



Draft Minutes
Meeting of the Lincoln Public Library Board
Tuesday, May 18, 2010, 7:00 p.m.
Lincoln Public Library, Vineland, 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), Victoria Bucsis, John Kralt, Wayne MacMillan, Carol Penner, Kelly Putter

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

Regrets: Rob Foster, Joyce Harrison, Jane Wright

1. Call to Order

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

2. Declaration of Conflict of Interest

No conflicts of interest were declared.

3. Agenda Approval

The Southern Ontario Library Service (SOLS) Escarpment Meeting Report was added as agenda item 5.0.

10 - 33

Moved by K. Putter, seconded by J. Kralt, that the agenda be approved as amended. **CARRIED.**

4. Matters for Board Decision

4.1 Minutes of the April 20, 2010 Board Meeting

10 - 34

Moved by V. Bucsis, seconded by K. Putter, that the minutes of the April 20, 2010 board meeting be approved. **CARRIED.**

4.2 Business Arising from the April 20, 2010 Board Meeting Minutes

i. Integrate Library System (ILS) Migration Update

The CEO reported on her discussion with Sirsi Dynix to extend the library's contract until September when migration to the new ILS is scheduled. A discussion of the migration process followed. There will be a penalty for not renewing (15% as stated in contract) which will be absorbed because the project is under budget.

ii. Fleming Library Concept Design

The CEO explained the reasons behind moving ahead with a Fleming Library Concept Design and presented a timeline. The two library concept designs were described and discussed. The Request for Proposal process was also discussed.

10 - 35

Moved by V. Bucsis, seconded by J. Kralt, that the Lincoln Public Library Board, in conjunction with the Town of Lincoln, tender a Request for Proposal for a Beamsville library concept design which will include two options; a renovation to the current building and a new building in a joint facility. **CARRIED.**

iii. 2011 Board Transition Document

The CEO reviewed the 2011 Board Transition document. The board then discussed the document's wording and content. Ian Hunter's "Ten Qualities to Look for in a New Library Trustee" was recommended for the hiring panel. A one page summary for the hiring panel including trustee qualities and skills and hiring questions was discussed.

10 – 36

Moved by K. Putter, seconded by J. Kralt, that the Board Transition document be received. **CARRIED.**

4.3 New Business

i. April 2010 Financial Report

The CEO reviewed the April Financial Report noting that six St. Catharines or Grimsby residents have paid fees for 2010 and that fines and general sales revenue are exceeding projected targets. The computer repair line is at 65% spent which is due to the various server and computer problems encountered in the first four months of the year.

ii. April 2010 Statistics

The DECO presented the April statistics highlighting the 3% increase in visits and 6% increase in total program attendance. Public computer use was estimated for three days in April due to a server failure. It was noted that DVD borrowing has leveled out after several years of large increases.

10 - 37

Moved by C. Penner, seconded by W. MacMillan, that the financial and statistical reports be received. **CARRIED.**

iii. Policy Review

B-1 Responsibilities of the Board

Library staff is now on the Town of Lincoln's pay grid so the CEO recommended that the word "establishes" be replaced with "approves" in #8. A discussion of the economic downturn and its effect on salaries followed.

C-1 General Facility Use

Guideline #2 was changed to allow beverages with lids in the library. Policy G-22 Violence in the Workplace was added to the list of related documents.

E-2 Membership

Guidelines for applying user fees was added to the policy's introduction. A parent or guardian's signature was formerly required for children 12 years and younger registering for a library card. It was recommended that the age be changed to 15 years or younger to bring the policy in line with the policy allowing internet access to children 15 years or younger only with a parent's or guardian's signature. A discussion of borrowing age limits followed.

G-22 Violence in the Workplace

The board discussed policy G-22 Violence in the Workplace which was drafted to address changes to the Occupational Health and Safety Act which come into effect on June 15.

10 – 38

Moved by K. Putter, seconded by V. Bucsis, that Policy B-1 Responsibilities of the Board, Policy C-1 General Facility Use, Policy E-2 Membership and Policy G-22 Violence in the Workplace be approved as reviewed. **CARRIED.**

iv. 2009 Annual Report

The board reviewed the long form version of the library's 2009 Annual Report. The Chair asked for an earlier release date for the 2010 Annual Report.

10 – 39

Moved by C Penner, seconded by V. Bucsis, that the 2009 Annual Report be approved as presented. **CARRIED.**

5. Matters of Information

5.0 SOLS Escarpment Meeting Report

C. Penner attended the SOLS Escarpment meeting at the new branch of the Milton Public Library. She was impressed with the diversity of trustees' experiences and noted that a number involved in the planning of new libraries emphasized the need to have a reasonable operating budget in place. The dos and don'ts of fund raising were also discussed. C. Penner felt the meeting offered an excellent opportunity to see what other boards and libraries are doing. The next meeting is scheduled for November 27th.

5.1 Report of the Chair

The Chair discussed the social hour before the board's summer break. Board members are asked to attend at 6:00 p.m. on June 15th at the Fleming library and to contribute an item to the potluck dinner.

5.2 Report of the CEO

The CEO reviewed library programming including the recent children's author reading and planning for the upcoming summer reading club. V. Reiser's return to full time work and J. Wagner's modified work plan were also discussed.

5.3 Reports of the DCEO

The DCEO highlighted the success of the Local History Talks featuring presentations by heritage property owners. The May 8th talks were attended by 45 while 38 attended the talks on the 15th. Board members were asked to volunteer for two hours shifts at the library's Strawberry Festival booth on June 19th.

10 - 40

Moved by W. MacMillan, seconded by K. Putter, that the reports be received. **CARRIED.**

5.4 Board Correspondence

A thank you letter from the organizers of the "Stand By Me" program was received.

6. Adjournment

10 - 32

Moved by V. Bucsis that the meeting be adjourned. **CARRIED.**

The meeting was adjourned at 8:35

The next meeting will be held on Tuesday, June 15th, 7:00 at the Fleming Library in Beamsville.

Chair _____

Secretary/Treasurer _____