

DRAFT Agenda
Woodstock Public Library Board
November 12, 2019

Date: Tuesday, November 12, 2019
Place: Library Meeting Room
Time: 4:00 p.m.

- 1. Call to Order/Chairperson's Remarks**
- 2. Approval of the Agenda**
- 3. Declaration of Conflict of Interest**
- 4. Minutes of the Meeting of October 8, 2019**
- 5. Delegations/Speakers**
 - a) None**
- 6. Business Arising from the Minutes**
- 7. Board Education**
 - a) Public Library Act (PLA)**
- 8. Consideration of Correspondence**

For Information

 - a) Friends of the Library**
 - i) Minutes of the Meeting of September 11, 2019
- 9. Reports**

For Information

 - a) Monthly Report**
 - i) Report of the Chief Executive Officer for October, 2019
 - ii) Report of the Manager of Public Services for October, 2019
 - b) Statistics**

Not available
 - c) Southern Ontario Library Service Trustee Council**
 - i) Verbal Report – Trustee Vogwill
 - d) Health and Safety**

None

10. **Finance**
 - a) **Treasurer's Report**
Not available
 - b) **2020 Capital Budget**
 - i) Revised Version
 - ii) Draft (attached)
11. **New Business**
 - a) **Policy Development**
 - i) Board Procedural Bylaw Revision Review Report and Draft (attached)
 - b) **Other Business For Which Notice Has Not Been Given**
12. **Attachments**
 - a) Art Gallery/Library MOU – Woodstock Sentinel Review – October 24, 2019
 - b) Newspaper article – Toronto Public Library – Meghan Murphy Room Rental
 - c) Success of Libraries Within Oxford County

13. **Committee of the Whole In-camera**

14. **Next Meeting**
Tuesday, December 10, 2019

15. **Adjournment**

Dates to Remember

Oxford Reads Event – Market Centre Theatre Woodstock – November 9, 2019
Library Staff Training Day – Library closed to the public – November 11, 2019

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.

Woodstock Public Library Board

DRAFT Meeting Minutes

October 8, 2019

A regular meeting of the Woodstock Public Library Board was held on Tuesday, October 8, 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
Councillor Connie Lauder

b) The following Board members sent regrets:

Mayor Trevor Birtch
Councillor Deb Tait

c) The following persons were also present:

David Harvie, Chief Executive Officer
Lori Peixoto, Recorder

d) The following guests were present:

Mary Reid, Director/Curator Woodstock Art Gallery

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:02 pm.

The Chair noted that Lindsay Harris, newly hired Manager of Operations, was present at the meeting.

Ms. Harris introduced herself to the Board, and briefly discussed her various roles prior to being hired for Woodstock Public Library.

The Board welcomed Ms. Harris to Woodstock Public Library, and the Chair, on behalf of the Board, wished her much success in her new position.

2. Approval of the Agenda

Motion 19-54

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Minutes of the Meeting of September 10, 2019

Motion 19-55

MOVED by Trustee Vogwill and seconded by Vice-chair Gerrie to approve the Minutes of the meeting of September 10, 2019.

Carried.

5. Delegations

a) Woodstock Art Gallery

Carol McWilliam, Past Board Chair

Mary Reid, Director/Curator

Memorandum of Understanding – WAG/WPL Partnership

The Director of the Woodstock Art Gallery (WAG) provided regrets on behalf of the WAG Past Board Chair.

The Director of the WAG provided a brief history of the relationship between the Library and the Gallery, and explained the importance of formalizing a partnership between the two organizations by way of signed Memorandum of Understanding of both the Woodstock Art Gallery Board and Woodstock Public Library Board.

Motion 19-56

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to endorse a partnership agreement between the Woodstock Art Gallery and Woodstock Public Library.

Carried.

All Board members agreed that the community benefits from partnerships within the City, and the Board Chair signed the Memorandum of Understanding on behalf of the Woodstock Public Library Board.

The Director of the WAG thanked the Library Board for their support.

6. Business Arising from the Minutes

None.

7. Board Education

The CEO made a presentation to the Board, entitled 'Library Board Orientation'. The CEO noted that the Board should review and revise, if necessary, every policy once through the tenure of the Board. The CEO provided a tentative schedule of Board Education for future meetings.

Trustee Vogwill noted that the Board is tasked with understanding the unique needs of the community. The CEO referred to the Board's Strat Plan as the tool in which to determine the community's needs.

Discussion was had regarding fees that can and cannot be charged for library services. The Act states that circulated materials cannot be charged a fee, and WPL does try to keep programming free of charge. The exception would be for cost-recovery for materials.

Further discussion was had regarding the previous motion to set a fee for wireless hotspots in a past meeting. The CEO discussed the idea behind loaning wireless hotspots in lessening the divide for all to access information equally in the community. The CEO will look into the budget line as well as the past motion approving a fee for wireless hotspots, and bring back to the Board at a future meeting.

8. Consideration of Correspondence

a) Minutes of the Friends of the Woodstock Public Library

i) Meeting of May 8, 2019

ii) Meeting of June 12, 2019

The CEO stated that he would be in attendance at the meeting of the Friends on Wednesday, October 9th.

