



**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), Joyce Harrison, John Kralt, Wayne MacMillan, Kelly Putter, Lynn Wisniewski

**Regrets:** Lisa Dennick, Rob Foster

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

**1. Call to Order**

The Chair called the meeting to order at 7:00 p.m.

**2. Agenda Approval**

**09 - 13**

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

**3. Matters for Board Decision**

**3.1 Minutes of the January 20<sup>th</sup>, 2009 Board Meeting**

**09 – 14**

Moved by J. Harrison, seconded by J. Kralt that the minutes of the January 20<sup>th</sup>, 2009 board meeting be approved as amended. **CARRIED.**

**3.2 Business Arising from the January 20<sup>th</sup>, 2009 Board Meeting  
Minutes**

**3.2.i Teacher's Card**

The CEO explained the use of teacher library cards and the November 2008 recommendation from the Library Services Committee that these cards be eliminated. The library has no formal policy regarding this type of card but over the past few years, teachers were issued cards that allowed them to borrow up to 90 books for the classroom (normal item limit is 40) for a 6 week loan period (normal loan period is 3 weeks) and the items borrowed were exempt from fines.

Most libraries do not issue teacher cards and an institutional card valid from September to June was recommended as a replacement for individual teacher cards. The school librarian or principal would be the contact person for the institutional cards and schools could have more than one card. Another alternative to teacher cards is the use of the teacher's personal library card for borrowing items for the classroom.

### **3.3 New Business**

#### **i. January Financial Report**

The CEO presented the January Financial Report highlighting collection budget spending and noting the significant number of items on order which include costly reference materials and a large number of items from the automatic release plan.

#### **ii. January Statistics**

The DCEO presented the January 2009 statistics noting the negative impact of the winter storm closing and non-resident user fees on the circulation numbers.

#### **iii. 2008 Statistics**

The DCEO presented the 2008 year end statistics which included a breakdown of the final circulation numbers by format. A discussion of the circulation numbers followed. It was noted that other library systems are seeing similar declines in print circulation especially of non-fiction. It was suggested that the year end statistics be presented to council and used in planning library programs and collection purchases.

#### **09 – 15**

Moved by J. Harrison, seconded by J. Kralt, that the financial and statistical reports be approved. **CARRIED.**

#### **iv. New Fees – Public Fax Service & Colour Copies**

The CEO explained the new fax and colour copy service offered at both libraries and recommended colour copies be priced at \$1 and the fax service be priced at \$1.50 for the first sheet and \$1 for subsequent sheets. Revenue generated by faxes and copies will cover the increased cost of new photocopier machines. A discussion of the price recommendations followed.

#### **09 – 16**

Moved by L. Wisniewski, seconded by J. Harrison, that the colour copy fee of \$1.00 per copy and the fax fees of \$1.50 for the first sheet and \$1.00 for subsequent sheets be approved. **CARRIED.**

## **v. Policy Review**

### **a. G-2 Benefits**

Policy G-2 was updated to reflect the change in dental coverage due to the new contract between the Town of Lincoln (TOL) and the TOL employee union. J. Kralt mentioned that private hospital rooms were also taken out of the TOL employee benefit package. The CEO is waiting for all the benefit changes from the TOL and will update LPL personnel policies to reflect these changes.

### **b. G-6 Employee Use of Email & the Internet**

Section 2.iii of policy G-6 prohibited the use of internet chat lines. Chat lines are now used for reference work in some libraries and are also used in a new Knowledge Ontario reference service initiative being introduced province-wide.

### **c. G-18 Statutory Holidays**

The CEO informed the board that the TOL includes Christmas Eve as a statutory holiday. A discussion of the impact of a Christmas Eve library closure followed. It was noted that there would be no impact on programming or the budget.

## **09 – 17**

Moved by L. Wisniewski, seconded by K. Putter, that policies G-2 Benefits, G-6 Employee Use of Email and the Internet and G-18 Statutory Holidays be approved as amended. **CARRIED.**

## **vi. 2009 Strategic Work Directions**

The CEO reviewed the updates to the strategic plan coming out of the February 2009 strategic plan review. A brief discussion of the update and priorities followed.

