

Woodstock Public Library Board

DRAFT Meeting Minutes

March 19, 2019

A regular meeting of the Woodstock Public Library Board was held on March 19, 2019 at 4:30 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Ken Whiteford, Chair
Ross Gerrie, Vice-chair
Mary Anne Silverthorn, Trustee
Vanessa Vogwill, Trustee
Councillor Connie Lauder
Councillor Deb Tait

b) The following Board members sent regrets:

Mayor Trevor Birtch

c) The following persons were also present:

Karen Scott, CEO (Acting)
Lori Peixoto, Recorder

1. Call to order/Chairperson's Remarks

The Chair called the meeting to order at 4:30 pm.

The Chair thanked the Vice-chair for his work over the past weeks during the absence of the Chair.

2. Approval of the Agenda

Motion 19-19

MOVED by Trustee Silverthorn and seconded by Vice-chair Gerrie to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

12. Committee of the Whole In Camera

Motion 19-20

MOVED by Councillor Lauder and seconded by Vice-chair Gerrie that the Board move into Committee of the Whole In-camera at 4:37 pm.

Motion carried.

4:55 pm

Motion 19-25

MOVED by Councillor Tait and seconded by Vice-chair Gerrie that the Board concur with the decisions made in the Committee of the Whole In-camera.

Motion carried.

4. Approval of the Minutes of the Meeting of February 12, 2019

Motion 19-26

MOVED by Trustee Silverthorn and seconded by Vice-chair Gerrie to approve the Minutes of the Meeting of February 12, 2019.

Motion carried.

5. Business Arising from the Minutes

a) Strategic Plan

Nothing to report.

6. Board Education

a) OLA SuperConference – Trustee Vogwill

Trustee Vogwill provides a brief summary of her attendance at the Ontario Library Association SuperConference.

Trustee Vogwill states that she enjoyed her time at the conference; learned a lot, and was grateful for the opportunity to attend.

7. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Minutes of the Meeting of November 14, 2018

The CEO speaks briefly about the most recent Friends meeting. The group is keen on doing more than a book sale to assist the Library, and would like to be part of the Strategic Plan. The book sale generates approximately \$2,500-\$3,000 in revenue to go toward items requested by the Library. Councillor Lauder notes that the support of the group is amazing.

b) Service Comments Form received, dated February 9, 2019

Tote bags

The CEO reports that the Library has sourced a new cotton re-usable bag. The logo will be printed on one side. 600 bags will be ordered, and the sale price per bag will be \$5, as approved by the Friends. This is a popular ask of the public.

c) Service Comments Form received, dated February 23, 2019

Disruptive patron

The CEO reports that she's received information from different people on this incident. The individual was given a copy of the Library Code of Conduct and was given one warning with explanation that a ban would be the next step if behaviour continued.

8. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer for February and March, 2019

The CEO reports that the Labour Management meeting was postponed due to the absence of the CUPE Unit Chair. The meeting will be rescheduled.

There is discussion around the process of hiring new staff, specifically, the temporary summer student positions.

ii. Public Services Report for March, 2019

The CEO draws attention to the attendance for March Break programming. The Library was at capacity for program room space during the drop-in programs. March Break was very successful at the Library.

b) Statistics: Library Systems Activities for the Month of February, 2019

There is discussion around the number of new registrations as it continues to decline.

Program attendance is still high, and in-person visits are down slightly, however, that could be due to a few early closures during inclement weather.

The CEO discusses the continued weeding process of materials in the Library, and explains the reason for it – dated material will not circulate, and the process is necessary to refresh the Library.

c) Policy Review

None.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

No report.

b) Health and Safety

No report.

c) Grievance

No report.

10. Finance

a) Treasurer's Report

There are no financials available.

11. New Business

a) Donation from the Estate of Ethel Boyd

The CEO received documents from the law firm handling the late Ethel Boyd's estate. Ms. Boyd gave \$10,000 from her estate to the Library to be used at the Library's discretion. The CEO notes that the Library is attempting to get in touch with family members to offer a formal 'thank you'.

b) Board Meeting Dates/Times

The CEO notes that it was previously discussed by the Board to hold the meetings on the second Tuesday of the month at 4:00 pm. All members agree to this day and time. The Chair notes that the Bylaws would need to be updated to reflect this change.

12. Notices of Motion

None.

13. Attachments

a) *Woodstock Budget Talks Continue*; [Heart FM](#); March 6, 2019

b) *March Break Fun*; [Heart FM](#); March 7, 2019

c) *Final Meeting Ahead of Budget Approval*; [Heart FM](#); March 8, 2019

The CEO notes that we typically attach anything Library-related that shows up in the news.

14. Adjournment

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill that the meeting adjourn.

Vision

Your Destination for Discovery

Mission

The Woodstock Public Library is a community based accessible centre that responds to changing needs by providing up-to-date resources in a welcoming environment.