There were no other questions or comments.

9. Administrative Reports

a) Monthly Report of the Chief Executive Officer for September, 2019

The CEO reported that the brick reappointment work, which falls under the umbrella of the City's Engineering Department, will be rescheduled for next year. The Library's boilers are due for replacement next year, however, Engineering will be requesting of Council that this be moved to this year due to the failure of the heat exchanger in one.

The CEO noted that he has been getting out in the community on a regular basis, and is looking forward to meeting the newly appointed Chief of Police.

The CEO reported that the application has been submitted for the Public Libraries of Ontario Grant.

The CEO was asked to provide further information regarding services for patrons with print disability. The CEO discussed services offered by both NELS and CELA, and noted that the Library is in partnership with CELA due to its very efficient system. The Library currently has 29 patrons using this service, and the borrowed items last year totaled around 2,000.

i) Update on Cyber Incident on City and Library Networks

The CEO reported that on the afternoon of September 19, 2019, an email was sent to all City staff to turn their computers off immediately due to a high level of unusual network activity. The City confirmed they were the target of a cyber incident, and the Library's network files and email had also been affected. All computers are currently in quarantine, and staff have since been working off of the public wifi, using clean computers and laptops, although staff continue to have no access to network files and email to date. The CEO reported that the Library is waiting on the City and IT Consultants to install scanning software on all systems to ensure they are clean. The CEO stated that no personal data was transferred or lost. Library software resides in the Cloud, and is maintained offsite. The Library systems were not breached, but could have been infected. The Library is continuing to provide service to the community as best we can, but we have had to cancel some tech programs.

b) Report of the Manager of Public Services for September, 2019

The CEO reported on a new round of programming for the Library. The CEO attended the Teen Advisory Group (TAG) meeting this week, and discussed a new 'reading buddy' program being offered by the group.

c) Statistics

There is no report on statistics due to the cyber incident.

10. Committee Reports

a) Southern Ontario Library Service Trustee Council

Trustee Vogwill stated that there is nothing new to report. There is a SOLS Trustee Council meeting next month in St. Thomas ON, and Trustee Vogwill will attend.

b) Health and Safety

Motion 19-57

MOVED by Vice-chair Gerrie and seconded by Trustee Vogwill to receive the Minutes of the Joint Health & Safety Committee of June 21, 2019.

Carried.

11. Finance

a) Treasurer’s Report

There is no financial report due to the cyber incident.

12. New Business

a) Work Plan 2020

The CEO further discusses the information noted in the Work Plan Board Report, and seeks Board direction on what they would like to see achieved in the next year. Discussion was had regarding approximate costs of various items.

b) 2020 Budget – New Initiatives & Projects (Draft)

The CEO directs Board members’ attention to the draft report outlining costs for capital projects.

Discussion was held regarding the Teen Space, and the need to start with having discussion with teens that would be using the space. With a feasibility study and the need for expansion in the future, the focus should be on temporary changes made to create a space.

The CEO notes the need for an additional position in an Outreach Librarian. The Library cannot provide additional outreach with current staffing numbers. The Library needs to be in the community more, promoting our services. There are opportunities begging for the Library to be present. This position would also assist with external agencies.

The CEO presented the following items for consideration of the Board for the 2020 Capital Budget:

Building Expansion Feasibility Study	\$100,000
Teen Space Renovation	\$50,000
Children’s Area Carpeting	\$27,000

Lobby Tile Repair	\$10,000
Self-check Stations Replacement	\$47,000
Adult Change Station.....	\$10,000
Less 2019 Consulting Surplus	-\$90,000
TOTAL	\$154,000

Funding source for the above items is Library Reserves.

Motion 19-58

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill that the Board approve the total request of \$154,000 for the 2020 Capital Budget.

Carried.

Trustee Silverthorn noted that the Board will have to make a motion in November/December to direct Treasury to move funds from the Reserves.

c) Other Business For Which Notice Has Not Been Given

The Chair asked Trustee Vogwill for an update on the Downtown Improvement Plan.

Trustee Vogwill reported that both she and the Library’s Manager of Public Services attended consultation and outcome meetings. The City’s Economic Development commissioned this project. The consultants conveyed that keeping interest in the downtown equates to events. People need to have a reason to go downtown, and turn it into a destination. The consultant will submit a formal report to Council, and that’s where the process has been left.

13. Committee of the Whole In-camera

The Board did not move into the Committee of the Whole In-camera.

14. Next Meeting

November 12, 2019

15. Adjournment

Moved by Councillor Lauder that the meeting adjourn at 5:45 pm

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Dates to Remember:

Oxford Reads Gala Event – Saturday, November 9 at 7:00 pm – Marketplace Theatre
Staff Training Day – November 11th – Library closed



Friends of the Woodstock Public Library
September 11th, 2019

Present: Marlene Turkington (Chair) Tracy Hulet
Frances Pawsey (Vice-Chair) Kathy Richards
Marion Baker (Secretary) Sharron Skevington
Isobel Cosyn Sylvia Weiser-Sutherland
Christina Cullen Heather Wilks
Tina deBeer Diana St. Clair
Diana Gorbould Gerry Wormald
Also present: David Harvie (Library CEO) Darlene Pretty (Manager
(of Communications)
Regrets: Karen Wettlaufer, Peter Ruehlicke, Jan Post, Krista Versteeg, Mark Waud,
Laura Schneider

Chair Marlene Turkington called the meeting to order at 5: 15 p.m.

