



**LINCOLN
PUBLIC
LIBRARY**

Minutes

Meeting of the Lincoln Public Library Board
Thursday, May 22, 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: Jane Wright (Chair), Charles Mitchell (Vice Chair), Joyce Harrison, John Kralt, Wil van der Elst

Regrets: Lisa Denick, Kelly Putter, Wayne MacMillan, Rob Foster

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

1. Call to Order

The Chair called the meeting to order at 7:03 p.m.

2. Agenda Approval

08 - 48

Moved C. Mitchell, seconded by W. van der Elst, that the agenda be approved as amended. **CARRIED.**

3. Matters for Board Discussion

3.1 Minutes of the April 15, 2008 Board Meeting

08 – 49

Moved by C. Mitchell, seconded by J Kralt, that the minutes of the April 15, 2008 board meeting be approved. **CARRIED.**

3.2 Business Arising from the April 15, 2008 Board Meeting Minutes

There was a brief discussion of user fees which was continued later in the meeting under section 3.6.i.

3.3 Minutes of the May 13, 2008 Library Services Committee Meeting

08 – 50

Moved by W. van der Elst, seconded by J. Kralt, that the minutes of the May 13, 2008 Library Services Committee meeting be approved as amended. **CARRIED.**

3.4 Business Arising from May 13, 2008 Library Services Committee Meeting

W. van der Elst asked that the Library Services Committee meeting minutes be amended to reflect the discussion of inter-library loan signage. The CEO informed the board that information about inter-library loans and DVD holds is now available to the public on the library's web site and blog. In-house signage will be reviewed by the library staff.

i. Policies D-3 General Selection Principles, D-4 Adult Collection, D-5 Children's Collection, D-8 AV Collection

The CEO explained that the changes to policies D-3, D-4, D-5 and D-8 are all minor ones that reflect the addition of DVDs and the removal of videos from the collection.

08 – 51

Moved by W. van der Elst, seconded by C. Mitchell, that policies D-3, D-4, D-5, and D-8 be approved as revised. **CARRIED.**

ii. Slogan Bookmark

The CEO presented the revised slogan bookmark. A discussion about including information on the back of the bookmark followed. The CEO will determine if two-sided bookmarks can be done in-house.

3.5 Minutes of the May 13, 2008 Executive Committee Meeting

08 – 52

Moved by C. Mitchell, seconded by W. van der Elst, that the minutes of the May 13, 2008 Executive Committee approved. **CARRIED.**

3.6 Business Arising from the Minutes of the May 13 Executive Committee Meeting

Earlier in the year, the CEO and the Director of Finance discussed the possibility of including committed collection budget funds with spent funds at year end. The Town of Lincoln's financial policy will not permit the library to group committed and spent funds together. A discussion of this issue followed.

i. User Fees

The CEO discussed the issue of user fees with the other Niagara Region library CEOs at their last meeting. Grimsby and St. Catharines will not waive their non-resident borrower fees. A discussion of user fees, reciprocal borrowing agreements and limited borrowing for non-residents followed.

08 - 53

Moved by C. Mitchell, seconded by J. Harrison, that the Library Board Chair send letters seeking reciprocal borrowing agreements to the Grimsby, St. Catharines and West Lincoln library boards and requesting a response by September.

CARRIED.

ii. Board Self-Evaluation

C. Mitchell explained that the board self-evaluation is a review of the board's success and failure and its ability to stay in line with expectations. The self-evaluation form will be circulated to board members at the beginning of 2009.

iii. Board Succession

Board succession will be sent back to the Executive Committee for further work.

3.7 Minutes of the April 29, 2008 Ad Hoc Facilities Committee Meeting

08 – 54

Moved by J. Kralt, seconded by C. Mitchell, that the minutes of the April 29, 2008 Ad Hoc Facilities Committee be approved. **CARRIED.**

3.8 Business Arising from the April 29, 2008 Ad Hoc Facilities Committee Meeting

i. Report to Council

J. Kralt reviewed the progress of the Facilities Committee and suggested the board approach TOL Council for advice and direction. A discussion of approaching council followed.

08 – 55

Moved by J. Kralt, seconded by C. Mitchell, that J. Kralt speak to Town of Lincoln Council on Monday, May 26th requesting direction from council on the library facility project. **CARRIED.**

3.9 New Business

i. Strawberry Festival

The DCEO informed the board that the library will have an information display at the Strawberry Festival on Saturday, June 21 from 10 a.m. to 5 p.m. and will be asking for volunteers from the board to work two hour shifts with staff at the display.

4. Matters for Information

4.1 Report of the Chair

The Chair and the CEO attended the Lincoln Chamber of Commerce dinner meeting at Vineland Estates on April 29th.

4.2 Report of the CEO

The CEO presented her report highlighting this year's very successful Historical Lecture Series. Next year's series will be held at the Jordan Historical Museum schoolhouse. All staff will be taking first aid training over the next few weeks. The library recently received the summer student grant and interviewing will begin next week for a June 9th start. The Moses F. Rittenhouse renovation has been delayed.

4.3 Financial and Statistical Reports

The CEO presented the April financial report. Wage and collection spending is on track as is programming income and fines and general sales. The DCEO presented the April statistical report noting that circulation increased overall by 10%.

08 – 56

Moved by C. Mitchell, seconded by J. Harrison, that the reports be received. **CARRIED.**

5. Pending Items

- i. **Family Day**
- ii. **Board Succession**

6. Adjournment

08 – 57

Moved by C. Mitchell that the meeting be adjourned. **CARRIED.**

The meeting was adjourned at 8:45 p.m.

The next meeting will be held on June 17, 2008, 7:00 p.m. at the Fleming Library.

Chair _____

Secretary/Treasurer _____