



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, Councillor JD Pachereva, Councillor Adam Russell, Terry Teather, Jennifer Thiessen

Absent: Anna Murre

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

1. Call to Order

The Chair called the meeting to order at 7:07 pm. She reviewed the protocols for participation in an online meeting.

2. Declaration of Conflict of Interest

None

3. Approval of Agenda

20-34	Moved: A. Russell	Seconded: JD Pachereva
	Be it resolved that the agenda be approved. Carried.	

4. Consent Agenda

CEO report for 19 May 2020

DCEO report for 19 May 2020

Draft Minutes of the Meeting of 21 April 2020

Councillor Russell asked about the ten-year capital plan; the CEO responded that \$1.8 million in the DC Reserve fund had been shifted to a different column by Town staff. It was agreed that it was good to see this included in the statement.

The Chair noted that some April 2019 stats should read April 2020.

J. Kocsis congratulated all staff for quickly adapting to the changing situation and asked the CEO to relay the message to staff.

T. Teather asked what percentage of the books on the free book cart were discards; the DCEO responded that they all were. She added that the current total at MFR is 764.

20-35	Moved: R. Gretsinger	Seconded: J. Kocsis
	Be it resolved that the Consent Agenda be approved. Carried.	

5. Financial Report

The CEO reported that the MFR FAX line had been removed. She noted that we have not yet been reimbursed for the costs of the Evergreen conference.

J. Kocsis asked if the amount being saved in salaries could be moved to another line. Councillor Pachereva noted that the Board could make that decision, as per the PLA. The CEO added that the staff member who had been on leave is returning and so there will be some overlap with her replacement.

J. Kocsis asked if any professional development opportunities had been cancelled. The CEO responded that they hadn't, and in fact SOLS had made a number of its webinars free of charge.

D. Edwards joined the meeting at this point (7:21 pm).

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

6. Report of Council

Councillor Russell reported:

- Lincoln is in okay shape financially, all things considered; some savings will be realized by delaying some seasonal hires
- The website ShopLincoln.ca was launched
- A second business survey was launched
- Rotary Park is now under construction beside the Fleming Centre with an anticipated completion date of August 2020
- Parks are slowly being opened
- Council meeting schedule has been changed to every two weeks

Councillor Pachereva reported:

- Some tenders have come in under budget because businesses want to get their employees working
- Lincoln has received a \$134,000 grant from Niagara Region for public realm improvements in the downtown core
- Mayor's Luncheon being held virtually on May 27
- Updates of various projects in Vineland and Jordan
- He has championed the library staff's work during the closure

20-	Moved: J. Thiessen	Seconded: J. Kocsis
37	Be it resolved that the Report of Council be received as information. Carried.	

7. New Business

a. Re-opening plan

The CEO reviewed the plans for accepting returns via the book drop, quarantining items and starting curbside pickup next week. Online programs will continue. She also reviewed our summer reading club plans.

JD Pachereva asked why the quarantine period was 72 hours; the CEO responded that it was a recommendation from the Ministry.

J. Kocsis asked how staff were feeling about this; the CEO responded that those she had spoken to were comfortable with the plan. Scheduling is being done so it adheres to the provincial regulations of having less than five people in the building at one time and keeping six feet apart. In response to a further question, the CEO said she was certain there was a protocol to follow if staff did not feel safe working.

J. Thiessen asked if other area libraries were launching this service at the same time; the CEO responded that they were not. She asked if we wanted to delay; the CEO did not wish to as she felt we were not putting staff and patrons at risk. Items being picked up would be put outside on a table and there would be no contact. The DCEO added that staff will be working all their shifts at only one branch. The CEO noted that she has masks and gloves.

J. Kocsis asked if we could use paper bags; the CEO responded that we will, unless it is raining.

There was discussion about getting a covering for Fleming, but the CEO noted that she would like to try the system without one for the time being, especially since we don't know when we might be able to have people enter the branch.

D. Burton asked how long we would be fine-free; the CEO responded it would be for the next month or so.

J. Kocsis asked if loan periods were being changed; the DCEO responded that everything will circulate for three weeks. This allows members to make fewer trips to return and borrow, with everything due on the same day, and allows them to quarantine items if they so choose.

There was extensive discussion of the wording of motion 20-38 regarding the time period of the Board's authorization. J. Kocsis asked if financial or staffing issues would be affected; the CEO said they would not – the changes are minor, such as loan periods. The motion was reworded as indicated below.

20-38	Moved: D. Edwards	Seconded: JD Pachereva
	Be it resolved that the CEO be authorized to make temporary changes to circulation policies and hours of operation as warranted during the phases of recovery from emergency disruption of services. Carried.	

J. Kocsis thanked the staff for thinking through all this.

b. Annual Report

The CEO reviewed the report. J. Kocsis asked if it would be distributed to the public; the CEO responded that it would be posted on our website. Councillor Russell noted that the end date for the Board should be 2023, not 2022.

20-	Moved: R. Gretsinger	Seconded: T. Teather
39	Be it resolved that the Annual Report be approved. Carried.	

c. Board Evaluation

There was considerable discussion on what has been done in the past and how to move forward. J. Kocsis and T. Teather agreed to work on a proposal on how to proceed and bring it to the next meeting.

8. Adjournment

20-	Moved: JD Pachereva
40	Be it resolved that the meeting be adjourned at 8:53 pm. Carried.

Chair 

Secretary/Treasurer 