Moved by Marion Baker, seconded by Sylvia Weiser-Sutherland that the agenda for this meeting be approved as presented. Carried.

Moved by Isobel Cosyn and seconded by Tina deBeer that the minutes of the May 9th, 2019 meeting be accepted. Carried.

Business Arising: See New/Unfinished Business

Updates/Reports:

Membership:

The roll was called by secretary Marion Baker.

Financial Report:

In the absence of Laura Schneider the financial report was given by Marlene.

Petty Cash	\$260.12
TD Account	\$6,398.44
Scotiabank:	
Chequing account	\$4,073.03
Savings account	\$1,000.00
2 GICs	\$7,125.18 (slight increase from last month)
Total	\$18,856.77

Expenses:

June: supplies for pot-luck: \$31.08
June 28th: service charge \$3.00
June 29th: supplies for summer reading program: \$434.02
July 31st: service charge \$3.00

Note: There are no outstanding cheques.

Marlene reported the discussion the Executive had regarding investing in "The Square" which can be used on a phone or tablet to take money by debit. An informational sheet was passed round and we will decide at the next meeting if we should invest around \$100.00 to avoid the fees charged when we put cash into our bank account.

The Executive is still looking into bank accounts to ensure we have the best deal.

Correspondence: Marlene read a letter of thanks from CEO David Harvie for the summer reading prizes.

Many thanks to Darlene Pretty for the sign of recognition she made up.

Marlene gave a summary of the meeting on August 6th with the new CEO David Harvie. The discussion included a history of Friends, our constitution, membership and book sales. Requests for funding, storage and donated books were also discussed.

Facebook Update: In the absence of Krista Versteeg, Marlene presented the written report. Our FB page is growing and we are at 61 likes. Many Friends "share" the page and spread the word. Krista asks that we keep liking and sharing the page.

Book Sale Sorter's Report:

Marlene reported the need for more donations. We have 60 boxes 2,198 books sorted. We need a minimum of 100 boxes and Marlene stressed the need to keep asking for donations. She showed the book mark made by Noelle.

Krista Versteeg's report as Book Sale Chair: there are plans to have BOGO sales throughout the day. She plans to meet with the committee to improve customer flow. There will be no draws etc. Tables to be color-coded as well as using the book sale stands to designate type of books etc.

Darlene has indicated the room will be freed up on Friday for set-up.

Sign-up sheets were passed around and will be available again at the next meeting.

Library CEO's report:

David has an introductory page in What's on Woodstock. He reported a very successful summer reading program, our donation of prizes really helped. He spoke about various library programs including CELA and the fact that we receive about 30,000 visits per month for all programs.

A new night cleaner has been hired as well as a new Manager of Operations: Lindsay Harris.

Darlene Pretty also reported on the success of all summer programs for young people and the fact that the library no longer charges for these programs is helping. The Book Club at Oxford Gardens was a great success for the residents as well as the attendees.

All current Library programs are included in What's on Woodstock.

TIFA: October 25th: authors Roselle Lim, Susan Swan, Drew Hadyn Taylor will be attending. Tickets on sale now: \$15.00

Marlene thanked David and Darlene for their informative reports.

New/Unfinished Business:

Nomination Committee: Isobel Cosyn presented the nominations:

Marion Baker: Secretary 2 year term

Marlene Turkington: Chair: 1 year term

Chair's term is one year to coincide with the Vice Chair term.

Laura Schneider remains as Treasurer for one year

Frances Pawsey remains as Vice Chair for one year.

Nominations will be taken from the floor in November.

A motion was made to amend the term of chair to a one year term rather than two. Moved by Heather Wilks, seconded by Christina Cullen. Carried.

Isobel's report was approved as presented.

Promotional Ideas for 20th Anniversary year:

Motion presented by Marlene to celebrate the 20th year of the Woodstock Friends it is moved that there be no membership fees required to join for 2020. This includes present and new members.

Moved by Sylvia Weiser-Sutherland, seconded by Christina Cullen. Carried.

A motion to revise the Constitution was presented:

Moved by Tracy Hulet, seconded by Kathie Richards. Carried.

Marlene presented a quick overview of Those Were the Days 2006/2007.

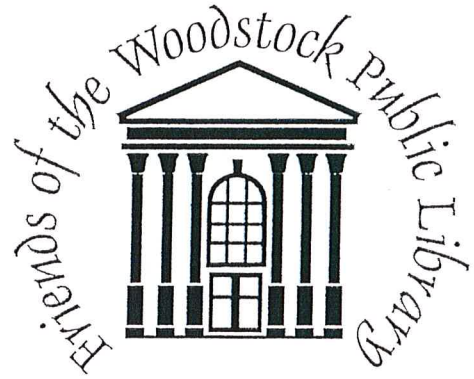
There being no further business, the motion to adjourn was made by Isobel Cosyn and carried at 6:23pm.

