



Mission Statement

The Lincoln Public Library is dedicated to offering a full range of programs, services and materials that advance the personal growth, life-long learning and recreational interests of its community.

Members Present: Jane Wright (Chair), Victoria Bucsis, Lisa Denick, Rob Foster, Joyce Harrison, John Kralt, Wayne MacMillan, Lynn Wisniewski

Regrets: Kelly Putter

Staff Present: Jill Nicholson (CEO), Cathy Simpson (DCEO, recorder)

1. Call to Order

The Chair called the meeting to order at 7:03 p.m.

2. Agenda Approval

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Moved by J. Harrison, seconded by L. Wisniewski, that the agenda be approved.
CARRIED.

3. Matters for Board Decision

3.1 Minutes of the June 16th, 2009 Board Meeting

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Moved by L. Wisniewski, seconded by V. Bucsis, that the minutes of the June 16th, 2009 board meeting be approved as amended. **CARRIED.**

**3.2 Business Arising from the June 16th, 2009 Board Meeting
Minutes**

There was no business arising from the June 16th, 2009 board meeting.

**3.3 Minutes of the Ad Hoc Facilities Committee of July 23rd and August 20th,
2009**

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Moved by J. Kralt, seconded by V. Bucsis, that the minutes of the July 23rd and August 20th, 2009 Ad Hoc Facilities Committee meeting be approved. **CARRIED.**

**3.4 Business Arising from the July 23rd and August 20th Ad Hoc Facilities
Committee Meeting Minutes**

Facilities Chair, J. Kralt, summarized the proceedings of the July and August Ad Hoc Facilities Committee meetings. The use of Bennett Hall and the Beamsville Canada Post building for library programs and services was discussed. The lack of people

space at the Beamsville facility was then discussed. The Ad Hoc Facilities Committee tentatively scheduled a meeting for Thursday, October 1st, 1:00 at the Fleming library.

3.5 New Business

i. June, July and August Financial Reports

The CEO presented the June, July and August financial reports noting that the collections budget is a little ahead of where it should be and the staffing is slightly under budget due to Veronika Reiser's sick leave. The Town of Lincoln's audit and its impact on the library's annual report was discussed. The CEO confirmed that none of the operating budget can be carried forward to 2009.

ii. June, July and August Statistical Reports

The DCEO presented the June, July and August statistics noting the significant circulation increases during all three months, especially in Vineland. The increase in visits, notably in Beamsville, was also discussed. Teen and children's program attendance was up significantly in July. R. Foster distributed Hamilton Public Library's circulation statistics which were comparable to Lincoln's.

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Moved R. Foster, seconded by L. Wisniewski, that the financial and statistical reports be received. **CARRIED.**

iii. Policy Review

The Chair and CEO reviewed changes to the following policies:

a. B-14 Planned Giving

The CEO incorporated changes requested at the June board meeting. The CEO confirmed that the SOLS planned giving brochure is still available to be customized for the Lincoln Public Library.

b. B-15 Sponsorships

The wording of the policy's definition was discussed.

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Moved by V. Bucsis, seconded by L. Denick, that policies B-14 Sponsorships and B-15 Planned Giving be approved as amended. **CARRIED.**

iv. Provincial Library Credits – Update for Lincoln

To date, \$733 has been spent on First Nations children's materials and \$1540 on a Nintendo Wii and accessories. The remaining funds will not be committed until the 2010 budget is finalized.

v. Community Engagement Review

The DCEO presented a review of the Community Engagement Plan noting the delay in the implementation of the Fleming Library Feasibility Study which impacted a number of the plan's actions. New and existing community partnerships were noted as was the upcoming open house at the Vineland library.

vi. Facilities Strategic Directions

The CEO presented the Facilities Strategic Directions report. The CEO met with J. Pease, Facilities Manager, to discuss repairs to the Fleming facility.

vii. 2010 Capital Budget

The CEO explained that the funds for the Integrated Library System (ILS) will be carried forward to the 2010 capital budget. The ILS Consortium meets this Friday and the consultant will update members on the status and timeline of the project. Concerns that the open source ILS will not save the library money were expressed. The costs and timelines, in the form of a feasibility study, will be brought to the board.

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Moved by W. MacMillan, seconded by V. Bucsis, that the 2010 Capital Budget be approved. **CARRIED.**

viii. Ad Hoc Strategic Planning Committee

The current Strategic Plan will be completed in 2010. A discussion of a new plan to be put in place for 2011 ensued. A new Strategic Plan will be on the January 2010 board meeting agenda.

ix. Pandemic Plan

The TOL has a Pandemic Plan for their facilities and services but because the library is a separate entity, it is required to draft a separate plan. The disinfecting of public computers and employee flu shots were discussed. A request for the inclusion of measures to be taken if the board can't meet and back up staffing in the event the CEO and DCEO both become ill will be added to the library's plan and brought to the next board meeting.

x. CEO and DCEO Responsibilities Reorganization

The CEO outlined the new division of responsibilities between the CEO and DCEO. The CEO is now responsible for all aspects of collection development and the CEO will be responsible for all aspects of operations. The CEO Evaluation Committee will review the new job descriptions next month.

xi. Christmas Party

The board Christmas party is scheduled for December 3rd.

4. Matters for Information

4.1 Report of the Chair

The Chair presented her report discussing her attendance, along with the CEO, at Charles Mitchell's funeral. The board made a donation to McNally House in Mr. Mitchell's memory. The board also sent Veronika Reiser a get well card. The delegation at the next board meeting regarding internet filtering was discussed.

4.2 Report of the CEO

The CEO presented her report highlighting children's programming registration, the upcoming author reading and the Education Safety Association inspection. The fire in the book return was also discussed and the CEO informed the board that the book return will be power washed and the area around the return equipped with better lighting.

4.3 Report of the DCEO

The DCEO presented her report highlighting community engagement including the Strawberry Festival and the upcoming Vineland open house. Professional development and staffing were also discussed.

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Moved by L. Denick, seconded by W. MacMillan, that the Chair, CEO and DCEO reports be received. **CARRIED.**

4.4 Board Correspondence

i. Maria Ruggerio – Internet Filtering

Ms. Ruggerio wrote a letter expressing concern about children at the library accessing internet sites she considered inappropriate. Ms. Ruggerio will be a delegate at the next board meeting.

5. Pending 2009 Initiatives

i. Trustee Training/Succession Planning

ii. Ask Ontario

iii. Reciprocal borrowing agreement with Hamilton

6. Adjournment

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Moved by V. Bucsis that the meeting be adjourned. **CARRIED.**

The meeting was adjourned at 8:40 p.m.

The next meeting will be held on Tuesday, October 20th, 2009 at the Fleming Library.

Chair _____

Secretary/Treasurer _____