



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: Lynn Wisniewski (Chair), Victoria Bucsis, Rob Foster, Joyce Harrison, John Kraft, Wayne MacMillan, Carol Penner, Kelly Putter, Jane Wright

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

“Electronic versus Print Board Packages” was added as an agenda item under “New Business”.

10 - 28

Moved by J. Wright, seconded C. Penner, that the agenda be approved as amended. **CARRIED.**

4. Matters for Board Decision

4.1 Minutes of the March 16, 2010 Board Meeting

10 - 29

Moved by W. MacMillan, seconded by J. Harrison, that the minutes of the March 16, 2010 board meeting be approved. **CARRIED.**

4.2 Business Arising from the March 16, 2010 Board Meeting Minutes

i. Integrate Library System (ILS) Migration Update

The CEO reported that the migration to Evergreen is moving according to schedule. James Wagner, Technical Services Co-ordinator, is unable to attend the upcoming Evergreen conference due to an injury but will be briefed on the conference by the other attendees. The library CEOs will be meeting again after staff return from the conference.

ii. Fleming Library Feasibility Study

J. Kraft briefed the board on the meeting he, L. Wisniewski and J. Nicholson had with Ann Louise Heron, Town of Lincoln CAO, regarding the library's position in the Town of Lincoln's Ten Year Capital Forecast Plan. The board then discussed the success of the previous fund raising campaign to build the Moses F. Rittenhouse Library and steps to be taken to start a new fund raising and advocacy campaign. The Chair, J. Harrison, the CEO and DCEO will meet to discuss the board's options and will have a recommendation for the next board meeting.

iii. Web Site Redesign

The CEO recommends that funds be allocated for the library's web site redesign in the 2011 budget when the ILS migration is complete. A discussion of the importance of web site design for accessibility and display on hand-held devices followed.

iv. Trustee Training

The Chair and CEO will attend the May 29th "Networking With Our Peers" workshop sponsored by the Ontario Library Boards Association (OLBA) at the Oakville Public Library. The board then discussed the resources for trustee training available through from the OLBA. The Chair asked for input from board members on the resources the library should provide for new board members. The resources recommended include:

- glossary of library terms
- policy manual
- library tour
- meeting schedule
- status report on library issues
- informal meeting with library staff
- online resources for trustees
- seminar on board member's role
- team building session
- politics briefing

The Chair, CEO and DCEO will prepare a trustee orientation package based on the above suggestions.

4.3 New Business

i. March 2010 Financial Report

The CEO reviewed the March Financial Report noting that the Professional Development expenditures reflect more OLA conference costs and the upcoming Evergreen Conference. It was also noted that Equipment Contracts costs include the quarterly photocopier rental fees. The TOL has not yet corrected the error in the Collection Contract budget line.

ii. March 2010 Statistics

The DECO presented the March statistics highlighting the 7% circulation increase in Vineland. The children's materials circulation decrease was also discussed. It was noted that the elimination of the teacher's card might be having an impact on children's circulation. The CEO will work with Children's Services staff to weed and update the children's collection. Total program statistics and and year-to-date program statistics have been added to the monthly statistics report.

10 - 30

Moved by R. Foster, seconded by V. Bucsis, that the financial and statistical reports be received.

CARRIED.

iii. Policy Review

E-2 Membership

The board discussed neighbouring libraries that charge non-resident fees. The CEO will revise the first paragraph in policy E-2 Membership to clarify who will be charged non-resident fees.

G-22 Violence in the Workplace

The board reviewed new policy G-22 Violence in the Workplace. The CEO noted that a violence risk assessment survey will be distributed to employees and workplace violence procedures will be developed. The board requested the addition of a copy of the library's Incident Report form be added to the appendix of the policy manual.

iv. Electronic versus Print Board Package

Two board members expressed their difficulties with the electronic board package. The decision to continue with the electronic package will be made at the June board meeting.

5. Matters of Information

5.1 Report of the Chair

The Chair discussed her meeting with the Town of Lincoln CAO regarding the library building project. The Chair will meet with J. Harrison, the CEO and the DCEO to plan the board's building strategy.

5.2 Report of the CEO

The CEO reviewed library programming including the start of preschool programs, the children's author visit attended by two classes from Vineland Public School and the new senior's WWII program attended by 4. The CEO's reports on the ILS Migration, Fleming Library Feasibility Study and Web Site Redesign were addressed earlier in the meeting under 4.2 Business Arising.

5.3 Report of the DCEO

The DCEO highlighted the progress of the Local History Talks featuring presentations by heritage property owners to be held May 8th and 15th at the Jordan museum school house. The author reading on April 12th was attended by approximately 73 people. A full account of the event will be presented in the May report.

10 - 31

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

5.4 Board Correspondence

There was no correspondence to report.

6. Adjournment

10 - 32

Moved by R. Foster that the meeting be adjourned. **CARRIED.**
The meeting was adjourned at 8:30.

The next meeting will be held on Tuesday, May 18th, 7:00 at the Moses F. Rittenhouse Library in Vineland.

Chair _____

Secretary/Treasurer_____