Next meeting October 9th, 2019

Marlene Turkington, Chair

A handwritten signature in cursive script, appearing to read "Marlene Turkington", written over a horizontal line.

Friends of
the Library



Big Big Book Sale

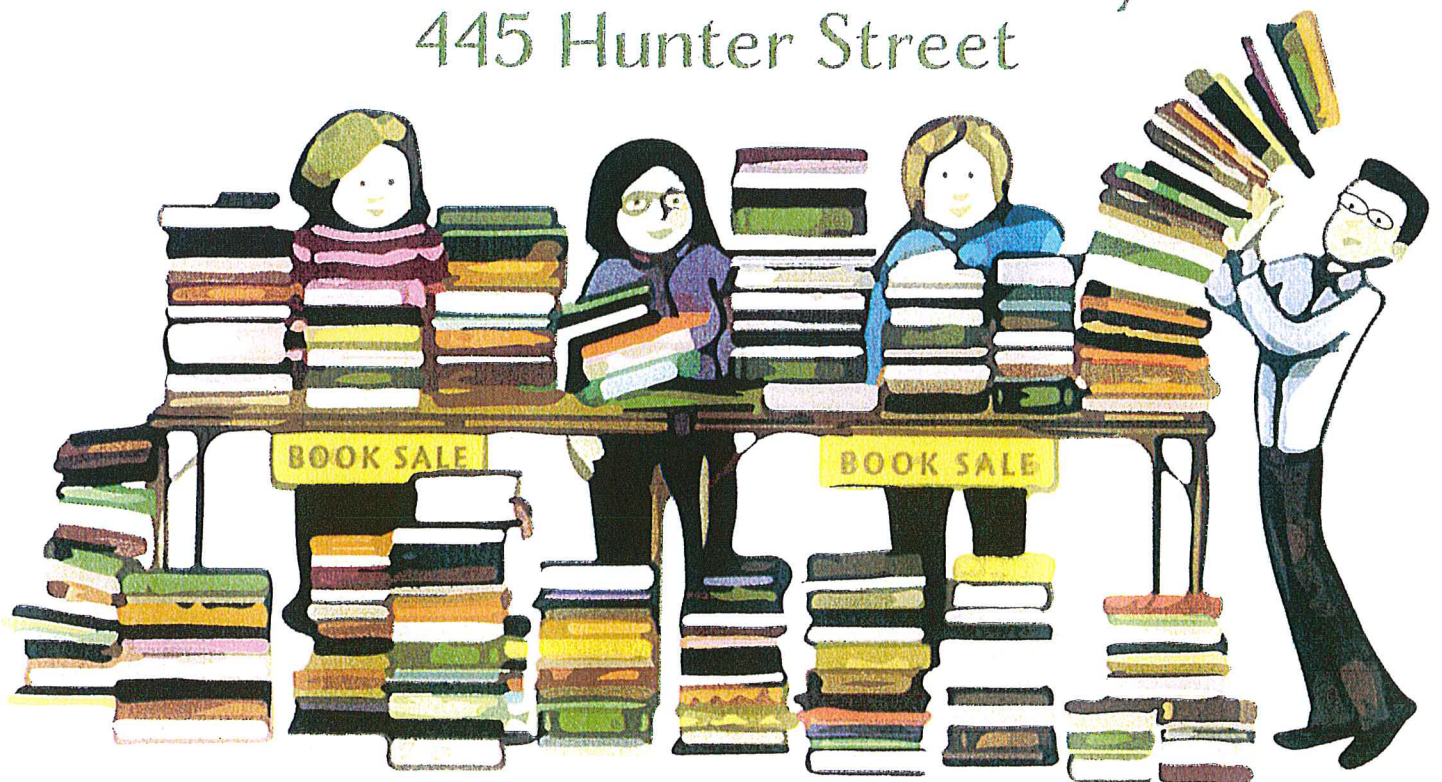
2 DAYS ONLY!

Saturday, Nov 2
10:00am-4:00pm

Sunday, Nov 3
1:00-4:00pm

CASH ONLY

Woodstock Public Library
445 Hunter Street





WOODSTOCK PUBLIC LIBRARY

Subject:	CEO Report – October 2019
Action:	For Information
Prepared By:	David I. Harvie, Chief Executive Officer
Meeting Of:	November 12, 2019

Cyber Incident Update (As of 4 November 2019)

The Library continues to be affected by the September cyber incident at the City of Woodstock. The Library is still utilizing ad hoc means to enable circulation services. All Library servers have been found to be virus free, and we now have access to our files. Only three staff computers have been declared as “clean” by City IT, with the remaining staff workstations awaiting scanning and certification as virus free. City IT has recreated our mailboxes on the City email server, and Library staff now have access to email via Outlook Web Access (OWA). Unfortunately in-coming email attachments are temporarily not available at this time as a security precaution. This has impacted our ability to report usage statistics, as many electronic resources provide automatic monthly statistics via email attachments. The public Internet stations and in-house online public access catalogues are still unavailable, as they are awaiting the installation and scanning of anti-virus software. City Treasury was able to ensure that Library staff were paid during this period of disruption.

