming Branch be open extended hours, from 5 to 7 pm, on Friday January 25, 2019 for a special Family Literacy Day program. Carried.	

The Deputy CEO/Acting CEO explained that she is encouraging staff to attend the OLA Super Conference to take advantage of the different programs and seminars offered. and that they could then present to the rest of the staff to let everyone benefit from the experience. These would be presented in a half-day staff meeting on Friday, March 1. This would only require the closure of the Fleming branch in the morning as the MFR branch would already be closed on a Friday morning.

18-118	Moved: J. Ripley	Seconded: J. Thiessen
	Be it resolved that the Fleming Branch be closed from 9 am to noon on Friday March 1, 2019 for a staff meeting. Carried.	

8.2 Policy revisions

The Deputy CEO/Acting CEO asked that the current Hours of Work (Overtime) Policy G9 be amended to allow staff to take lieu hours up until the end of January to help accommodate staffing issues. J. Ripley suggested that the new CEO should review the personnel policies. The Deputy CEO/Acting CEO agreed, saying that these changes are needed for the new year.

Councillor Russell asked for clarification about the policy which allows one extra vacation day for each year over 30. Councillor Pachereva suggested that the word 'probation' be changed to 'orientation.' D. Burton requested that we review the personnel policies regarding hiring and "probation" in light of the fact that we are preparing to hire a new CEO.

18-119	Moved: L. Padfield	Seconded: R. Foster
	Be it resolved that policies G-9 Hours of Work (Overtime) and G-19 Vacations be revised as presented by the Acting CEO. Carried.	

R. Foster informed the board that he and fellow former councilor W. MacMillan would no longer be considered members of the Library Board because they had been replaced in the Councillor position by the two new members. R. Foster went on to thank the board for such good work in past years and to wish them all the best going forward. W. MacMillan reiterated that Councillors are members until they are replaced, and now they have been replaced.

R. Foster also would like the minutes to reflect that he recommends that Wayne MacMillan remain on the CEO Selection committee. W. MacMillan and D. Burton will clarify his status on the Selection committee.

9. Adjournment

18-120	Moved: J. Ripley
	Be it resolved that the meeting be adjourned at 8 pm. Carried.

Chair

Secretary/Treasurer