



**MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING**

Meeting # 4 Friday, April 8, 2022 10 a.m.
Via Zoom

PRESENT: Board: Julie Adams
Cheryl Ganann
Judi Kelly
Sue Langdon
Pat Nelson
Joan Packham (Chair)
Karen Parker

Staff: Cindy Weir, Interim CEO

ABSENT: Wendy Wilson

GUESTS:

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: Sue Langdon

THAT the West Lincoln Public Library Board approves the agenda for Friday April 8, 2022 as amended.

Carried

Additions: Library Business – Hot Spots
Library Business – Elections

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: Cheryl Ganann

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

Carried

4. Correspondence

- a) Sent - None
- b) Received - None

5. Financial Matters

a) Operating Variance Monthly Statement

Moved by: Judi Kelly

Seconded by: Pat Nelson

THAT the Actual vs Budget Year to Date report prepared end of March 2022 be accepted for information.

Carried

6. Reports

- a. Library CEO presented the March 2022 CEO Report both written and verbal.
 - Began mailing out invoices for long overdue/presumed lost items as of March 13
 - New library hours launched on April 4, 2022
 - Preparing to launch Public Service Assistant incremental increase following a meeting with the Township Treasurer
 - June 11 is Llaverne the Library Llama launch day
 - Annual Survey preparation is in progress
 - One new Public Service Assistant signed on, one more to sign next week
 - The Smithville Stitchers were back this week
 - Knitters are back too and re-establishing a day and time in Caistorville due to the change in hour.
 - New Cosplay program has started and Comicon planned for September.
 - Increase to room rates for people booking our spaces. This is in keeping with the Township Bylaw 2022-11
 - Ontario Library Service CEO Salary Survey was submitted
 - LiNC Courier has increased by 500%. Cooperative is looking into some other options
 - Connecting Public Library initiative by the province to upgrade high speed internet at approximately 50 public libraries in unserved and underserved communities across the province. A successful RFP has made it possible to upgrade 111 locations instead of 50.

7. Library Business

a) COVID - Update

The EOC has recommended the suspension of the following: both the public and staff face covering policies; the Township of West Lincoln safety plan; online daily screening form (contact tracing)

Decision to suspend rather than rescind was made so that they could be put quickly back into place if the need arose

In light of increase in COVID numbers, staff are being encouraged to: wear a mask; if you are in close contact or have COVID wear a mask for 10 days; and follow the flowcharts and consult with your supervisor to determine if you are to report to work.

b) Board Recruitment Brochure

The board reviewed the sample How to Become a Library Board Member brochure from Springwater Library and provided direction to have one created for their consideration.

c) Board Legacy Document

The board has decided that they will not pursue the creation of a legacy document at this time.

d) Policies

CEO Weir discussed current legislation in light of policies. We are required to have an elections policy and the board used the Township policy POL-ADMIN-01-2018 – Use of Corporate Resources for Election Purposes Policy for 2018. She believes that covers us again for both the provincial and municipal elections this year. There is current legislation requiring a right to disconnect policy but this is for organizations/businesses/libraries/municipalities with 25 or more employees. We are currently well under that number.

e) Hot Spots

Member Karen Parker spoke to her use of the Hot Spots for her election training at the St. Ann's community centre.

f) Elections

On CEO Weir's behalf Lauren Mous attended a virtual meeting presented by elections Ontario staff regarding methods of voting, etc. The library will not be used as a polling station but may be asked to display non-partisan literature regarding the election.

- 8. Next Meeting Date:** May 13, 2022 at 10:00 a.m.
Meeting will take place via zoom.

9. Closed Session – Not required

10. Announcements

a) Board Roundtable of Announcements

Karen Parker asked Cindy to continue with her "Super Hero" status.
No announcements from any other board members.

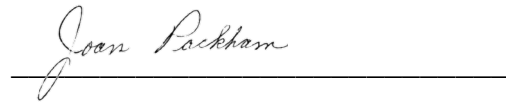
b) Newsletter

The Board appreciates all of the work that goes into the newsletter and all of the program/activities being offered.

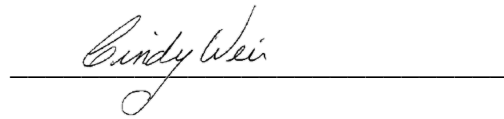
10. Adjournment

Moved by: Judi Kelly

That the April 8, 2022 West Lincoln Public Library Board meeting adjourns at 10:59 am.

A handwritten signature in cursive script, reading "Joan Packham", positioned above a horizontal line.

JOAN PACKHAM, CHAIR

A handwritten signature in cursive script, reading "Cindy Weir", positioned above a horizontal line.

CINDY WEIR, INTERIM CEO



West Lincoln Public Library CEO's Report April 2022

Recorded Library Uses March 2022

E-books: 1374 loans

Circulation: 3757 loans

Computer Use: 100

Reference Questions (All): 198

Programs

- **Smithville:** 14 programs offered, 122 people attended; Most Popular: Knitting Circle
- **Caistorville:** 4 programs offered, 5 people attended; Most Popular: Knitting Circle
- **Wellandport:** 7 programs offered, 25 people attended; Most Popular: Seed Savers Club
- **Virtual (Includes Facebook and Youtube Participants):** 7 programs offered, 38 people attended; Most Popular: What's Your Legacy?
- **New Programs:** Cosplay Club, S.T.E.A.M Saturdays



Social Media and Website:

Twitter

Followers	380
Engagement Ratio (interactions per post)	2.13
Most Popular Tweet	Park Passes

Facebook

Followers	953
Engagement Ratio (interactions per post)	34.11
Most popular post	Fire Fighter Visit

Instagram

Followers	858
Engagement Ratio (interactions per post)	3.57
Most popular post	Fire Fighter Visit

TikTok

Followers	333
Engagement Ratio (interactions per post)	13
Most Popular	New Book Unboxing

YouTube

Subscribers	5
Views	20

Website

Page views	2495
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