Contribute Vibrant Spaces

The Friends of the Woodstock Public Library held their Autumn Book Sale in the Programming Room of the Library on November 2nd and 3rd.

City Council approved the replacement of the Library’s boilers on October 17th. A tender will be issued for competitive bids, and the project will be funded from City Building reserves.

Six new “flip-top” tables, purchased through the generosity of a local Woodstock couple, have arrived and are in use in the Programming Room.

Four Bergere chairs have been re-upholstered and returned to service for the public.

Strengthen Our Community

The Lit on Tour Woodstock Event was held on October 25th in partnership with Toronto Festival of Authors. There were 101 attendees at the author readings at the Knox Presbyterian Church and following Library reception.

The new Memorandum of Understanding between the Woodstock Art Gallery and Woodstock Public Library appeared in the *Woodstock Sentinel-Review Newspaper* on October 24th.

Reinforcing Our Capabilities

Library Board Trustee Vanessa Vogwill, the Library CEO, and members of the Oxford County Library Board and Library Administration, met with Minister Ernie Hardeman MPP for Oxford, on October 11 at the Ingersoll Branch Library, to discuss issues facing public libraries. The information sheet entitled “The Success of Libraries Within Oxford County” was given to the Minister Hardeman.

The Library CEO met with Chief Daryl Longworth of the Woodstock Police Services on October 16th to discuss topics of mutual interest and concern.

The Library CEO and Manager of Public Services joined representatives from Oxford County Library and consultants from Monteith Brown Planning on October 18th, to identify and discuss areas of possible efficiencies between the two libraries as part of the Regional Review Study of the County and City.

All Library employees are scheduled for cyber security training in November.



WOODSTOCK PUBLIC LIBRARY

Subject:	Public Services Report for October, 2019
Action:	For Information
Prepared By:	Darlene Pretty, Manager of Public Services
Meeting Of:	November 12, 2019

Contribute Vibrant Spaces

As part of the Lit on Tour festivities, the Library partnered with the Woodstock Art Gallery to install an art exhibit on the second floor, featuring the works of John Hartman. "Many Lives Mark This Place" features the portraits of Canadian authors in their chosen landscapes, and will be coming to the WAG in 2022.

Strengthen Our Community

On November 4, I represented the Library at the 4th Annual Brain Busters Evening put on by the Alzheimer's Society of Oxford. These types of expos provide a good opportunity to promote Library events and programs.

Reinforcing Our Capabilities

Gillian Green, Information Services Librarian, and I attended the Community Led Think Tank at London Public Library on October 3, 2019. Many community led initiatives at libraries throughout Ontario were featured, and I attended seminars on services for aging populations and bibliotherapy. Keynote speaker, Marcus Logan, spoke on how libraries can work to build trust and inclusivity for the LGBTQ+ community. The Think Tank ended with an informative panel discussion on mindful communities.

Woodstock Public Library

04-Nov-19

2020 Budget - New Initiatives and Projects

Capital Budget - New Projects

Item	Estimate	Funding Source	Procurement Method
Building Expansion Feasibility Study	\$100,000	Library Reserves	Tender
Teen Space Renovation	\$50,000	Library Reserves	Written Quotations For Items
Childern Area Carpeting	\$27,000	Library Reserves	Tender
Lobby Tile Repair	\$10,000	Library Reserves	Wrtiten Quotations
Self-Check Stations Replacement	\$47,000	Library Reserves	Single Source
Adult Change Table	\$12,500	Library Reserves	Tender - With Parks and Rec
TOTAL	\$246,500		

Operating Budget - New Initiatives

Item	Estimate	Funding Source	Procurement Method
Outreach Librarian Position FT - Salary & Benefits	\$80,500	Tax Levy	
ILLO Courier & ILLO Postage	\$12,000	Tax Levy	
Catalogue Upgrade and Enhancements	Awaiting Quotation	Tax Levy	Consortium Purchase via OLC
TOTAL	\$92,500		

Notes

Draft Capital Budget approved by Library Board at October 8th Board Meeting.

Cost of Adult Change Table increased from \$10,000 to \$12,500 after estimate provided by City Parks and Rec

Building Expansion Feasibility Study not conducted in 2019. Surplus funds of ~ \$90,000 available to fund Building Study in 2020.

New Initiatives listed in Operating Budget are pending review and approval by Library Board.



WOODSTOCK PUBLIC LIBRARY

Subject:	Policy Development & Review – Library Board Procedural By-laws
Action:	For Review and Approval
Prepared By:	David I. Harvie, Chief Executive Officer
Meeting Of:	November 12, 2019

Background

In accordance with the recently approved Policy Development Policy (10 Sept 2019), the Library Board Procedural Bylaw has been re-written and reformatted for the Board's review and approval.

