



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, Robert Foster, Joyce Harrison, Wayne MacMillan, Kelly Putter, Lynn Wisniewski

Regrets: Wil van der Elst, John Kralt

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. Agenda Approval

08 - 120

Moved by L. Wisniewski, seconded by W. McMillan, that the agenda be approved. **CARRIED.**

3. Matters for Board Decision

3.1 Minutes of the November 18, 2008 Board Meeting

08 – 121

Moved by J. Harrison, seconded by L. Denick, that the November 18th, 2008 board meeting minutes be approved. **CARRIED.**

**3.2 Business Arising from the November 18, 2008 Board Meeting
Minutes**

i. Statistical Comparisons 2005

The CEO reviewed the library statistical comparison which now includes a summary cover sheet. A discussion of the comparisons followed. The 2006 provincial statistics will be released in early 2009.

3.3 Minutes of the December 9, 2008 Executive Committee Meeting

08 – 122

Moved by Lynn Wisniewski, seconded by Lisa Denick, that the minutes of the December 9th, 2008 Executive Committee meeting be approved. **CARRIED.**

3.4 Business Arising from the December 9, 2008 Executive Committee Meeting

The Chair reviewed the minutes including the new committee structure recommendation and a fundraising strategy. A discussion of these issues included the recommendation to eliminate all standing committees except the CEO Performance Evaluation Committee and to form ad hoc committees by a board motion as needed. This new committee structure will be tried for a period of six months (January to June 2009) at which time it will be re-evaluated.

08 – 123

Moved by J. Harrison, seconded by L. Wisniewski, that the board appoint the CEO Performance Evaluation Standing Committee each year and ad hoc committees as needed and that the board meet on the third Tuesday of the month for a six month trial period. **CARRIED.**

i. Board Committee Structure

A-7 – Committees of the Board, Standing Committees, CEO Performance Evaluation. - revised

B-5 – Terms of Reference, Executive Committee – deleted

B-18 – Terms of Reference – Library Services Committee - deleted

08 – 124

Moved by W. MacMillan, seconded by K. Putter, that policies A-7 Committees be amended as presented and B-5 Terms of Reference – Executive Committee and B-18 Terms of Reference – Library Services Committee be deleted. **CARRIED.**

ii. Telephone System

The CEO reported on the TOL's new telephone system. The library should be able to keep its current phone numbers. A brief discussion of the new telephone system followed.

08 – 125

Moved by J. Harrison, seconded by L. Denick that the library participate in the Town of Lincoln's voice over internet protocol telephone system with the proviso that the library retains its own telephone numbers. **CARRIED.**

iii. November Financial Report

The CEO presented the November Financial Report highlighting that spending is on-track. She explained the “remaining” in 2008 Collections bar graph is a software anomaly and that the collections budget is fully spent.

iv. Fundraising Strategy Report

The CEO presented her Fundraising Strategy Report which was followed by a discussion.

08 – 126

Moved by W. MacMillan, seconded by L. Denick, that the CEO’s fundraising strategy be approved as a template. **CARRIED.**

3.5 New Business

i. Strategic Plan Update

The CEO presented the Strategic Plan Update and is pleased with this year’s progress. The Chair would like a strategic plan visioning exercise with the board on the first Tuesday in February to review the plan.

08 – 127

Moved by L. Wisniewski, seconded by K. Putter, that Strategic Plan Update be received. **CARRIED.**

ii. Service Plan

The CEO reviewed the 2009 Service Plan created with input from staff’s 2009 goals. A number of areas in the plan were discussed including the delegation of work amongst staff and management and its value in staff evaluation. Service Plan actions should be prioritized in anticipation of increased circulation and visits to the library during the economic downturn.

08 – 128

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

iii. November Statistics

R. Foster discussed the November statistics report as presented by the DCEO.

08 – 129

Moved by W. MacMillan, seconded by J. Harrison, that the November library statistics report be received. **CARRIED.**

4. Matters for Information

4.1 Report of the Chair

The Chair gave an oral report informing the board about her presentation at the TOL's Corporate Priorities meeting. The presentation went well and there were no questions from the councillors. The Chair attended the TOL's Volunteer Recognition Night at which three library volunteers were honoured. The Chair read an email message from former board Vice-Chair Charles Mitchell thanking the board for including him in the Christmas meal and sending his best wishes to all.

4.2 Report of the CEO

The CEO presented her report highlighting programs and the new adult book club.

08 – 130

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

4.3 Board Correspondence

i. \$15 Million Investment in Public Libraries Announced

A full announcement regarding the Ministry of Culture's \$15 million investment in public libraries will be made at the Ontario Library Association conference at the end of January. The announcement will include spending criteria.

5. Pending

i. Committee Structure Review - June

6. Adjournment

08 – 131

Moved by W. MacMillan that the meeting be adjourned. **CARRIED.**

The meeting was adjourned at 8:05 p.m.

The next meeting will be held on January 20th, 2008, 7:00 p.m. at the Fleming Library.

Chair _____

Secretary/Treasurer _____