

**Meeting of the Lincoln Public Library Board
Tuesday, January 15, 2008 7:00 p.m.
Lincoln Public Library, Beamsville, Ontario**

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: Sharon McMillan (Chair), Wil van der Elst (Vice Chair), Terri Della Manna, Lisa Denick, Rob Foster, John Kralt, Wayne MacMillan, Charles Mitchell, 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. Agenda Approval

08 - 125

Moved by J, Kralt, seconded by T. Della Manna, that the agenda be approved.
CARRIED.

3. Delegation - Mr. Jim Levens

Immediately preceding Mr. Levens's arrival, the board discussed non-resident fees and the CEO's Non-Resident Users Report. A recorded vote on a non-resident user fee motion was requested.

08 - 126

Moved by R. Foster, seconded by J. Kralt, that the Lincoln Public Library continues to allow non-residents free access to the library by not imposing user fees. **CARRIED (5:3).**

Yeas: Teri Della Manna, Charles Mitchell, Jane Wright, John Kralt, Sharon McMillan, Rob Foster.

Nays: Wil van der Elst, Wayne MacMillan, Lisa Denick.

A further discussion of non-resident user fees by the board and Mr. Levens followed the recorded vote. The Chair expressed her appreciation to the board for passing the motion and agreed with R. Foster that public libraries are here to serve the public and to be inclusive. C. Mitchell explained that Mr. Levens's dispute was not with the LPL but with the Grimsby Public Library and **its** decision to charge Lincoln residents user fees. Mr. Levens expressed his concern that a vote was taken before he spoke to the board again this evening, and he informed

the board that he will take his request for the implementation of LPL non-resident user fees to the public, the municipality and the media. R. Foster agreed to take Mr. Levens's concerns to Lincoln Town Council.

4. Election - Chair and Vice Chair

08-127

Moved by J. Wright, seconded by T. Della Manna, that nominations be opened. **CARRIED.**

J. Wright was nominated for Chair and C. Mitchell was nominated for Vice Chair.

08 - 128

Moved by S. McMillan, seconded by T. Della Manna, that the nominations be closed. **CARRIED.**

5. Matters for Board Decision

5.1 Minutes of the December 11th, 2007 Board Meeting

08 - 129

Moved by W. MacMillan, seconded by S. McMillan, that the minutes of the December 11th, 2007 board meeting be approved. **CARRIED.**

5.2 Business Arising from the December 11th, 2007 Board Meeting Minutes

There was no business arising from the minutes of the December 11th, 2007 board meeting minutes.

5.3 Minutes of the January 3rd, 2008 Facilities Committee Meeting

08 - 130

Moved by J. Kralt, seconded by C. Mitchell, that the minutes of the January 3rd, 2008 Facilities Committee meeting be accepted. **CARRIED.**

5.4 Business Arising from the January 3rd, 2008 Facilities Committee Meeting Minutes

J. Kralt summarized the Feasibility Study Workplan and the Feasibility Study Discussion Points.

08 - 131

Moved by W. van der Elst, seconded by S. McMillan, that the ad hoc Building Committee include Facilities Committee members, the Town of Lincoln CAO and Director of Finance and a citizen representative. **CARRIED.**

A discussion of the citizen representative followed the motion. W. van der Elst emphasized the need for a citizen on the committee from the beginning of the process. S. McMillan did not recommend appointing a citizen building contractor as this could create the appearance of a conflict of interest. The CEO reported that John Kukalis, Director of Public Works, has recommended a Town of Lincoln staff member with contracting experience as a Town of Lincoln representative for the committee.

5.5 Minutes of the November 13th, 2007 Library Services Committee Meeting

08 - 131

Moved by T. Della Manna, seconded by C. Mitchell, that the minutes of the November 13th, 2007 Library Services Committee meeting be approved.

CARRIED.

5.6 Business Arising from the Library Services Committee Meeting Minutes

5.6.i Policy Updates

5.6.i.a D-1 Collection Development

W. van der Elst noted that part 4 of policy D-1, "Responsibilities", was changed so should be in bold type face. This change to the policy was then discussed and the CEO confirmed that there is a process in place for library patrons who wish to challenge an item in the collection.