Recommendation

Recommended changes made to the existing Board Procedural By-laws (August 21, 2015) include:

- A new standardized format.
- Additions of **Definitions**.
- Removal of the **Preamble** and replacement with a **Policy Statement and Scope**.
- Removal of the *Mandate, Vision and Mission* sections, since these articles may change due to new strategic plans or directions of the Board.
- The election of the Board Chair is recognized as being for the term of the Board. (6.1.2).
- The election of the Board Vice-chair is recognized as being for the term of the Board. (6.2.2).
- **Location and Time of Meetings** (4.2) has been removed since the Board no longer meets on the 3rd Tuesday of the Month. The new policy gives the Board more flexibility of scheduling meeting dates and time within the requirements of the PLA – See 8.0 Meetings of the Board in the new proposed policy.
- A section on **Resignation of Board Members** (2.9) has been included under the Section 2.0 - Composition of the Board.
- **Section 4.3 Notification of Meeting** has been rewritten and moved to 8.6 Agenda, (c), and adds the requirement to post the meeting agenda on the Library's website.
- **Section 4.4 - Call First Meeting** moved to **Section 7.1.3**.
- **Section 4.5 Annual General Meeting** has been removed. There is no requirement to hold an AGM.

- **Section 4.6 - Order of Business** has been removed to provide the Board more flexibility in its regular meeting agenda.
- **Section 4.7 - Committee of the Whole** has been rewritten and moved to **Section 8.1.5 – Meetings of the Board**.
- **Section 4.8 - Meeting Procedures** has been rewritten and moved to **8.2 - Order of Proceedings**.
- **Section 4.9 - Attendance** has been rewritten and moved to **8.4 - Attendance at Meetings**.
- **Section 4.10 - Conflict of Interest** will be moved to the new Policy on *Board Member Code of Conduct*. Recent changes in legislation under the *Municipal Act* require a more detailed and robust policy in regards to conflict of interest and integrity.
- **Section 4.11 - Delegations** has been moved to **7.6 – Delegations**.
- **Section 4.12 - Quorum** has been rewritten and moved to **7.3 – Quorum**.
- **Section 4.13 - Voting** has been rewritten and moved to **7.9 – Voting**.
- **Section 4.14 - Rules of Order** moved to **7.2.1 - Parliamentary Authority**
- **Section 4.15 - Chair’s Procedures** has been rewritten and moved to **7.2.3 - Chairing the Meeting**.
- **Section 4.16 - Public Conduct** was moved to **7.5 - Public Conduct at Board Meeting**.
- **Section 5 - Motions** was moved to **7.8 – Motions**.
- **Section 6 – Minutes and Agenda** – has been rewritten and moved to **Sections 7.7 Agendas and 7.10 Minutes**.
- **Section 7 – Board Committees** has been rewritten and moved to **8.0 Committees of the Board**. Mention of the Standing committees of Health and Safety and Grievance have been removed from the bylaw. Going forward, reports from the Joint Health and Safety Committee will appear under Administrative Reports of the Agenda.
- **Section 8 – Review and Amendments to the By-law** has been rewritten. **Sub-section 8.1 Conflicts** has been moved to Section 1.4. Sub-sections **8.2 Review**, **8.3 Amendments** and **8.4 Effective Date** have been moved to **Section 10.0 Amendments** of the new Bylaw.
- A **Related Documents and Policies** section has been added.



Woodstock Public Library Policy

Policy Name: Board Procedural By-law

Category: Governance

Version: 12 November 2019

POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide a statement of authority and identify key objectives respecting the procedural by-laws of the Woodstock Public Library Board.

SCOPE

This policy shall apply to the Woodstock Public Library and the Woodstock Public Library Board.

DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply:

“Board” means the Woodstock Public Library Board.

“CEO” means the Chief Executive Officer of the Woodstock Public Library.

“City” means the Corporation of the City of Woodstock.

“City Clerk” means the Clerk of the Corporation of the City of Woodstock.

“Council” means the Council of the City of Woodstock.

“Library” means the Woodstock Public Library.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 Statement of Authority

The Woodstock Public Library Board bears legal responsibility for the Library by ensuring that it operates in accordance with the Public Libraries Act, R.S.O. 1990, c P.44. The purpose of this section is to define the legal authority of the Board.

- 1.1 In accordance with the Public Libraries Act, s. 3(1), the Council of the municipality of the City of Woodstock has established the City of Woodstock Public Library by the adoption of City By-law 8657-11.
- 1.2 The City of Woodstock Public Library is appointed by the Council of the City of Woodstock. In accordance with the Public Libraries Act, s. 3(3), the Woodstock Public Library Board is a corporation in its own right and is responsible for the management and control of the City of Woodstock Public Library.
- 1.3 The responsibilities of the Board to Council and Council to the Board are laid out in the Public Libraries Act.
- 1.4 This by-law shall be observed for the order and dispatch of business and shall regulate the conduct and duties of its members and officers. Where there is any conflict between this by-law and the Public Libraries Act as amended or other acts, the relevant legislation shall take precedence.
- 1.5 The Head Office of the Board shall be at the Woodstock Public Library; 445 Hunter Street, Woodstock, Ontario, N4S 4G7, or as amended from time to time.

2.0 Composition of the Board

Where required, the Library Board adheres to the Public Libraries Act, R.S.O. 1990, c. P44 as it relates to its composition. The purpose of this section is to guide City Council's appointment process and the Library Board's appointment of its officers.

