



LINCOLN  
PUBLIC  
LIBRARY

Minutes of a Meeting of the Lincoln Public Library Board  
Tuesday September 20, 2016, 7 pm  
Moses F. Rittenhouse Library, Vineland, Ontario

### Mission Statement

Lincoln Public Library is a community hub ensuring equal access to resources and opportunities for thinking, playing, learning and growing.

**Members Present:** Donna Edwards, John Kralt (Chair), Councillor Wayne MacMillan, Leah Padfield, Councillor Lynn Timmers, Noel Walker

**Regrets:** Donna Burton, John Ripley

**Staff Present:** Jill Nicholson (CEO), Janice Coles (DCEO, Recorder)

### 1. Call to Order

The Chair called the meeting to order at 7:08 pm.

### 2. Declaration of Conflict of Interest

None.

### 3. Approval of Agenda

16- 54	Moved: L. Padfield	Seconded: L. Timmers
	Be it resolved that the Agenda be approved. Carried.	

### 4. Consent Agenda

4.1 June 21, 2016 Board meeting minutes

4.2 Report of the CEO

4.3 Report of the DCEO

16- 55	Moved: N. Walker	Seconded: D. Edwards
	Be it resolved that the Consent Agenda be approved. Carried.	

### 5. Reports

5.1 June-August Financial Report

The CEO reviewed the report. Responding to a question from L. Padfield, she confirmed that we had no capital budget items this year.

16- 56	Moved: L. Padfield	Seconded: W. MacMillan
	Be it resolved that the Lincoln Public Library Board approve the June-August 2016 Financial Report. Carried.	

### 5.2 Statistics Report

The DCEO reviewed the report. The CEO noted that the decline in DVD circulation is likely due to the availability of online resources.

16-57	Moved: L. Timmers	Seconded: N. Walker
	Be it resolved that the Lincoln Public Library Board approve the September 2016 Statistics Report. Carried.	

### 5.3 Report of Council

L. Timmers reported that the person who applied for the vacant Library Board position will be recommended to Council on October 3.

W. MacMillan spoke about the Town's plans for Canada 150. We should send events dates to Helen Booth, the staff liaison. There was a brief discussion of programming. L. Padfield suggested a Toastmasters Club member as a presenter for the Speakers' Series and will supply Jill with contact information.

16-58	Moved: D. Edwards	Seconded: N. Walker
	Be it resolved that the Lincoln Public Library Board receive the Report of Council as information. Carried.	

## 6. Business Arising

### 6.1 Reciprocal Borrowing – Evergreen Consortium Libraries

The CEO noted that since the time she wrote this report, the launch has been put on hold until Spring 2017 because the NOTL library will be closing for renovations in the new year.

### 6.2 MFR Reorganization

The DCEO reviewed her report.

### 6.3 Book Locker Report

The CEO reviewed her report.

16-59	Moved: L. Timmers	Seconded: L. Padfield
	Be it resolved that the Lincoln Public Library Board receive the Reciprocal Borrowing, MFR Reorganization, and Book Locker Reports as information. Carried.	

## 7. New Business

### 7.1 2017 Capital Budget

The CEO presented her report.

16-60	Moved: L. Padfield	Seconded: W. MacMillan
	Be it resolved that the Lincoln Public Library Board approve the 2017 Capital Budget summary. Carried.	

## LPL Board Meeting Minutes September 20, 2016

*7.2 Policy Update – C9 – Safety, Security and Emergencies; E-2 – Membership; E-3 – Loans; E-8 Privacy; F-15 – Service Levels; and G-2 – Benefits*

The CEO presented her report.

16-61	Moved: W. MacMillan	Seconded: D. Edwards
	Be it resolved that new or revised policies C9 – Safety, Security and Emergencies; E-2 – Membership; E-3 – Loans; E-8 Privacy; F-15 – Service Levels; and G-2 – Benefits be approved. Carried.	

### *7.3 Strategic Plan Update*

The CEO presented her report.

16-62	Moved: N. Walker	Seconded: L. Timmers
	Be it resolved that the Lincoln Public Library Board receive the Strategic Plan Update as information. Carried.	

### *7.4 Leave of Absence – J. Ripley*

The Chair explained that J. Ripley is unable to attend Fall Board meetings due to his involvement with Lamplighter.

