

**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), Leah Padfield, Jennifer Thiessen, Noel Walker

**Regrets:** Councillor Robert Foster, Councillor Wayne MacMillan, John Ripley

**Staff Present:** Jill Nicholson (CEO), Janice Coles (DCEO, Recorder)

**1. Call to Order**

The Chair called the meeting to order at 7:09 pm.

**2. Declaration of Conflict of Interest**

None.

**3. Approval of Agenda**

17- 88	Moved: D. Edwards	Seconded: J. Thiessen
	Be it resolved that the Agenda be approved. Carried.	

**4. Consent Agenda**

*4.1 September 21, 2017 Board meeting minutes*

N. Walker arrived during this item (7:14 pm).

*4.2 Report of the CEO*

Regarding the IT transition, the CEO reported that there have been some issues, most notably that MFR staff lost access to the shared drive and their personal files for over a week, following a power failure in Vineland. As well, staff currently have no access to e-mail from home.

The CEO reviewed the background of the Town’s library review, reporting that the Town requested that the review be placed in the library’s 2017 budget. She explained to the Town that library budget expenses had to receive Board approval. L. Padfield suggested that the library be more proactive with Council and Town management; the Chair noted that we are doing so; one example is the upcoming presentation to Council.

*4.3 Report of the DCEO*

The DCEO explained that she was unable to finish a printed version of her report due to the server issues at MFR. She attended the Board meeting on September 19 and conducted interviews with the CEO on September 22. The September Canada 150 booklist was Local History, timed to help promote the Homecoming Festival. For the

planned MFR Renovation, she finished weeding the adult non-fiction by one-third, which was almost 1600 volumes.

The DCEO reported that the library received an interesting reference question via e-mail on September 19. A film distributor based in Sweden asked if we had a specific back copy of the printed version of the Globe and Mail. Apparently, the people at the G&M couldn't help. The DCEO referred the man to the Toronto Public Library, and reported that he was grateful for the lead, but she doesn't know how he got to us!

17-89	Moved: N. Walker	Seconded: L. Padfield
	Be it resolved that the Consent Agenda be approved. Carried.	

## 5. Reports

### 5.1 September 2017 Financial Report

The CEO presented the report. L. Padfield asked why the collection budget was lower than in 2016; the CEO responded that some funds were transferred from the print and audiovisual budgets to the e-resources budget.

17-90	Moved: D. Burton	Seconded: J. Thiessen
	Be it resolved that the September 2017 Financial Report be approved. Carried.	

### 5.2 Report of Council

There was no report as neither Councillor was present.

## 6. Business Arising

None.

## 7. New Business

### 7.1 2018 Operating Budget

The CEO reviewed the budget line by line. L. Padfield asked about the donation from the church; the CEO responded that she proposes it be spent on a new table and chairs for the Fleming Branch.

Regarding salaries, the CEO noted that most of the staff are at the maximum pay level for their position; only some permanent part-time staff are still progressing on the grid. As recommended by the Children's Services Coordinator, we have budgeted for only one summer student in 2018. The proposed minimum wage increase for the Pages has been factored in.

The DCEO asked about the casual staff rate, noting that after the proposed increase in the minimum wage, it would be only \$1.12 more per hour than what our oldest Page was making. A casual staff member and Page could be working at the same time and location with vastly different responsibilities. She noted that the low casual staff rate of pay has been an ongoing issue. It is considerably lower than similar rates at neighbouring library systems, and thus contributes to our having difficulty retaining casual staff. The CEO responded that the Town was working on the casual rate; they also have staff at this level. They do not, however, have any minimum wage workers. L.

Padfield asked the CEO whom she speaks to at the Town about this; the CEO responded that she speaks to staff in HR, the Director of Finance and the CAO.

D. Edwards and L. Padfield suggested we eliminate the casual staff level and hire staff at a rate between casual and permanent part-time (PPT). The CEO explained that one of the issues is that library staff are on the non-union grid, and there is no rate below what our PPT staff, who have added responsibilities, are earning. The DCEO asked about the union grid; the CEO responded that she didn't have a copy but will try to get one. The Board instructed the CEO to speak to the Town about this, and prepare salary scenarios with the casual hours budgeted at the current PPT rate, and at a lower rate of \$18. The CEO noted that she cannot submit a budget for a salary rate that does not exist. L. Padfield suggested we get information from other library systems regarding their salary ranges; the CEO will ask colleagues via a listserv.

The DCEO clarified that the challenges with scheduling casual staff are that most of them have other part-time jobs. We work around previous commitments and try to release the schedule around the middle of the previous month. It is rare for casual staff to be unable to do a scheduled shift, and they work well together to switch when needed.

Regarding the increased costs to provide internet access, N. Walker asked the CEO if this was a better way of doing it; the CEO responded that we are following how the Town does it.

The CEO and DCEO provided details on some office supplies expenses, including Lilbits and the fridge.

Regarding hiring a consultant, N. Walker agreed with the CEO that in light of the development being done at the former Prudhomme's site, and upcoming staff retirements, we need to determine what library spaces and services are needed where. The CEO added that the Town has indicated that the site will have a municipal presence when it opens in 2024. The library may be part of that.

D. Burton said that when we focus on the needs of our community and its changing demographic, the necessary changes follow and become our proposed response. J. Thiessen agreed. D. Burton left the meeting at this point (8:39 pm).

The CEO added that work done by a consultant will aid in the strategic planning process.

17-91	Moved N. Walker	Seconded: J. Thiessen
	Be it resolved that the 2018 Operating Budget be approved, with the exception of the part-time salaries and benefits component. Carried.	

## 7.2 Carryover – Improving Library Digital Services Grant

17-92	Moved L. Padfield	Seconded: D. Edwards
	Be it resolved that the Improving Library Digital Services grant monies of \$3982 be carried forward to 2018 to fund e-resources and makerspace equipment. Carried.	

## 7.3 Council Presentation

The Chair reported that he and the CEO will be making a presentation to Council on Wednesday November 1, highlighting spring and summer accomplishments, budget highlights and future projects. He urged all Board members to attend. He will e-mail an electronic version of the presentation to the Board.

## 7.4 B-12 Gift Acceptance, B-14 Planned Giving, C-4 Selling on Premises

The CEO reviewed the policies. She explained that the section in C-4 from “When the CEO... to vendor” will be removed as it is operational. It was agreed that both library branches will continue to be locations for Remembrance Day poppy boxes.

17-93	Moved N. Walker	Seconded: L. Padfield
	Be it resolved that policies B-12 Gift Acceptance, B-14 Planned Giving, and C-4 Selling on Premises be updated as presented by the CEO. Carried.	

## 7.5 MFR Renovation Report

The DCEO reported that when she returned from vacation on October 4, no dates for the closure had been confirmed with the Town, and she and the CEO decided there wasn't enough time to organize a mid-November closing. Chuck Judson suggested that it may be possible to do just the wall at that time, but he hasn't confirmed these arrangements. We will continue to work with the Town on December and/or January dates.

17-94	Moved L. Padfield	Seconded: D. Edwards
	Be it resolved that the MFR Renovation Report be received as information. Carried.	

The CEO added that she and the Children's Services Coordinator met with Town program staff and will be meeting with them again in October. As well, our Local History Specialist met with museum and archives staff.

## 8. Adjournment

17-95	Moved: N. Walker	
	Be it resolved that the meeting be adjourned at 9:30 pm. Carried.	

Chair \_\_\_\_\_

Secretary/Treasurer \_\_\_\_\_