## **09 – 18**

Moved by L. Wisniewski, seconded by J. Kralt, that the 2009 Strategic Directions be approved. **CARRIED.**

## **vii. 2009 Work Plan**

The CEO reviewed the Library Board 2009 Work Plan.

## **09 – 19**

Moved by J. Harrison, seconded by W. MacMillan, that the 2009 Work Plan be approved. **CARRIED.**

## **viii. Federation of Ontario Public Libraries – Advocacy Initiative**

The CEO presented the Federation of Ontario Public Library's (FOPL) advocacy plan and a discussion of the plan followed. It was noted that the plan is

ambitious and FOPL is mainly a volunteer organization so plan initiatives should be prioritized. The CEO will forward this concern to FOPL.

## **09 – 20**

Moved by L. Wisniewski seconded by K. Putter, that the Lincoln Public Library Board endorse the Federation of Ontario Public Libraries Advocacy Plan.

**CARRIED.**

### **ix. Federation of Ontario Public Libraries – Response to Accessibility Standard**

The CEO reviewed the Province of Ontario's proposed accessibility standards for information and communication and FOPL's response to the proposed standards. A discussion followed. It was noted that meeting these standards would be costly and that there is currently no funding for this initiative.

### **x. \$15 Million Provincial Funding**

The CEO outlined the projects that have been approved for funding under the Province of Ontario's \$15 million grant to public libraries and highlighted the ones that would be undertaken at the LPL:

- downloadable audio books
- Ancestry.ca (genealogical database)
- open source software study
- digitization
- symposium on future of public libraries
- training
- collections

### **xi. Internet Filtering**

A complaint received by the Cambridge Public Library regarding accessibility to pornographic materials via the internet on library computers has resulted in a private member's bill that would require public libraries to filter the internet. FOPL has drafted a letter recommending libraries ask their local councils not to support the bill. The CEO has forwarded this letter to the TOL's CAO. The letter also recommends that libraries be prepared to address public and media enquiries about the issues of censorship and protecting children from pornography. The LPL should have a definite stand on the issue and decide who should present the library's position. The CEO & DCEO will take the board's input on the issue, draft a statement and circulate it to board members. This statement should be included in the next set of minutes that go to council.

## **4. Matters for Information**

### **4.i Report of the Chair**

The Chair presented her Ontario Library Association (OLA) conference report highlighting the five sessions she attended. The Chair also attended the most

recent Chamber of Commerce dinner. The Chair reminded the board that the CEO evaluation committee needs to meet soon. L. Wisniewski volunteered to join the CEO Evaluation Committee. The Chair informed the board that L. Denick has stepped down from Vice Chair's position and asked for nominations for the position

**09 – 21**

Moved by W. MacMillan, seconded by J. Harrison, that L. Wisniewski be nominated as Vice Chair of the Lincoln Public Library Board for the 2009 term. **CARRIED.**

**09 – 22**

Moved by W. MacMillan, seconded by J. Harrison, that L. Wisniewski be elected as Vice Chair of the Lincoln Public Library Board for the 2009 term. **CARRIED.**

**4.ii Report of the CEO**

The CEO presented her report highlighting full winter program registration, the upcoming March Break programming and the OLA conference sessions she attended. The request for proposal for the telephone system is being finalized by the TOL. The CEO also described the recent work at the Fleming library including the new row of picture book shelves, the auto CAD drawings for use in planning some rearranging in the public area and the major clean-up undertaken by staff to storage and work areas and the book sale display. The DCEO will be meeting with TOL staff and contractors next week to plan the second phase of the Vineland library renovation.

**09 – 23**

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

**4.3 Board Correspondence**

**i. Bill 128 – Internet Filtering**

See 3.3.xi.

**5. Pending**

**i. Trustee Training/Succession Planning**

**ii. Committee Structure Review – June**

**iii. 2008 Annual Report**

**6. Adjournment**

**09 – 22**

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

The meeting was adjourned at 8:45 p.m.

The next meeting will be held on Tuesday, March 17<sup>th</sup>, 2008 at the Fleming Library in Beamsville.

Chair \_\_\_\_\_

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