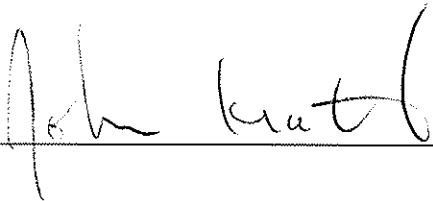
16-63	Moved: L. Padfield	Seconded: W. MacMillan
	Be it resolved that the Lincoln Public Library Board approve the absence of Board member J. Ripley for the September, October and November 2016 Board meetings. Carried.	

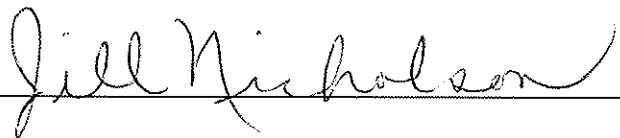
### *7.5 Board Correspondence*

None.

## **8. Adjournment**

16-64	Moved: L. Padfield
	Be it resolved that the meeting be adjourned at 9:07 pm. Carried.

Chair 

Secretary/Treasurer 



### **Mission Statement**

Lincoln Public Library is a community hub ensuring equal access to resources and opportunities for thinking, playing, learning and growing.

**Members Present:** Donna Burton, Donna Edwards, John Kralt (Chair), Councillor Wayne MacMillan, Jennifer Thiessen, Councillor Lynn Timmers, Noel Walker

**Regrets:** Leah Padfield, John Ripley

**Staff Present:** Jill Nicholson (CEO), Janice Coles (DCEO, Recorder)

### **1. Call to Order**

The Chair called the meeting to order at 7:05 pm. He welcomed new Board member Jennifer Thiessen. She introduced herself and the other Board members introduced themselves.

### **2. Declaration of Conflict of Interest**

None.

### **3. Approval of Agenda**

16- 65	Moved: D. Edwards	Seconded: D. Burton
	Be it resolved that the Agenda be approved. Carried.	

### **4. Consent Agenda**

The CEO requested that her report be removed from the Consent Agenda section and placed in the Reports section.

*4.1 September 20, 2016 Board meeting minutes*

*4.2 Report of the DCEO*

16- 66	Moved: L. Timmers	Seconded: N. Walker
	Be it resolved that the Consent Agenda be approved. Carried.	

### **5. Reports**

#### *5.1 Report of the CEO*

The CEO reported that the accreditation audit results have been received. Fleming Library scored 96/100 and the MFR Library scored 95/100. The lower score reflects the issues with accessibility in the stacks at MFR, but those who conducted the audit are aware we are working on it. There are also issues at both locations with exterior signage and some policies require revision.

The auditors praised LPL for its strategic and technology plans, but felt that there should be more communication between the Board and Town Council. The CEO confirmed with Councillor MacMillan that Council was receiving the Library Board meeting minutes

through the Sports, Recreation and Culture Committee. It was acknowledged that due to the timing of meetings, it can be a while before the library minutes come before Council.

D. Burton acknowledged the excellent results of the accreditation, which she said was the result of staff's hard work. She congratulated the staff and thanked them for their efforts. The CEO remarked that the process also brings up things that need work. The Chair added his congratulations, and asked how this audit compared to previous ones. The CEO responded that this was our third accreditation audit, but it is difficult to compare each as the benchmarks have changed over the years. W. MacMillan asked about the makeup of the accreditation committee; the CEO responded that it is done by one CEO of an accredited library and a SOLS staff member.

Regarding the \$5000 donation, the CEO is recommending that it be carried forward to 2017, so that the staff and Board have time to consider how to use it in a way that honours the church. Board members are encouraged to send ideas to the CEO.

16-67	Moved: W. MacMillan	Seconded: D. Burton
	Be it resolved that the \$5000 donation from St. Andrew's Presbyterian Church be carried forward to 2017 for a project to be determined, and that staff be directed to discuss with Town staff the placement of this donation in a separate fund. Carried.	

The CEO reported that the grant for the summer 2017 students has been submitted.

#### *5.2 September Financial Report*

The CEO reviewed the report. Responding to a question from W. MacMillan regarding the large amount of committed collections funds, she noted that the fall is the busiest publishing season, hence the large number of orders.

16-68	Moved: D. Edwards	Seconded: J. Thiessen
	Be it resolved that the Lincoln Public Library Board approve the September 2016 Financial Report. Carried.	