5.6.i.b Schedule of Opening

Friday openings at MFR were added to the library hours listed and Family Day was added to the holiday closures listed in the policy. The CEO informed the board that Lincoln Town Council had not yet approved the Family Day closure for the town but would be addressing it at next week's council meeting. A discussion of alternatives to library closure on Family Day were discussed.

08 - 132

Moved by T. Della Manna, seconded by L. Denick, that policies D-1 Collection Development and C-11 Schedule of Opening be approved with the exception of the Family Day closing pending Lincoln Town Council's decision and consideration of the holiday's financial ramifications on the Lincoln Public Library's budget. **CARRIED.**

5.7 Minutes of the January 8th, 2008 Library Services Committee Meeting

08 - 133

Moved by L. Denick, seconded by C. Mitchell, that the minutes of the January 8th, 2007 Library Services Committee meeting be approved. **CARRIED.**

5.8 Business Arising from the January 8th, 2008 Library Services Committee Meeting Minutes

5.8.i Service Plan

T. Della Manna reviewed the service plan with the board. S. McMillan asked that private schools be included in the list of organizations to be consulted during the collection analysis (1. Collection Development).

08 - 134

Moved by T. Della Manna, seconded by C. Mitchell, that the 2008 Service Plan be approved as amended. **CARRIED.**

5.9 New Business

5.9.i Family Day

Family Day closure was discussed previously in the meeting (5.6.i.b) and is also addressed in the CEO's report (6.2).

5.9.ii Non-Resident Fees

Non-resident fees and the CEO's Non-Resident Users Report was discussed earlier in the meeting (3. Delegation - Mr. Jim Levens).

6. Matters for Information

6.1 Report of the Chair

The out-going and in-coming Chairs did not present reports. The in-coming Chair would like to re-examine the committees next month and until that time keep committee membership the same with the exception of appointing C. Mitchell as Chair of the Executive Committee. R. Foster recommended keeping the committees as is for another year. The in-coming Chair would also like to review CEO/Board expectations. R. Foster thanked out-going Chair, S. McMillan, and out-going Vice Chair, W. van der Elst, for their excellent work and strong leadership which resulted in better and stronger board.

6.2 Report of the CEO

The CEO presented her report highlighting the success of the Christmas holiday programs and informing the board that a library technician has been hired to fill Jennifer Kinsman's maternity leave.

6.3 Financial and Statistical Reports

The CEO presented the December 2007 Interim Financial Report. R. Foster expressed concern that the collection budget was not completely spent. The CEO explained that collection materials have been ordered in a timely fashion but are not always received before the budget year-end. She further explained that the library's main supplier is working to improve delivery times. C. Simpson also reported that the library is beginning an Automatic Release Program in 2008 that will ensure the timely ordering and delivery of materials and that this, along with an improved collections budget tracking spreadsheet and regular meetings with library staff who order materials, will ensure budget targets are met in 2008.

The DCEO presented the December and year end statistical reports. The December statistics followed the previous month's trends with a 1% system-wide circulation decrease and an increase in the circulation of DVDs, public computer use, wireless internet use and visits to the web site. The year end statistical report showed circulation decreased by 1.62%. New memberships were also down (27.21%) while the number of active users increased (15.09%). The CEO noted that circulation numbers were down for all libraries in the Niagara Region.

08 – 135

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

6.4 Board Correspondence

i. Lincoln Chamber of Commerce

The LPL Board received a thank you note for its \$100 donation towards the Chamber of Commerce Christmas party.

08 – 136

Moved by C. Mitchell, seconded by R. Foster, that the correspondence be received. **CARRIED.**

7. Adjournment

08 – 137

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

The meeting was adjourned at 8:35 p.m.

The next meeting will be held on February 19th, 2008, 7:00 p.m. at the Fleming Library.

Chair _____

Secretary/Treasurer _____