



**MINUTES  
WEST LINCOLN PUBLIC LIBRARY  
BOARD MEETING**

Meeting #5: Friday, May 14, 2021 10 a.m.  
Zoom

**PRESENT:**                      Board:              Julie Adams (left meeting at 10:30 a.m.)  
   Cheryl Ganann  
   Judi Kelly  
   Sue Langdon  
   Pat Nelson  
   Joan Packham  
   Wendy Wilson

   Staff:              Cindy Weir, Interim CEO

**ABSENT:**                      Karen Parker

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**Call to Order**

Chair Packham called the meeting to order, welcomed all and established quorum.

**1. Agenda**

**Moved by: Cheryl Ganann**

**Seconded by: Wendy Wilson**

THAT the West Lincoln Public Library Board approves the agenda for Friday April 9, 2021 as presented including any additions or deletions.

Carried

Addition:              6b              Ontario Library Service Board Assembly Report – Wendy Wilson

**2. Disclosure of Pecuniary Interest or Conflict of Interest and the General Nature Thereof**

There were no disclosures of pecuniary or conflict of interests declared by any members of the West Lincoln Public Library Board.

**3. Minutes**

**Moved: Pat Nelson**

**Seconded by: Wendy Wilson**

THAT the minutes of the April 9, 2021 West Lincoln Public Library Board meeting be approved as presented.

Carried.

**4. Correspondence**

a) None

**5. Financial Matters**

a) Actuals Statement Budget Status Report

**Moved by: Sue Langdon**

**Seconded by: Cheryl Ganann**

THAT the Budget Actuals Statement from April 1, 2021 be accepted for information  
Carried

The Board asked the CEO to report back at the next meeting on two budget lines.

**6. Reports**

**a) CEO's Report – April 2021**

Library CEO presented the April 2021 CEO's Report and verbally she reported on:

- New playground equipment approved by Council is to be located beside the Caistorville Library.
- The library is expecting to sign a new Library Page this week to fill a vacant position.
- There is no additional news regarding the possible merger of library services in our neighbouring communities.

*10:30 a.m. Julie Adams left the meeting*

**b) Ontario Library Service Board Assemblies Report – Spring 2021** – Wendy Wilson  
Board Representative Wendy Wilson attended virtually the OLS Board Assemblies meeting for libraries with community populations between 10,000 – 19,900. There were 23 libraries participating. Greg Lawrence from Elliot Lake Public Library Board was elected to represent this group on the Ontario Library Service Board of Directors. She indicated that they would be meeting twice a year, in the fall and in the spring. She mentioned that they discussed issues related to libraries of that size including the possibility for upgraded broadband to 50 libraries and might we be included in that, and also that a library had staff seconded to perform other duties during covid.

**7. Library Business**

**a) COVID – Stay at Home Order - Update**

The CEO announced that we moved from an Emergency Break stage to the Stay At Home Order and that the library is continuing with Curbside service only.

**b) Use of Library Branch for Upcoming Elections**

The CEO has been contacted by an official of Elections Canada about the use of the Caistorville library for an election in 2022. Apparently there had been communication with Vanessa Holm prior to the changeover of CEOs. So far only email communication indicating they would prefer the library and not the community hall.

**c) Policy Review**

CEO Weir, spoke to the minor changes to the policies under review. It was explained that the Board had a Policy Committee and that in the future Library Policies would go to the Policy Committee before being presented to the Board as a whole. Weir apologized for not realizing there was a Policy Committee and will ensure compliance in the future.

**Moved by: Pat Nelson**

**Seconded by: Cheryl Ganann**

THAT the West Lincoln Public Library Board approves the following policies as distributed: Smoke- Free Policy; Scent-Free Policy, Punctuality Policy; Personal Phone Calls at Work.  
Carried.

**8. Next meeting date – June 11, 2021 at 10am**

Meeting will take place via zoom, or in person, depending on developments from the Province and/or Public Health.

**9. Announcements**

**a) May Newsletter.**

The Board members again had glowing comments about the presentation of and content in the newsletter. The CEO will extend these compliments to the staff. CEO Weir also advised the Board of the last minute Financial Literacy Series that will run once a month until December.

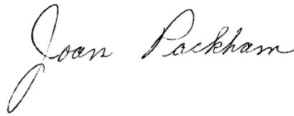
**a) Board Roundtable of Announcements**

There were no announcements this month.

**10. Adjournment**

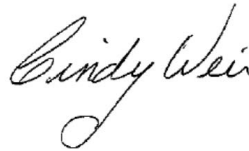
**Moved by: Sue Langdon**

That the Library Board meeting adjourn at 10:48 am.



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**JOAN PACKHAM, CHAIR**



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**CINDY WEIR, CEO**

## CEO's Report – May 2021

### Recorded Library Uses May 2021

**E-books:** 1323 check-outs

**Circulation:** 2450 loans

### Social Media and Website:

#### Twitter

Impressions (times displayed for viewers)	4666
Engagement (any interaction with tweets)	73
Number of posts	22
Most Popular Tweet	Get Caught Reading - Lauren

#### Facebook

People who saw content	14739
People clicking or engaging with content	812
Number of Posts (now including story posts)	40
Most popular post	Story Walks
Viewers over 1 minute (program attendance)	60 + 13 youtube linked viewers

#### Instagram

Posts	30
Post interactions	163
Followers	790
Most popular post	Shelfie - Vanessa

#### YouTube

Subscribers	2
Views	27

#### TikTok

Followers	62
Likes	563
Most Popular	Remembering Eric Carle

#### Website

Page views	2511
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**Programs by Pickup:** 91

**WebEx Program Attendance:** 98

**Outside Program (Story Walk)** 44