#### *5.3 Turnover Report*

The DCEO reviewed the report.

16-69	Moved: N. Walker	Seconded: L. Timmers
	Be it resolved that the Lincoln Public Library Board approve the Turnover Rate Report. Carried.	

16-70	Moved: J. Thiessen	Seconded: D. Burton
	Be it resolved that the Lincoln Public Library Board approve the report of the CEO. Carried.	

#### 5.4 Report of Council

L. Timmers reported that the Canada150 Committee is creating a database of Town events. The CEO reported that she has let them know about the 2016 TD SRC Canada theme. The DCEO added that she contacted the Town regarding the possibility of having some Canada150 tulips planted at MFR. She then met with Assad Hoosein and Andrea Chambers, and is thrilled to report that 1500 bulbs will be planted around the library.

L. Timmers reviewed the history of the tulips project, and W. MacMillan added that each Lincoln school will get bulbs to plant. He also reported that the New Year's Levee will be held at the Fleming Centre on Saturday January 7.

16-71	Moved: W. MacMillan	Seconded: D. Burton
	Be it resolved that the Lincoln Public Library Board receive the Report of Council as information. Carried.	

### 6. Business Arising

None.

### 7. New Business

#### 7.1 2017 Operating Budget

The CEO presented her report. The new programming staff person would be responsible for the adult programming currently done by the CEO, as well as Canada150 events and more programming at MFR.

The Chair asked what the amount of the Connectivity Grant has been; the CEO responded that it has been \$1200.

The CEO added that the Capacity Grant was confirmed this morning. In response to a question from the Chair, she said that this is the third and final year for the grant. The Chair asked about the funding source for the summer students; the CEO responded that it is a federal grant that partially covers the salaries.

In response to a question from W. MacMillan, the CEO explained that the Evergreen server for all consortium members is at Niagara College, which is cost-efficient for us, as neither Town nor library staff have to maintain it. The consortium members are, however, investigating other data storage options as the College may not be able to continue to support the server. As well, LPL has its own servers not connected to the Town. Library staff take care of upgrades, such as the recent migration to Windows 10.

D. Burton asked about the revenue from ServiceOntario; the CEO responded that library staff help people navigate the Service Ontario website.

The STEM equipment will be items for maker space programs. The 2D scanner will be useful for scanning patron's barcodes from their smartphones.

## LPL Board Meeting Minutes October 18, 2016

D. Burton asked if travel and accommodation are included in the Professional Development budget line; the CEO responded that they are. The CEO added that Saturday is the Board Development Day at OLA.

16-72	Moved: J. Thiessen	Seconded: L. Timmers
	Be it resolved that the Lincoln Public Library Board approve the 2017 Operating Budget. Carried.	

### *7.2 Policy Update – C-11 – Schedule of Service; G-5 – Discrimination; G-22 – Violence in the Workplace*

The CEO presented her report. Regarding C-11, she gave a brief history of Sunday hours, adding that so far this year Sundays have been quiet, but that could be because of the parking issues at the Fleming Centre. Parking is also an issue on Saturdays, and staff are monitoring the situation. The CEO is also monitoring the demand for the libraries to be open until 6 pm on Fridays.

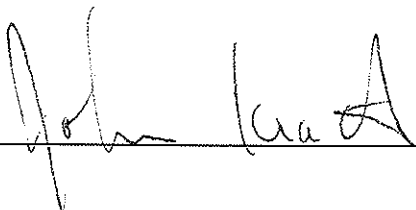
Regarding G-22, the CEO noted that a small change is needed in its appendix. Under MFR, server room should read workroom, as the former does not lock but the latter does. This led to a discussion of staff working alone. The DCEO clarified that staff never work alone when the library is open, and sometimes the second staff member is a Page. It was agreed that, for safety reasons, staff that come in at unscheduled times to get work done (such as on Sundays at MFR) must let the CEO know they are going in.

16-73	Moved: D. Burton	Seconded: N. Walker
	Be it resolved that new or revised policies C-11 – Schedule of Service; G-5 – Discrimination; and G-22 – Violence in the Workplace be approved. Carried.	

### *7.5 Board Correspondence* None.

## **8. Adjournment**

16-74	Moved: L. Timmers
	Be it resolved that the meeting be adjourned at 8:20 pm. Carried.

Chair 

Secretary/Treasurer 