



**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), Lisa Denick (Vice Chair), Joyce Harrison, John Kralt, Kelly Putter, Lynn Wisniewski

**Regrets:** Robert Foster, Wayne MacMillan, Wil van der Elst

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

**1. Call to Order**

The Chair called the meeting to order at 6:10 p.m.

**2. Agenda Approval**

**09 - 1**

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

**3. Delegation – Lincoln History Club**

**3.1 Presentation**

Lincoln History Club (LHC) Executive members, Mary Lou Garr and Ray A. Konkle, spoke to the board about archival space in a new Beamsville library facility. Ms. Garr spoke first explaining the LHC's mandate and its contribution to the founding of the LPL local history collection. Ms. Garr continued with details of the indexing of local land deeds from the years 1850 to 1950 currently taking place at the Vineland library. She explained the benefits of an archive and emphasized that the need is for space and not an operating budget.

Mr. Konkle spoke next stressing the need to preserve historical municipal documents as well as private documents. He stated that the LHC is willing to apply for operating grants. Mr. Konkle then presented a 1791 account book of Jacob Beam's that he purchased at an auction. Mr. Konkle had out-bid a buyer from Toronto who would have taken it apart and sold it in pieces thus destroying a significant part of Lincoln's history.

### 3.2 Question and Answer

Following the LHC presentation, board members asked the following questions:

- How much space is required? 800 to 1000 square feet or approximately a 35' by 35' room.
- What level of access would the public have? The archive would be secure and only open when staffed by volunteers.
- Would a budget be needed for office equipment and collection acquisitions? No. The LHC would purchase office equipment and additions to the archive's collection would come from donations. The archive would also generate income by charging a fee for research.
- Would special environmental controls be required? A dehumidifier would be a minimum requirement.
- For what length of time would 1,000 square feet meet the archive's requirements? Both Grimsby & Smithville run on less space than 1,000 sq. ft. The current collection would not fill 1,000 square feet so there is room to grow.
- Are there sources of grants for the establishment of archives? The Trillium Fund is one source available. The LHC would also get out and promote the new library if it included an archive and this would attract more donors to the project.
- Has the LHC partnered with Our Ontario? The LHC has not partnered yet but the library has.

The information from the delegation's presentation will be forwarded to the Building Committee and the CEO will send a thank you note to the LHC for the presentation.

## 4. Matters for Board Decision

### 4.1 Election of 2009 Chair and Vice Chair

#### 09 – 2

Moved by J. Harrison, seconded by J. Kralt, that Jane Wright stay on as Chair for 2009. **CARRIED.**

#### 09 – 3

Moved by J. Harrison, seconded by K. Putter that L. Denick be nominated for the position of Vice Chair. **CARRIED.**

#### 09 – 4

Moved by L. Denick, seconded by J. Kralt that K. Putter be nominated for the position of Vice Chair. **CARRIED.**

**09 – 5**

Moved by K. Putter, seconded by J. Kralt that the nominations be closed.  
**CARRIED.**

**09 - 6**

Moved J. Kralt, seconded by K. Putter that L. Denick is elected as Vice Chair of the Lincoln Public Library Board for 2009.

**4.2 Minutes of the December 16, 2008 Board Meeting**

**09 – 7**

Moved by K. Putter, seconded by J. Kralt, that the minutes of the December 16, 2008 board meeting be approved. **CARRIED.**

**4.3 Business Arising from the Minutes of the December 16, 2008 Board Meeting**

There was no business arising from the December 16<sup>th</sup>, 2008 board meeting minutes.

**4.4 New Business**

**i. December Interim Financial Report**

The CEO presented the December Interim Financial Report noting that salaries have been fully spent and that some 2008 invoices are outstanding but should be received by the end of January. The collections budget was overspent by \$7,637.

**09 – 8**

Moved by L. Wisniewski, seconded by K. Putter, that the December Interim Financial Report be received. **CARRIED.**

**ii. December Statistics**

The DCEO presented the December statistics noting the Vineland library did not open on Friday, December 19<sup>th</sup> and the Beamsville library closed early at 1:00 p.m. that day due to a snow storm. The storm also negatively effected the number of visitors to the library the following day.

**09 – 9**

Moved by J. Harrison, seconded by L. Wisniewski, that the December statistics be approved. **CARRIED.**

**iii. Town Staff and User Fees**

As noted in the CEO's report, a Town of Lincoln employee who is a St. Catharines resident, is an active library user. Library staff had questioned whether town staff should pay the non-resident fee. The Chair read an email

from Grimsby regarding the same situation in this municipality and noted that town staff in Grimsby pay the non-resident fee where applicable and only library staff are exempt. The Chair directed the board to decide if there should be any exceptions to the non-resident fee and a discussion followed. It was noted that exceptions to the policy make it complicated for the library to administer the non-resident fee. Once exceptions are made, more patrons attempt to get an exemption and these are difficult for staff to track. The board decided to make no changes to the user fee policy.

#### **iv. Policy Review**

##### **C2 – Community Meeting Rooms**

The use of meeting rooms outside of library hours was discussed. There were two requests for use of the meeting rooms outside regular library hours in 2008 that came to the CEO's attention. The board decided to make no changes to the policy.

##### **C3 – Art and Other Exhibitions**

The word "local" was inserted in front of "Canadian art" to further clarify the purpose of the exhibitions.

#### **09 - 10**

Moved by L. Denick, seconded by K. Putter that policy C-2 remain as originally written and policy C-3 be approved as amended. **CARRIED.**

##### **v. Moses F. Rittenhouse Library Renovation Update**

The DCEO's renovation report was reviewed and briefly discussed. The renovations in the public area are scheduled to begin in February.

#### **5. Matters for Information**

##### **5.1 Report of the Chair**

The Chair attended the library's Christmas Open House in Vineland and enjoyed it. The Chair recently received a phone call from Bree Ellis of the West Niagara News who asked about a possible amalgamation of the libraries in west Niagara. The Chair described the process of forming a union library to Ms. Ellis and so far no article about the issue has appeared in the newspaper. The Chair reminded the board about the February 3<sup>rd</sup> Strategic Plan review at 7:00 in the Vineland library.

##### **5.2 Report of the CEO**

The CEO presented her report highlighting the success of the new family book club and the Coronation Street Club program, as well as the re-launching of the adult book club and the grant from Knowledge Ontario for the Integrated Library System consortium. The CEO asked board members to identify their top five strategic plan priorities for the February 3<sup>rd</sup> meeting.

**09 – 11**

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

### **5.3 Board Correspondence**

#### **i. Reciprocal Borrowing – Elaine Koremaker**

The Chair summarized a letter from Elaine Koremaker regarding the non-resident fee. A brief discussion followed and the board decided not to waive the non-resident fee for Ms. Koremaker.

### **6. Pending**

#### **i. CEO Evaluation Committee Appointments - February**

#### **ii. Committee Structure Review – June**

### **7. Adjournment**

**09 – 12**

Moved by L. Wisniewski that the meeting be adjourned. **CARRIED.**

The meeting was adjourned at 7:20 p.m.

The next meeting will be held on Tuesday, February 17<sup>th</sup>, 2008 at the Moses F. Rittenhouse Library in Vineland.

Chair \_\_\_\_\_

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