

# **Woodstock Public Library Board**

## **DRAFT Meeting Minutes**

**May 14, 2019**

A regular meeting of the Woodstock Public Library Board was held on May 14, 2019 at 4:00 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  
Mayor Trevor Birtch  
Councillor Connie Lauder  
Councillor Deb Tait

**b)** The following Board members sent regrets:

none

**c)** The following persons were also present:

David Harvie, Chief Executive Officer  
Karen Scott, eBranch Manager  
Lori Peixoto, Recorder

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### **1. Call to order/Chairperson's Remarks**

The Chair called the meeting to order at 3:56 pm.

The Chair welcomed David Harvie in his new role as Chief Executive Officer of the Woodstock Public Library. Mr. Harvie started in his new position on May 13, 2019.

The Chair thanked Vice-chair Gerrie, Trustee Vogwill, and the Manager of Public Services for attending a downtown strategy meeting last week. The Library was part of the culture group, and offered insight on how to keep the downtown vibrant. A report by the consulting group will follow.

### **2. Approval of the Agenda**

#### **Motion 19-35**

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill to approve the Agenda with the addition of item 11b, at Councillor Lauder's request, Resolution

from Township of Essex re: potential cuts of library sources; and 11c, at the eBranch Manager's request, Website Update; and moving item 10b, Auditor's Report, to the top of the Agenda.

**Motion carried.**

**3. Declaration of Conflict of Interest**

None

**10. Finance**

**b) Auditor's Report**

**i) Report presented by Christene Scrimgeour, CPA, CA, BA, Scrimgeour and Company; City of Woodstock Auditor**

The Auditor presented the draft audited financial statements, explained activity in the accounts for the year, and answered questions from members of the Board.

**4. Approval of Minutes from last meeting**

**Motion 19-36**

MOVED by Councillor Tait and seconded by Vice-chair Gerrie to approve the Minutes of the Meeting of April 9, 2019.

**Motion carried.**

**5. Business Arising from the Minutes**

**a) Strategic Plan**

No report

**b) Code of Conduct**

The eBranch Manager updated the Board on posting the Code of Conduct on Floor I and Floor II – each is a poster-sized plaque, easily viewed by the public.

**c) Flooring on Floor I**

The eBranch Manager reported that after having contacted a local company, Flooring Creations, regarding the replacement of the floor on the lower level, the company responded that it was out of their scope. The eBranch Manager has

contacted Sands Flooring as they installed the carpet tiles on Floor II. The project will now be passed on to the new CEO.

**6. Board Education**

None

**7. Consideration of Correspondence**

**a) Friends of the Woodstock Public Library**

Minutes of the Meeting of April 10, 2019

The eBranch Manager reported on another successful book sale by the Friends. The group raised more than \$1,800; and was able to sell more material than in previous years.

**8. Administrative Reports**

**a) Monthly Reports**

**i) Report of the Chief Executive Officer for April and May, 2019**

The eBranch Manager reported that the Library gardens had been cleaned up and refreshed earlier that morning by local company Different Seasons.

**ii) Public Services Report for May, 2019**

The eBranch Manager noted that the Library would be announcing the Oxford Reads selection on the morning of May 15<sup>th</sup>, and invited all members of the Board to attend the launch.

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

The eBranch Manager noted the trends in Circulation as well as Programs continuing to move upward.

**c) Woodstock Public Library 2019 Annual General Meeting**

Achievements

The eBranch Manager noted that many of the highlights were captured in the Budget Presentation to Council, and spoke of the unique programming the Library offered throughout the year.

**Motion 19-37**

MOVED by Trustee Vogwill and seconded by Councillor Lauder that the Board receive the Board Report – Annual General Meeting 2019 Highlights.

**Motion carried.**

**d) Policy Review**

None

**9. Committee Reports**

**a) Southern Ontario Library Service Trustee Council**

Verbal Report

Trustee Vogwill discussed attending a SOLS workshop on governance, and noted the information provided was useful. The incoming CEO highly recommended Board members take advantage of the governance sessions offered by SOLS.

**b) Health and Safety**

No report

**c) Grievance**

No report

**10. Finance**

**a) Treasurer's Report**

**Motion 19-38**

MOVED by Councillor Tait and seconded by Trustee Silverthorn

that the DRAFT Statement of Revenues and Expenditures for the period ending April 30, 2019; and

the DRAFT Summary of Trust Account for the period ending April 30, 2019; and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending April 30, 2019, be approved.

**Motion carried.**

**b) Auditor's Report**

**ii) Draft Audited Financial Statements**

**Motion 19-39**

MOVED by Councillor Lauder and seconded by Councillor Tait

that the DRAFT 2018 Woodstock Public Library Board Financial Statements for the year ending December 31, 2018; and

the DRAFT 2018 Woodstock Public Library Board Trust Fund Financial Statements for the year ending December 31, 2018, be approved.

**Motion carried.**

**11. New Business**

**a) Southern Ontario Library Service**

Verbal Report

The eBranch Manager explained the role of Southern Ontario Library Service and Ontario Library Service – North as being an arm's length agency providing inter-library loan services, workshops, consortia purchasing, consulting, and training. SOLS is a very large support to libraries, and they're provincial funding is being cut by 50%.

The CEO gave further history of the downsizing of SOLS, and asked that the Board may wish to consider direction to the CEO to write a letter to the provincial government, requesting continued support and services provided by SOLS.

**b) Township of Essex Resolution re: Provincial Funding to Libraries**

Verbal Report

Councillor Lauder provided information sent to her from the Township of Essex, and asked the Board for support by including a resolution on the City Council Agenda.

**Motion 19-40**

MOVED by Councillor Tait and seconded by Councillor Lauder that the Board include the Township of Essex Resolution re: Provincial Funding to Libraries on the Agenda for the City Council meeting in June, 2019.

**Motion carried.**

The Board noted the significance of the role SOLS plays with libraries, particularly with the smaller libraries.

**Motion 19-41**

MOVED by Councillor Tait and seconded by Trustee Silverthorn that the Board direct the CEO to draft a letter requesting Provincial reinstatement of funding to the Ontario Library Service (North and South) agencies to, at a minimum, 2017-18 funding levels, in order for these agencies to continue their day-to-day support of Ontario Public Library Services, and to continue to maintain base funding for Ontario Public Libraries.

**Motion carried.**

**c) New Website**

Verbal Report

The eBranch Manager updated the Board on the Library's new website. The eBranch Manager had aimed to complete the project prior to her departure, and the Board thanked her for moving it to completion so quickly.

**12. Notices of Motion**

None

**13. Attachments**

a) *Charging stations come to library*; Woodstock Sentinel Review; April 8, 2019

b) *Budget Cuts Already Impacting Oxford County Libraries*; Heart FM; April 22, 2019

c) *Major Budget Cuts to Library Services*; Heart FM; April 23, 2019

d) *Oxford County to miss loan program: Librarian*; Kathleen Saylor; April 26, 2019

e) *Five reasons why it's important to fund public libraries: Kitchener Public Library CEO*; Waterloo Region Record

**14. Next Meeting**

Tuesday, June 11, 2019 at 4:00 pm

The Chair thanked the eBranch Manager for all of her efforts over the past nine months, and noted she has done a wonderful job. The Board is very appreciative, and wishes her all the best.

**15. Adjournment**

**MOVED** by Councillor Tait and seconded by Councillor Lauder that the meeting adjourn at 5:10 pm.

***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.