- 2.1 The Public Libraries Act, s. 9(1) prescribes a board of no fewer than five (5) members and gives the municipality the power to make appointments. In accordance with City of Woodstock By-law 9251 (November 1, 2018), City Council endorses a board to seven (7) members, that consists of:
 - a) four (4) citizen members of the municipality, who are qualified under the Public Libraries Act, and
 - b) three (3) members of City Council.
- 2.2 In accordance with the Public Libraries Act, s. 10(4), City Council will appoint all Library Board members as new at the first meeting of Council in each term.
- 2.3 In accordance with Public Libraries Act, s. 10(2)(a), City Council shall not appoint more of its own members to the Library Board than the number that is one less than a majority of the Board.
- 2.4 In accordance with the Public Libraries Act, s. 10 (3), a Library Board member shall hold office for a term concurrent with the term of the appointing City Council, or until a successor is appointed.
- 2.5 A Library Board member may be re-appointed for one or more terms.

- 2.6 A Library Board member seeking re-appointment must follow the same process of application for consideration as for new candidates to the Board.
- 2.7 In accordance with the Public Libraries Act, s. 13, any member of the Library Board will be disqualified, if they:
- a) are convicted of an indictable offence;
 - b) become incapacitated;
 - c) are absent from the meetings of the Board for three (3) consecutive months without being authorized by a Board resolution;
 - d) cease to be qualified for membership under clause 10(1)(c) of the Public Libraries Act; or
 - e) otherwise forfeits his or her seat.
- 2.8 In accordance with the Public Libraries Act, s. 13, if any members of the Library Board are disqualified from holding office, the remaining Board members shall forthwith declare the seat vacant, and notify City Council accordingly.
- 2.9 In accordance with the Public Libraries Act, s. 12, when a vacancy arises in the membership of the Library Board, City Council shall promptly appoint a person to fill the vacancy, and to hold the office for the unexpired term, except where the unexpired term is less than forty-five days. The new appointment's term will be concurrent with the term of the Library Board.
- 2.10 Resignations from the Board should be presented in writing to Library Board Chair, with a copy for the City Clerk.

3.0 Purpose of the Board

The purpose of the Woodstock Public Library Board is to govern the affairs of the public library in service to the community. The purpose of this section is to set out the work of the Library Board, and the ways in which the Board achieves its purpose.

- 3.1 The Library Board oversees the development of a comprehensive and efficient public library service by:
- a) expressing the Library's philosophy and values;
 - b) articulating the Library's vision, mission, and priorities;
 - c) evaluating results of activities and services used to achieve goals;
 - d) setting policies on governance and service;
 - e) delegating authority to the Chief Executive Officer (CEO) and evaluating her/his performance;
 - f) planning for further library development;
 - g) securing the resources to achieve the intended results; and
 - h) advocating for Library service.

3.2 The Library Board governs effectively by:

- a) representing the interests of the community;
- b) engaging the community in determining responsive and dynamic library services;
- c) acting as a bridge between the Library and the Council;
- d) working collaboratively with the CEO and the Council;
- e) setting an annual Board agenda that reflects current goals and strategic issues;
- f) working proactively and making decisions that focus on the Library's future and place in the community; and
- g) evaluating the Library Board's own performance.

4.0 Powers and Duties of the Board

The Library Board bears the legal responsibility for the City of Woodstock Public Library. The powers and duties of the Board are prescribed in the Public Libraries Act, R.S.O. 1990, c. P44, to which this By-law adheres.

4.1 In accordance with the Public Libraries Act, s. 20, the Woodstock Public Library Board:

- a) shall seek to provide a comprehensive and efficient public library service that reflects the community's unique needs;
- b) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations;
- c) may operate special services in connection with a library as it considers necessary;
- d) shall fix times and places for Board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
- e) shall make annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time;
- f) shall make provision for insuring the Board's real and personal property;
- g) shall take proper security for the treasurer; and
- h) may appoint such committees as it considers expedient.

5.0 Duties and Responsibilities of Individual Board Members

The Woodstock Public Library Board expects its members to understand the extent of their authority, and to use it appropriately. The purpose of this section is to set out the obligations of individual Library Board members. Additional information concerning the code of conduct and executive limitations of Board members are detailed in the Library Board Members' Code of Conduct Policy.

- 5.1 Each Board member is expected to become a productive participant in exercising the duties of the Board as a whole.
- 5.2 Individual members of the Board are responsible for exercising a Duty of Diligence as follows:
- a) be informed of legislation under which the Library exists, Board by-laws, mission, vision and values;
 - b) be informed about the activities of the Library and the community and issues that affect the Library;
 - c) attend Board meetings regularly and contribute from personal, professional and life experience to the work of the Board;
 - d) be prepared for all Board meetings and use meeting time productively; and
 - c) adhere to the regulations of the Municipal Conflict of Interest Act R.S.O. 1990, c. M50.
- 5.3 Individual members of the Board are responsible for exercising a duty of loyalty to the Board.
- 5.4 Individual members of the Board are responsible for exercising a “Duty of Care”, as follows:
- a) promote a high level of library service;
 - b) consider information gathered in preparation for decision making;
 - c) assume no authority to make decisions outside of Board meetings;
 - d) know and respect the distinction in the roles of the Board and the staff;
 - e) respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information; and
 - f) resist censorship of library materials by groups or individuals.

