



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, Rob Foster, Joyce Harrison, John Kralt, Wayne MacMillan, Kelly Putter, Wil van der Elst

Regrets:

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 - 105

Moved by W. MacMillan, seconded by R. Foster, that the agenda be approved as amended. **CARRIED.**

3. Report of the CEO Evaluation Committee

08 – 106

Moved by R. Foster, seconded by L. Denick that the board move to closed session to discuss the report of the CEO Evaluation Committee. **CARRIED.**

08 – 107

Moved by J. Kralt, seconded by W. van der Elst that the board resume in open session. **CARRIED.**

08 – 108

Moved by W. MacMillan, seconded by L. Denick that the actions from the closed session be approved. **CARRIED.**

4. Matters for Board Decision

4.1 Minutes of the October 28, 2008 Board Meeting

08 – 109

Moved by J. Harrison, seconded by K. Putter, that the October 28, 2008 board meeting minutes be approved. **CARRIED.**

4.2 Business Arising from the October 28, 2008 Board Meeting Minutes

i. Reciprocal Borrowing Agreement

The Chair reviewed the letter from West Lincoln Library Board Chair, Jean Waite, regarding the reciprocal borrowing agreement. The reciprocal borrowing agreement has been signed. W. MacMillan has informed council about the agreement and spoke to Grimsby Lincoln News reporter Joanne McDonald about the agreement and non-resident user fees. The Chair read the letter composed by the Chair and W. van der Elst and sent to Mr. Leavens explaining the non-resident fees.

ii. Family Day

See Policy G-18 revision below.

4.3 Minutes of the November 11, 2008 Library Services Committee Meeting

R. Foster reviewed the November 11, 2008 Library Services Committee meeting minutes explaining the change in circulation statistics due to Vineland's Friday openings and the statistical comparisons. The statistical comparisons were compiled response to the Town of Lincoln's benchmarking request in its "Future Focus" document. The CEO will prepare an accompanying explanation for the comparisons for the next board meeting at which time the board will decided how best to present the statistics to the TOL and as a library marketing tool to the general public. In addition, the CEO will post documentation for all committee meetings on the intranet.

08 – 110

Moved by R. Foster, seconded by K. Putter, that the minutes of the November 11, 2008 Library Services Committee meeting be approved as amended. **CARRIED.**

4.4 Business Arising from the November 11, 2008 Library Services Committee Meeting

The following policy changes were reviewed:

i. E-3 – Loans

The option to show identification instead of a library card has been removed.

ii. E-5 – Fees and Fines

Teacher cards will no longer be issued by the library. Teachers will instead borrow books with their own library card or a card issued to the school (institutional card) similar to those currently used by day care centres.

08 – 111

Moved by R. Foster, seconded by J. Kralt that policy E-3 be approved as amended to delete identification use for checkout purposes and policy E-5 as amended to exclude teacher cards. **CARRIED.**

iii. Specialized Services Report

The CEO presented her report on the library's specialized services including the oenology collection, small business portal and collection and tourism information.

iv. October Statistics

R. Foster discussed the monthly statistics expressing concern with the small decrease in print material circulation. The DCEO noted the slight drop in circulation in Beamsville was likely due to Friday openings in Vineland. The CEO informed the board that print circulation was also down in some other library systems.

08 – 112

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

4.5 Minutes of the November 11, 2008 Executive Committee Meeting

08 – 113

Moved by W. van der Elst, seconded by K. Putter, that the minutes of the November 11, 2008 Library Services Committee meeting be approved. **CARRIED.**

4.6 Business Arising from the Minutes of the November 11, 2008 Executive Committee Meeting

The Chair reviewed the policy changes. A discussion of possible committee structures and meeting schedules followed.

08 - 114

Moved by W. MacMillan, seconded by K. Putter that a committee of the whole meet on the first Tuesday of the month and the board meet on the third Tuesday of the month for a six month trial period. **CARRIED.**

i. Policy A-4 – Terms of Reference for the Chair of the Board

“Any other duties as may be from time to time assigned by the board” was added to the Chair’s responsibilities.

ii. Policy A-7 – Committees of the Board

This policy was put on hold due to the passing of motion 08 – 114.

iii. Policy B-5 – Executive Committee Terms of Reference

This policy was put on hold due to the passing of motion 08 – 114.

iv. Policy B-18 – Library Services Committee Terms of Reference

This policy was put on hold due to the passing of motion 08 – 114.

v. Policy B-19 – Fundraising Committee Terms of Reference

This policy to be deleted.

vi. Policy B-20 – Facilities Committee Terms of Reference

This policy to be deleted.

vii. Policy E-2 – Library Cards

Changes were made to this policy to reflect the implementation of the reciprocal borrowing agreement with West Lincoln and the non-resident user fees applied to Grimsby and St. Catharines borrowers.

viii. Policy G-3 – Conditions of Employment

There was made no change to retirement age in the town’s collective agreement so this policy was not affected.

ix. Policy G-18 – Statutory Holidays

Family Day was added to the list of statutory holidays.

08 – 115

Moved by R. Foster, seconded by K. Putter that policies A-4 Chair, E-2 Library Cards, G-3 Conditions of Employment and G-18 Statutory Holidays be approved as amended. **CARRIED.**

08 – 116

Moved by R. Foster, seconded by J. Harrison that policies B-19 Fundraising Committee Terms of Reference and B-20 Facilities Committee Terms of Reference be deleted. **CARRIED.**

x. October Budget Report

The CEO presented the October Budget report. The collection budget committed funds and the possibility of moving funds between cost centres was discussed.

xi. Partnership Report

The CEO presented the Partnership Report highlighting links with the Lincoln Seniors Club, the Jordan Museum, the Balls Falls Conservation Area, the Adult Learning Centre, the Niagara Library Services Consortium and the Integrated Library System (ILS) consortium.

08 – 117

Moved by J. Kralt, seconded by K. Putter that the Partnership Report be received. **CARRIED.**

5. Matters for Information

5.1 Report of the Chair

The Chair gave an oral report informing the board about her capital budget presentation to council. W. MacMillan commended the Chair on her presentation to council. The Chair has arranged dinners for former LPL Board Vice Chair C. Mitchell and his wife.

5.2 Report of the CEO

The CEO presented her report highlighting the upcoming author visit as part of Children' book week with Jacob Beam students attending. The CEO also informed the board that the grant proposal for a consultant's review of the Niagara ILS Consortium needs has been submitted and the consortium is also waiting to hear from Knowledge Ontario about possible funding. The library's Christmas Open house will be held from 1 to 4 p.m. on December 20th at the Vineland library. A Christmas carol sing-along hosted by Mendelt Hoekstra will run from 3 to 4 during the open house.

08 – 118

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

5.3 Board Correspondence

There was no further board correspondence to report.

6. Adjournment

08 – 119

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

The meeting was adjourned at 9:10 p.m.

Pending

The non-resident fee to be reviewed in May including a review of all municipalities whose residents borrow from the LPL.

The next meeting will be held on December 16th, 2008, 7:00 p.m. at the Fleming Library.

Chair _____

Secretary/Treasurer _____