



**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, John Kralt, Wayne MacMillan, Kelly Putter, Lynn Wisniewski

**Regrets:** Joyce Harrison,

**Staff Present:** Jill Nicholson (CEO, recorder),

**1. Call to Order**

The Chair called the meeting to order at 7:05 p.m.

**2. Declaration of Conflict of Interest**

No conflicts of interest were declared.

**3. Agenda Approval**

**09 - 74**

Moved by K. Putter, seconded by L. Denick, that the agenda be approved as amended.

**CARRIED.**

**4. In camera – CEO Evaluation**

**09-75**

Moved by L. Wisniewski, seconded by W. MacMillan to move in camera. **CARRIED**

**09-76**

Moved by V. Bucsis, seconded by L. Wisniewski to move out of camera and ratify the actions taken in camera. **CARRIED**

**5. Matters for Board Decision**

**5.1 Minutes of the October 20, 2009 Board Meeting**

**09 – 77**

Moved by J. Harrison, seconded by W. MacMillan, that the minutes of the October 20, 2009 board meeting be approved. **CARRIED.**

**5.2 Business Arising from the October 20, 2009 Board Meeting  
Minutes**

**i. Archives Update**

The CEO toured the potential Lincoln Archives space at the Vineland Research and Innovation Centre. The space which is approximately 500 square feet and bright is in a building that is currently vacant. The Centre is in the process of completing a Facilities Master Plan and will make a final decision on the space by February.

**ii. Hamilton Reciprocal Borrowing**

The Hamilton Public Library Board has not forwarded a response to date.

**iii. ILS Migration Update and Internet Service Options**

The Chair, the CEO and the Technical Services Coordinator attended the presentation by the consultant on the feasibility of the Niagara Evergreen ILS consortium. In an excellent presentation, the consultant presented both current costing and consortium frameworks. The CEOs and the IT Committee will be meeting in the near future to set up the consortium and to finalize technical requirements. The Lincoln Public Library has a tentative migration date in Fall 2010. The Technical Services Coordinator contacted two current Evergreen consortium installations regarding Internet connectivity requirements. From these discussions, it was confirmed that the Library's current Internet speed will support the Evergreen consortium requirements. The CEO is also investigating the possibility of becoming part of the Town's fibre optic system since the new Voice over IP telephone system may comprise Internet speed.

**iv. CEO and DCEO Job Descriptions Revision**

**09-77**

Moved by W. MacMillan, seconded by R. Foster that the CEO and DCEO job descriptions be approved as amended. **CARRIED**

**5.3 New Business**

**i. October Financial Reports**

The CEO presented the September Financial Report noting salaries are slightly under budget due to Veronika Reiser's sick leave. Fine and sales revenues have exceeded 2009 estimates. The Collections budget is 95.5% committed or spent.

**09 – 78**

Moved by W. MacMillan, seconded by L Wisniewski, that the October Financial Report be received. **CARRIED.**

**ii. Town 2010 Budget Update**

Council has reviewed the 2010 Capital budget. On November 18, Council will review the 2010 Operating budget. The Board budget presentation will take place on November 25.

The CAO has asked that the Board review its current budget submission and make amendments to arrive at a 0% increase. The Board reviewed the revised budget presented by the CAO. The Members requested several changes including a small decrease in hours for the casual staff and a \$10,000 decrease in the collections budget. The CEO will circulate the revised budget document on November 18 in advance of that evening's budget deliberations.

**09-79**

Moved by J. Kralt, seconded by W. MacMillan that the Lincoln Public Library Board approve a 0% budget increase which will include a \$10,000 decrease in the collections budget. **CARRIED**

**iii. September Statistics**

The September statistics were not available due to the DCEO's absence for illness.

**iv. Policy Review**

**F-11 Accessible Customer Service**

**09-80**

Moved by L. Wisniewski, seconded by V. Bucsis that Policy F-11 Accessible Customer Service be approved as presented. **CARRIED**

The citizen board members also received their Accessibility Training Booklet to complete and return at the next board meeting.

**v. Trustee Succession – Brochure Review**

The Brochure will be on the June 2010 Board meeting agenda.

**vi. Christmas Party**

Due to the cancellation of both the Council sponsored Town Christmas Party and the Library Board Christmas Party, the Library Board has decided not to fund a Library Staff Christmas party.

**vii. Bill 212 – Good Government**

The Board reviewed the proposed changes to the Public Libraries Act.

**6 Matters for Information**

**6.1 Report of the Chair**

The Chair reported that she attended the October Chamber of Commerce dinner, The Town Volunteer Appreciation Evening and the Evergreen consultant's presentation.

**6.2 Report of the DCEO**

The DCEO highlighted the contribution 360 bulbs by the Lincoln Garden Club for the Vineland flower beds, the hiring of a new page and her professional development activities.

**6.3 Report of the CEO**

The CEO presented her report highlighting the Town's Capital budget improvements to Beamsville and an update on V. Reiser's leave.

**09 – 81**

Moved by J. Harrison, seconded by L. Wisniewski, that the Chair, DCEO and CEO reports be received. **CARRIED.**

## **7. Adjournment**

**09 – 82**

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

## **8. Pending 2009 Initiatives**

### **8.1 Trustee Training / Succession Planning**

The meeting was adjourned at 8:20 p.m.

The next meeting will be held on Tuesday December 15, 2009 at the Fleming Library.

Chair \_\_\_\_\_

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