



**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), Donna Edwards, Ruth Gretsinger, Joanna Kocsis, Anna Murre, Councillor JD Pachereva, Councillor Adam Russell, Terry Teather, Jennifer Thiessen

**Staff present:** Julie Andrews, CEO; Janice Coles, Deputy CEO, Recorder

**1. Call to Order**

The CEO assumed the Chair and called the meeting to order at 7:02 pm.

**2. Declaration of Conflict of Interest**

None

**3. Approval of Agenda**

Two additions were requested: the CEO requested Consent Agenda: 5.3 – Correspondence; T. Teather requested 8.4 – Fundraising Methods.

20-11	Moved: JD Pachereva	Seconded: J. Thiessen
	Be it resolved that the agenda be approved as amended. Carried.	

**4. Election of Officers**

The CEO reported on the three nominations received before the February 11 deadline. Donna Burton was nominated twice for Chair and accepted the nomination. Donna Edwards was nominated for Vice-Chair and accepted the nomination.

20-12	Moved: R. Gretsinger	Seconded: J. Kocsis
	Be it resolved that Donna Burton be acclaimed as Library Board Chair. Carried.	

20-13	Moved: A. Russell	Seconded: JD Pachereva
	Be it resolved that Donna Edwards be acclaimed as Library Board Vice-Chair. Carried.	

D. Burton assumed the Chair.

**5. Consent Agenda**

*5.1 Minutes of the January 21, 2020 Board meeting*

*5.2 Reports of the DCEO and CEO*

DCEO's report: The CEO noted that the wrong DCEO report was sent in the Board package and that the correct one had been distributed before the meeting. J. Kocsis

asked for clarification regarding the regular DVDs; the DCEO responded that they are copies lent for seven days and holdable. There are no Express DVDs that do not have corresponding “regular” copies. In response to a question from T. Teather, the DCEO said that when a copy is no longer needed as Express it will replace a regular copy, become an additional copy, or be withdrawn, depending on the item’s condition and the demand for the title. Withdrawn DVDs are put on the sale shelves if they appear to be in okay condition.

CEO’s report: The CEO reported that the Town’s CAO, Mike Kirkopoulos, has accepted her invitation to speak to the Board and will attend the April meeting. In their recent meeting they discussed current and potential shared services.

Councillor Pachereva suggested that a permanent sun shade be considered. He is aware of ones installed in Collingwood and the Kitchener-Waterloo area.

Regarding the panic buttons, the Chair asked where they ring to: the CEO will investigate.

It was clarified that MaxGalaxy is the online registration software and Repair Café is an international organization that organizes events where volunteers help to fix things. The CEO plans to host an event at LPL in April for Earth Month.

*5.3 Correspondence*

The CEO reported that the Pelham Public Library Board sent the Lincoln Public Library Board a thank-you letter indicating its appreciation of our recent support. The DCEO reported that former Board Chair Jane Wright sent a note to the Board and Staff to thank us for the flowers we sent in memory of her husband.

20-	Moved: T. Teather	Seconded: D. Edwards
14	Be it resolved that the Consent Agenda be approved. Carried.	

**6. Financial Reports: 2019 Final and January 2020**

The CEO presented the reports. The December 2019 report is almost final; there is still revenue to be included. The provincial grant was received and deposited. The staffing and courier issues encountered in 2019 are the major factors that led to the total being over budget. Councillor Pachereva asked the CEO what happens if there is an overage, noting that, in the past, any unspent funds went into the Town’s General Rate Stabilization account. The CEO will investigate.

The FAX line, which will be discussed under 9.1, is listed as MFR Telephone and includes the emergency line. The CEO is investigating the cost breakdown of the FAX, phone and internet lines. Concern was expressed about the cost of services to the MFR Branch. Some alternatives, including VoIP FAX and other suppliers, were suggested by A. Murre and Councillor Pachereva.

The Consulting Services amount was for Dysart and Jones’ work on the Strategic Plan.

20-15	Moved: J. Kocsis	Seconded: A. Russell
	Be it resolved that the 2019 Final and January 2020 Financial Reports be approved. Carried.	

## 7. Report of Council

Councillor Russell reported that Council is working on a new model of the Committee of the Whole, some committees have been merged and there have been some changes in the delegation of authority. Refinements to the new system are coming.

Councillors Russell and Pachereva shared that there had been feedback from some members of Council regarding the elimination of fines on children's materials and they outlined how they had responded.

20-16	Moved: R. Gretsinger	Seconded: T. Teather
	Be it resolved that the Report of Council be received as information. Carried.	

## 8. Business Arising

### 8.1 Strategic Plan Draft documents

The draft of the public document drafted by the consultant was discussed. It was agreed that the language needed work; there are too many slogans which aren't connected, it is at too high a reading level and there is too much passive voice. As well, it was suggested that the content needs to be more specific and the map should head outward, not inward. Board members are asked to send further suggestions to the CEO, who will bring a revised document forward for the next meeting.

### 8.2 Statistics Report

The DCEO presented the report, highlighting the good news that overall circulation was up 1.04% in 2019 over 2018. A. Murre asked for clarification of the ILL costs and why we strive to lend as much as we borrow. The DCEO explained that it is because the postage costs for both sending and returning are borne by the lender.

20-17	Moved: JD Pachereva	Seconded: J. Thiessen
	Be it resolved that the Statistics Report be received as information. Carried.	

### 8.3 Boot Camp Report

J. Kocsis and Councillor Pachereva reported that the day covered many important topics, but they could have been presented in a more engaging manner with more networking opportunities. Topics covered included:

- Work being done on advocating for more provincial funding for libraries; Boards are urged to lobby the government
- Plans for province-wide digital resources for public libraries
- Aligning ILL funding with demand
- FOPL's upcoming white paper on development charges
- Municipality/Library relations
- Building skill-based Boards
- Grant applications and strategies

- Community engagement
- Board representation

#### 8.4 Fundraising Methods

T. Teather reported that he had looked at the websites of the public libraries in Niagara to see what they say about donations, both in-house and planned. He found that some systems encourage planned bequests, some use PayPal and some use CanadaHelps. The next step is to determine which work best; the CEO offered to ask the regional CEOs how much they raise through these methods.

### 9. New Business

#### 9.1 FAX services

The CEO reported that we currently offer FAX service at both branches, but the cost for the FAX/emergency line at MFR is high – \$900. In 2019, FAX revenue at MFR was \$225. Due to the high cost and low revenue, she is recommending it be discontinued at MFR. The service would continue to be offered at the Fleming Branch and is offered in Vineland at the Avondale store. A cellphone would be purchased as the emergency line.

20-18	Moved: T. Teather	Seconded: J. Kocsis
	Be it resolved that Lincoln Public Library cease offering FAX service at the MFR Branch, effective immediately. Carried.	

#### 9.2 Policy F-2 Public Internet Access

The CEO noted that policy F-2 needs to be updated because it referred to internet access permission forms, which are no longer needed due to the Board's earlier decisions regarding library cards and access.

20-19	Moved: R. Gretsinger	Seconded: D. Edwards
	Be it resolved that the revision of Policy F-2, Public Internet Access, be approved. Carried.	

#### 9.3 Photos of Brampton Library Branches

The Chair toured the Chinguacousy and Springdale Branches of the Brampton Public Library while at the OLA Conference and showed photos of both.

### 10. Adjournment

20-20	Moved: JD Pachereva	
	Be it resolved that the meeting be adjourned at 9:14 pm. Carried.	

Chair 

Secretary/Treasurer 