



*Minutes*  
Meeting of the Lincoln Public Library Board  
Tuesday, March 16<sup>th</sup>, 2010, 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:** Lynn Wisniewski (Chair), Joyce Harrison, John Kralt, Wayne MacMillan, Carol Penner, Jane Wright

**Regrets:** Victoria Bucsis, Rob Foster, Kelly Putter

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

**1. Call to Order**

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

The Chair introduced new board member Carol Penner.

**2. Declaration of Conflict of Interest**

No conflicts of interest were declared.

**3. Agenda Approval**

**10 - 19**

Moved by J. Wright, seconded by J. Harrison, that the agenda be approved. **CARRIED.**

**4. Matters for Board Decision**

**4.1 Minutes of the February 16, 2010 Board Meeting**

"December" was corrected to "January" in "4.3.i January 2010 Financial Report". The numbering under "5. Matters of Information" was corrected.

**10 – 20**

Moved by J. Wright, seconded by J. Harrison, that the minutes of the February 16, 2010 board meeting be approved as amended. **CARRIED.**

**4.2 Business Arising from the February 16, 2010 Board Meeting Minutes**

**i. Integrated Library System Migration Update**

See CEO's Report. The migration schedule and technical specifications have been confirmed.

**ii. Fleming Library Feasibility Study**

J. Kralt outlined moving the library building project up in the Town of Lincoln's 10 year capital plan. The new library and a meeting with the CAO and town staff was discussed.

## **10 – 21**

Moved by J. Kralt seconded by W. MacMillan, that J. Kralt, L. Wisniewski and J. Nicholson meet with Town of Lincoln CAO and key staff to discuss Beamsville library facility options and advise the board on the direction the town will take.

### **iii. Community Survey Results**

The CEO reviewed the results of the survey completed by 130 people. A number of respondents asked for longer hours on Friday. Some users were disappointed in the availability of best sellers. The performance of the library's main supplier, Library Services Centre, was discussed along with inadequate space at the Beamsville facility. The survey results will form the basis of the next strategic plan and accreditation process.

## **10 – 22**

Moved by C. Penner, seconded by J. Harrison, that the Community Survey results be received. **CARRIED.**

### **iv. Communications Plan**

The DCEO presented the Communications Plan noting the gradual implementation of Web 2.0 social media into library operations over the next two years. The possibility of redesigning the library's web site this year to coincide with the implementation of the new Integrated Library System was discussed. Staff was directed to look at the cost of web site redesign and possible funding grants for the project.

## **10 – 23**

Moved by C. Penner, seconded by J. Wright, that the Communications Plan be approved. **CARRIED.**

## **4.3 New Business**

### **i. February 2010 Financial Report**

The CEO presented the February Financial Report noting the error in the collections contract line from last month has not been corrected properly. The CEO has contacted the Town of Lincoln Finance Department to report the problem. It was noted that the Ontario Library Association conference took up 40% of the training budget. The library may see some savings in the collections budget due to the strong Canadian dollar in the fall of this year or in 2011.

### **ii. February 2010 Statistics**

The DCEO presented the February statistics noting that circulation was down slightly over February 2009 while new memberships increased 18%.

### **iii. 2009 Statistics**

The DCEO presented the 2009 year end circulation and visits statistics highlighting the 28% increase in Friday visits to Vineland and the 7.5% overall increase in visits. It was also noted that circulation increased 6.7% in Beamsville and 10.5% in Vineland for a system wide circulation increase of 8.2% in 2009.

## **10 – 24**

Moved by W. MacMillan, seconded by J. Harrison, that the Financial and Statistical reports be received. **CARRIED.**

### **iv. Policy Review**

#### **G-10 Jury Duty**

Policy G-10 Jury Duty was reviewed and no changes were made.

## **G-12 Outside Employment**

Policy G-12 Outside Employment was reviewed and no changes were made.

## **10 – 25**

Moved by J. Kralt, seconded by C. Penner, that the Policy G-10 Jury Duty and Policy G-12 Outside Employment be approved as reviewed. **CARRIED.**

## **Violence and Harassment in the Workplace**

The CEO explained that an amendment to the Health & Safety act, effective June 15<sup>th</sup>, 2010, will require workplaces to identify any risks to the safety of staff and the public. Library staff will identify risks which will be brought to the April board meeting.

### **v. Escarpment Trustee Meeting – Saturday April 24<sup>th</sup>, 12:30 Milton Public Library**

C. Penner will attend the April 24<sup>th</sup> Escarpment Trustee meeting as a representative of the Lincoln Public Library Board.

### **vi. Trustee Training**

The Chair asked board members to think about what type of information new trustees need to assist them in their training and orientation. The CEO then gave a brief outline of information the library currently provides to new trustees:

- Information sheets with staff contacts
- Web site information for trustees
- Link to the Town of Lincoln's web site
- Format of meetings and board committees

The CEO will email the current trustee package and board members will bring their suggestions to April's board meeting.

## **5. Matters for Information**

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

The Chair met with J. Kralt and the CEO in March to discuss the new facility and plan a meeting with the CAO and town staff.

### **5.2 Report of the CEO and Ontario Library Association (OLA) Conference Report**

The CEO presented her report highlighting the change in preschool programs and the new schedule. The April 12<sup>th</sup> author reading featuring Niagara writers Cathy Marie Buchanan and Kara Bartley and the two visits by Vineland children's author Lynne Kositsky were also discussed. The senior's Wii bowling will be held at the Fleming library beginning in April. V. Rieser has returned to work from her sick leave and is gradually increasing her hours over a ten week period. The library will be offering downloadable audio books through Knowledge Ontario starting May 1<sup>st</sup>. The CAO was busy at the OLA conference with her duties as President of the Ontario Public Library Association. She convened "Public Libraries Supporting Communities in Transition" and presented a "Viewers Advisory" workshop at the conference.

### **5.3 Report of the DCEO and OLA Conference Report**

The DCEO presented her report highlighting the Community Partners meeting during which staff from the library, the Jordan Museum and the Community Services Department discussed upcoming events, programs and partnerships. A discussion of the Local History Talks and their linkage to the Communities in Bloom program followed. The DCEO attended eight sessions at the OLA Conference on topics including fundraising, management, technology, building projects and web 2.0.

**10 - 26**

Moved by W. McMillan, seconded by C. Penner, that the Chair, CEO and DCEO reports be received.  
**CARRIED.**

**5.4 Board Correspondence**

**i. Town of Lincoln – Trustee Appointment**

The letter from the Town of Lincoln to newly appointed library trustee Carol Penner was forwarded to all board members.

**6. Adjournment**

**10 – 27**

Moved by J. Wright that the meeting be adjourned at 8:45 p.m.. **CARRIED.**

The next meeting will be held on Tuesday, April 20<sup>th</sup>, 2010 at the Fleming Library.

Chair \_\_\_\_\_

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