



**MINUTES  
WEST LINCOLN PUBLIC LIBRARY  
BOARD MEETING**

Meeting # 3 Friday, March 11, 2022 10 a.m.  
Via Zoom

**PRESENT:** Board: Cheryl Ganann  
Sue Langdon  
Pat Nelson  
Joan Packham (Chair)  
Karen Parker  
Wendy Wilson

Staff: Cindy Weir, Interim CEO

**ABSENT:** Julie Adams  
Judi Kelly

**GUESTS:**

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**Call to Order**

Chair Packham called the meeting to order, welcomed all and established quorum at 10:03 am.

**1. Agenda**

**Moved by: Cheryl Ganann**

**Seconded by: Pat Nelson**

THAT the West Lincoln Public Library Board approves the agenda for Friday March 11, 2022 as presented.

Carried

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

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

**3. Minutes**

**Moved: Karen Parker**

**Seconded by: Pat Nelson**

THAT the minutes of the February 11, 2022 West Lincoln Public Library Board meeting be approved as presented.

Carried

**4. Correspondence**

a) Sent - Email - To Vanessa Holm and Soren to wish him a happy first birthday.

- Mail received from board members to be forwarded to P. Madsen was sent.

- b)** Received – Thank you from West Lincoln Santa Claus Parade Committee for our participation. (Bookmarks were included in the parade loot bags)

## **5. Financial Matters**

### **a) Operating Variance Monthly Statement**

Financial documents were not available for the meeting as finance is switching over from 2021 to 2022.

### **b) Budget 2022**

Congratulations on an approved budget!

### **c) T5 Form**

The library received a T5 form from an investment.

## **6. Reports**

a. Library CEO presented the February 2022 CEO Report both written and verbal.

- The Lincoln/Pelham library merger will take effect on April 1, 2022. The name will be the Lincoln Pelham Public Library and it will be a union library under the Public Library Act.
- Furniture will start to come out in our branches over the next couple of weeks and the cafes will be available as of April 1.
- Smithville Stitchers will resume their stitching at the library the first week of April.
- Township has a waiver form that we may start to use. It is for those renting their space or attending programs that takes away liability if the person contracts covid from having been at an event on the premises.
- Report done by the Township as part of the modernization grant to standardize and bring to market value our rates and fees. This has been received by Council. The library board will have rates and fees to review before implementation. (Photocopier/printer, room rates)
- Thanks for your help regarding the note cards. We have them safely put away.
- At this point in time we will have to close one branch Thursday night due to lack of staffing.
- Job postings are out for both Public Service Assistants and the Supervisor, Library Administrative Services.

## **7. Library Business**

### **a) COVID - Update**

The EOC will be discussing the Township's face covering policy for both public and staff on Monday March 13. The province is removing the mandate for face coverings in public places on March 21. The Library Board will need to determine how they would like to manage their policies.

The Board will also need to consider the Vaccination policy in light of Board meetings as we have at least one member who is not vaccinated, until then meetings will continue via Zoom.

The library board agreed to give the CEO the authority to follow the direction of the Township with regard to COVID related policies and procedures if decisions need to be made before the next board meeting.

**b) In-Person Programs and Proof of Vaccination**

**Moved by: Pat Nelson**

**Seconded by: Wendy Wilson**

THAT the West Lincoln Public Library Board rescind the motion from December 10, 2021 and now does not require proof of vaccination to attend in-person library programs and meetings at this time, while still following the government regulations and township policies.  
DEFERRED (see below)

**Moved: Cheryl Ganann**

**Seconded by: Pat Nelson**

THAT the motion as approved at the December 10, 2021 West Lincoln Public Library Board meeting requiring proof of vaccination to attend in-person library programs and meetings be deferred for discussion at the April Board Meeting to address possibly rescinding this motion.  
-Carried.

**c) Library Hours of Operation**

**Moved: Cheryl Ganann**

**Seconded by: Pat Nelson**

THAT the West Lincoln Public Library Board approve the new Library Hours of Operation as presented.  
Carried

<b>Caistorville</b>	M	T	W	T	F	S	s
new - proposed	closed	5-8	5-8	closed	10-5	10-5	closed
current	closed	2-5	5-8	5-8	10-4	10-4	closed
<b>Smithville</b>							
new - proposed	3-8	10-5	10-5	10-5	3-8	10-5	1-5
current	3-8	10-5	10-5	10-5	3-8	10-5	1-5
<b>Wellandport</b>							
new - proposed	Closed	5-8	10-5	5-8	closed	10-5	closed
current	6-8	6-8	9-4	6-8	closed	9-4	closed

**d) Pay Rate – Ad Hoc Committee**

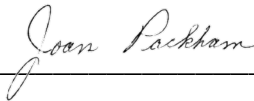
**Moved: Pat Nelson**

**Seconded by: Karen Parker**

THAT the West Lincoln Public Library Board approve the graduated pay scale for the part-time Public Service Assistants as amended effective immediately.

Carried

8. **Next Meeting Date:** April 8, 2022 at 10:00 a.m.  
Meeting will take place via zoom.  
July meeting will need to be the third Friday as data will not be available for reports if held on the second Friday based on how the dates fall.
9. **Closed Session – Not required**
10. **Announcements**
  - a) **Board Roundtable of Announcements**  
Wendy Wilson gives her regrets for the next meeting.  
No announcements from any other board members.
  - b) **Newsletter**  
The Board appreciates all of the work that goes into the newsletter and all of the program/activities being offered.
10. **Adjournment**  
**Moved by: Wendy Wilson**  
That the February 11, 2022 West Lincoln Public Library Board meeting adjourns at 11:30 am.

  
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**JOAN PACKHAM, CHAIR**

  
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**CINDY WEIR, INTERIM CEO**



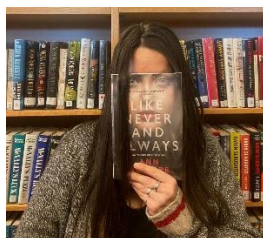
# West Lincoln Public Library CEO's Report February 2022

## Recorded Library Uses February 2022

**E-books:** 1192 loans

**Circulation:** 2907 loans

**Social Media and Website:**



### Twitter

Impressions (times displayed for viewers)	2621
Engagement (any interaction with tweets)	73
Number of posts	25
Most Popular Tweet	Summer games

### Facebook

People who saw content	9189
People clicking or engaging with content	436
Number of Posts (now including story posts)	24
Most popular post	Freedom to read week
Viewers over 1 minute (program attendance)	1 + 14 youtube linked viewers

### Instagram

Posts	23
Post interactions	153
Followers	845
Most popular post	Lauran book face

### YouTube

Subscribers	2
Views	25

### TikTok

Followers	328
Likes	50
Most Popular	Black history month

### Website

Page views	2191
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**Programs by Pickup/Drop In:** 217

**WebEx/Virtual Program Attendance:** 55

**Outside Program (Story Walk, etc):** N/A

**Computer Use:** 48