



**MINUTES  
WEST LINCOLN PUBLIC LIBRARY  
BOARD MEETING**

Meeting # 5 Friday, May 13, 2022 10 a.m.  
Via Zoom

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

Staff: Cindy Weir, Interim CEO

**REGRETS:** Judi Kelly, Karen Parker

**GUESTS:**

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**Call to Order**

Chair Packham called the meeting to order, welcomed all and established quorum at 10:07 am.

**1. Agenda**

**Moved by: Cheryl Ganann**

**Seconded by: Sue Langdon**

THAT the West Lincoln Public Library Board approves the agenda for Friday May 13, 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: Pat Nelson**

**Seconded by: Cheryl Ganann**

THAT the minutes of the April 8, 2022 West Lincoln Public Library Board meeting be approved as presented.

Carried

*Julie Adams arrived 10:09*

#### 4. Correspondence

- a) Sent - Get well card to Judi Kelly
- b) Received - Invoice to patron, paid by cheque addressed to the Library Board

#### 5. Financial Matters

##### a) Operating Variance Monthly Statement

**Moved by: Wendy Wilson**

**Seconded by: Sue Langdon**

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

Carried

#### 6. Reports

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

- **Good Food Box** Program is back. Orders go in early in the month and pick up the produce mid-month. Pay on line
- **Bill 88** – Working for Workers Act is an act to enact the Digital Platform Workers Rights Act and to amend various acts. Through amendments to the *Employment Standards Act, 2000* (the “ESA”), the Act requires that all employers who employ 25 or more workers must have a written policy in place on electronic monitoring of employees. It also requires that any employer with more than 25 employees have a disconnect from work policy. It makes sense to adopt the Township Policies as they have employment lawyer who vets their policies.
- **Management Skills Training** – proposing that once we have the 3<sup>rd</sup> Supervisor in place that we look at a MST program for the three of them.
- **Staff Appreciation Days – Saturday May 14 and Wed. May 18** – Township had this back in March and we are having ours now. Two days to get as many of our employees as we can. Funded through the Corporate Management Fund. Sandwiches from Bench 270.
- **Staff Training Day** – The board agreed too close the library on Monday June 13 for a staff training day.
- No special speakers, but rather an opportunity to catch up our staff on some regular training. Would like to have a low-key fire drill, some program training, Evergreen training. Include some fun and an opportunity for us to gather as a team.
- **Staffing** – Interviews start on Monday, Tuesday and Thursday for the Supervisor, Library Programs. We are hopeful to find a great candidate. Caistorville Library Cleaner has resigned effective May 24.
- **Library Audit** – Currently underway. They are planning to have the library portion at least completed by June 7 in time for your June 10 meeting. I have invited the Treasurer to the meeting to answer your questions.
- **LiNC** – starting the paperwork to incorporate as an entity of 11 libraries.
- **LiNC Courier** – they will continue to work for us until the end of the year at a special rate. This buys us some time to figure out a long-term solution.
- **Did You Say West Lincoln?** Fun little quiz to put on our website. We will launch at the staff training day and then put it on the website.

- **Library Incident** – Saturday May 7 at Wellandport. Some potentially dangerous and likely stolen objects found in the indigenous garden. Lots of minor things but some weapon like items so the police were called. The people appeared to have been scared away.
- **Book Sale** – possibly a Friends book sale to clear out the books in the storage room. Cheryl Ganann suggested having this at the Chamber's Community BBQ as they have in the past.
- **Caistorville Branch Issues** – minor exterior issues detected during a training with the Supervisor, Library Administrative Services.

#### **b. Board Assembly Report**

Wendy Wilson, board representative to the assembly spoke to her report and their spring meeting, highlighting the valuable resources for all board members on the Ontario Library Service website.

### **7. Library Business**

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

Emergency Operations Committee will now meet monthly instead of bi weekly. We have reviewed the waiver for programing and room rentals which has now gone to the lawyer for vetting.

Vaccination policy continues to be in effect.

Staffing seems to be stable as far as COVID cases are concerned.

