

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 JD Pachereva, Leah Padfield, John Ripley, Councillor Adam Russell, Jennifer Thiessen, Noel Walker

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.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

19-01	Moved: Donna Burton	Seconded: Jennifer Thiessen
	Be it resolved that the Agenda be approved. Carried.	

4. December 18, 2018 Board meeting minutes

19-02	Moved: Donna Edwards	Seconded: John Ripley
	Be it resolved that the December 18, 2018 Board meeting minutes be approved. Carried.	

5. Staff reports for information

5.1 Deputy CEO/Acting CEO's Report

The Deputy CEO/Acting CEO will talk to the Fire Department about fire and alarm training at the upcoming staff meeting. There was some confusion during the incident on December 27.

5.2 Circulation statistics 2017 and 2018

The Deputy CEO/Acting CEO presented the report. She noted that DVD circulation is down due in part to the availability of online movie channels. She is purchasing more copies of in-demand movies to fill requests more quickly. In order to encourage circulation of non-fiction DVDs, those in the Fleming Branch have been shelved together, rather than interfiled with non-fiction books. Reaction has been positive and the Deputy CEO/Acting CEO will report back on their circulation.

5.3 Sunday Openings

The Deputy CEO/Acting CEO presented the report. It was decided to defer the question of changing Sunday openings until the new CEO is in place. The Board did not want the new person having to defend a change they had not been a part of instituting. In September 2019 the Deputy CEO/Acting CEO will report on the September 2018 to June 2019 Sunday activity. Councillor Pachereva wondered if promoting the library as a quiet spot for high school students to work during exam time would increase usage. The Chair wondered if some of those door count numbers are arena patrons walking in and out of the library and not checking out any items. The skateboard park in the arena was mentioned and it was thought that when it opens it might bring more people to the library. There was also concern about parking and traffic when there are other events at the complex. It was clarified that staff hired after 2011 work on Sundays while grandfathered staff have the choice to work or not on Sundays.

19-03	Moved: John Ripley	Seconded: Leah Padfield
	Be it resolved that the Deputy CEO/Acting CEO's report, the Circulation Statistics 2017 & 2018 report and the Sunday openings report be received as information. Carried.	

6. Reports

6.1 December 2018 Financial Report

Fine collection is up. Salaries and wages are over, due to reasons outlined in the November report. Some marketing expenses still need to be reflected in the final amounts for 2018.

19-04	Moved: Adam Russell	Seconded: Noel Walker
	Be it resolved that the December 2018 Financial Report be approved. Carried.	

6.2 2019 Operating Budget Review

Councillor Pachereva said that he would like to see the percentage increase be in the 3% range before presenting it to Council. Various options were discussed, and the following decisions made:

- Reduce the full-time salaries because the new CEO won't be in place until the Spring
- Reduce the office supply budget, as we have not spent it all in previous years
- Eliminate the book bag promotion; perhaps order more bags at the end of the year if funds are available. The Acting CEO noted that the book bag promotion is popular and effective.
- Reduce the consultants' expenses by \$500

19-05	Moved: Noah Walker	Seconded: John Ripley
	Be it resolved that the revised 2019 Operating Budget be approved. Carried.	

6.3 Report of Council

Councillor Russell reported that the Town has stopped any new cannabis growing operations until further studies are completed, due to complaints from neighbours about existing operations. Our population is not high enough to qualify to have a storefront in our Town. The existing store only sells drug paraphernalia.

The green space next to the Fleming Centre is being considered for a skateboard and/or waterpark. The Chair wondered about how this will affect parking.

19-06	Moved: Adam Russell	Seconded: Leah Padfield
	Be it resolved that the Report of Council be received as information. Carried.	

7. Business Arising

7.1 Selection Committee update

Donna Burton gave her report about the status of the CEO search saying they have received 46 applications with many strong candidates. The consultants will shortlist them to eight candidates for preliminary interviews by the consultants via Zoom or Skype, and then five. Those five will be interviewed January 24 and 25 by the Selection Committee. Interviews will be approximately one hour long. The CAO of the Town of Lincoln will sit in on those to give his feedback of the candidate. At the end of the evening the top one or two candidate(s) will be interviewed on February 7 in front of the full Board. The chosen candidate will be expected to give a presentation at that time. Donna Burton said that they are very pleased with the work of the consultants and they give very clear explanations of the process.

19-07	Moved: Donna Burton	Seconded: Donna Edwards
	Be it resolved that the CEO Selection Committee update be received as information. Carried.	

19-08	Moved: JD Pachereva	Seconded: Leah Padfield
	Be it resolved that the meeting go into a closed session to discuss a matter regarding an identifiable individual. Carried.	

19-09	Moved: Leah Padfield	Seconded: Noel Walker
	Be it resolved that the meeting come out of the closed session. Carried.	

19-10	Moved: Jennifer Thiessen	Seconded: Donna Edwards
	Be it resolved that the CEO Employment Agreement be approved. Carried.	

7.2 Legacy document

Jennifer Thiessen presented a draft of a Legacy document which would be given to the new board. It will include what the present board accomplished, as well as issues they had hoped to tackle and why they weren't able to accomplish them.

Jennifer will circulate the draft for Board input, asking for replies by early February.

7.3 Board meeting dates, February and March

It was agreed that the next two meetings would be on Thursday, February 21 at the Fleming Branch and Tuesday, March 19 at the Moses F. Rittenhouse Branch.

8. Adjournment

19-	Moved: John Ripley
11	Be it resolved that the meeting be adjourned at 9 pm. Carried.

Chair John Kaut

Secretary/Treasurer Jessie Colas