#### **b) Board Recruitment Brochure**

**Moved by: Julie Adams**

**Seconded by: Sue Langdon**

That the West Lincoln Public Library Board approve the library board recruitment brochure as amended.

#### **c) Policies**

4.1 Volunteer Policy

3.16 Elections and Use of Corporate Resources Policy

3.16 Appendix A POL-ADMIN-01-2018

**Moved by: Pat Nelson**

**Seconded by: Wendy Wilson**

That the West Lincoln Public Library Board approve policies 4.1 Volunteer Policy and Policy 3.16 Elections and the Use of Corporate Resources Policy as presented/amended.

#### **d) Caistorville Furnishings**

CEO Weir showed the library board the products we are interested in purchasing for furnishings in the library and meeting room.

### **8. Next Meeting Date: June 10, 2022 at 10:00 a.m.**

Meeting will take place via zoom.

### **9. Closed Session – Not required**

**10. Announcements**

**a) Board Roundtable of Announcements**

Wendy Wilson gave her regrets for the June meeting.

Julie Adams invited all single moms, widowed women to an event tomorrow at the Wainfleet Be in Christ Church to have their cars detailed and spring check over; also, to have their nails and hair done or select from a large assortment of donated clothes

Joan Packham is heading off on holiday

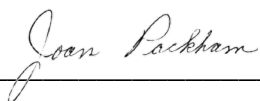
**b) Newsletter**

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

**10. Adjournment**

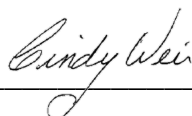
**Moved by: Cheryl Ganann**

That the May 13, 2022 West Lincoln Public Library Board meeting adjourns at 11:20 am.



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**JOAN PACKHAM, CHAIR**



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**CINDY WEIR, INTERIM CEO**



# West Lincoln Public Library CEO's Report May 2022

## Recorded Library Uses May 2022

**E-books:** 1444 loans

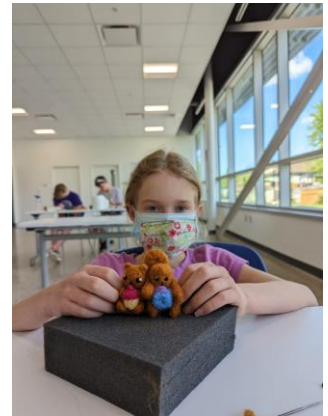
**Circulation:** 2994 loans

**Computer Use:** 79

**Reference Questions (All):** 224

### Programs

- **Smithville:** 22 programs offered, 181 people attended; Most Popular: Reading Readiness
- **Caistorville:** 6 programs offered, 5 people attended; Most Popular: Knitting Circle
- **Wellandport:** 8 programs offered, 63 people attended; Most Popular: Indigenous garden
- **Virtual (Includes Facebook and Youtube Participants):** 3 programs offered, 42 people attended; Most Popular: Three Perspectives on Ukraine
- **New Programs:** Messy in the library



### Social Media and Website:

#### Twitter

|   |                   |
|---|-------------------|
| Followers                                   | 382               |
| Engagement Ratio<br>(interactions per post) | 1.72              |
| Most Popular Tweet                          | Indigenous garden |

#### Facebook

|   |              |
|---|--------------|
| Followers                                   | 981          |
| Engagement Ratio<br>(interactions per post) | 35.87        |
| Most popular post                           | Cafe is open |

#### Instagram

|   |                      |
|---|----------------------|
| Followers                                   | 865                  |
| Engagement Ratio<br>(interactions per post) | 3.13                 |
| Most popular post                           | Free comic book days |

#### TikTok

|   |                            |
|---|----------------------------|
| Followers                                   | 338                        |
| Engagement Ratio<br>(interactions per post) | 16.18                      |
| Most Popular                                | One For All reading update |

#### YouTube

|             |   |
|-------------|---|
| Subscribers | 5 |
| Views       | 7 |

#### Website

|            |      |
|------------|------|
| Page views | 3785 |
|------------|------|