6.0 Terms of Reference of Officers

The Woodstock Public Library Board elects and appoints officers. The officers must ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with the appropriate legislation and prescribe rules of procedure. The officers are the Chair, the Vice-Chair, the Secretary, the Treasurer and the Chief Executive Officer (CEO). This By-law outlines the responsibilities of these officers.

6.1 Terms of Reference of the Chair

- 6.1.1 In accordance with the Public Libraries Act, R.S.O. 1990, c. P44 s. 14(3), a Board shall elect one of its members as Chair at its first meeting in a new term.
- 6.1.2 The term of the office for the Chair of the City of Woodstock Public Library shall be for the term of the Board.

6.1.3 The Chair leads the Board, acts as an official representative of the Library, ensures the proper functioning of the Board, and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the Board.

6.1.4 The Chair will:

- a) preside at regular and special meetings of the Board;
- b) set the agenda in consultation with the CEO;
- c) ensure that business is dealt with expeditiously, and help the Board work as a team;
- d) in accordance with the Public Libraries Act, s. 16(6), vote on all questions;
- e) act as an authorizing signing officer of all documents pertaining to Board business;
- f) co-ordinate the CEO evaluation process;
- g) share with the CEO the responsibility for conducting Board orientation;
- h) co-ordinate the Board's evaluation process;
- i) represent the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board; and
- j) not commit the Board to any course of action in the absence of the specific authority of the Board.

6.2 Terms of Reference of the Vice-chair

6.2.1 The election of the Vice-chair shall take place at the first meeting in a new term of the Board.

6.2.2 The term of the office of the Vice-chair of the Woodstock Public Library Board shall be for the term of the Board.

6.2.3 In accordance with the Public Libraries Act, s. 14(4), the Board, in the absence of the Chair, may appoint an acting Chair. The Vice-chair is deemed to be appointed acting Chair in the absence of the Chair.

6.3 Terms of Reference of the Secretary

6.3.1 The Chief Executive Officer of the Woodstock Public Library shall serve as Secretary to the Board.

6.3.2 In accordance with the Public Libraries Act, s. 15(3), the Secretary will: conduct the Board's official correspondence; and keep minutes of every meeting of the Board. In addition, the Secretary will:

- a) prepare the agenda prior to each Board meeting, in cooperation with the Board Chair;
- b) distribute the agenda, with all reports and enclosures, to all Board members prior to the relevant Board meeting; and
- c) distribute the minutes to all Board members not less than three days prior to the next Board meeting.

6.4 Terms of Reference of the Treasurer

6.4.1 In keeping with the degree of financial integration of the Woodstock Public Library Board with the City of Woodstock, the City of Woodstock Treasurer shall be the Treasurer to the Board.

6.4.2 The Treasurer is responsible for all the financial record-keeping of the Board. In accordance with the Public Libraries Act, s. 14(4), the Treasurer will:

- a) receive and account for all the Board's money
- b) open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board;
- c) deposit all money received on the Board's behalf to the credit of that account or accounts; and
- d) disburse the money as the Board directs.

6.4.3 In addition, the Treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the Board.

6.5 Terms of Reference of the Chief Executive Officer (CEO)

6.5.1 In accordance with the Public Libraries Act, s. 15(2), the Woodstock Public Library Board appoints the CEO, who shall attend all board meetings.

6.5.2 The Board delegates the authority for management and operations of services to the CEO.

6.5.3 As an officer of the Board, the CEO:

- a) does not vote on Board business;
- b) sits ex-officio on all the committees of the Board, and acts as a resource person;
- c) assists and supports the Board at the presentation of the Library budget before the Council;
- d) reports directly to the Board on the affairs of the Library, and makes recommendations he or she considers necessary; and
- e) interprets and communicates the Board's decision to the staff.

7.0 Meetings of the Board

Board members must meet regularly to ensure the proper governance of the Library, and to conduct the business of the Board. Since the Board 'as a whole' has the authority to act, and not individual members, the Board meeting is the major opportunity for the Board to do its work – to make decisions, solve problems, educate Board members, and plan for the future and review monitoring or evaluation material submitted by staff. This policy sets procedures to follow for meetings and ensures compliance with the Public Libraries Act, R.S.O. c. P44.

7.1 Types of Meetings

- 7.1.1 In accordance with the Public Libraries Act, s. 16.1(2), Board meetings will be open to the public unless the subject matter being considered falls within the parameters of the Public Libraries Act, s. 16.1(4) as stated in point 7.1.5 or 7.1.6 of this by-law.
- 7.1.2 In accordance with the Public Libraries Act, s. 16(1), the Woodstock Public Library Board shall hold regular meetings once a month, at least ten (10) months each year, and at such other times as its considers necessary.
- 7.1.3 In accordance with the Public Libraries Act, s. 14(1), the first meeting shall be called by the Chief Executive Officer (CEO) of the Woodstock Public Library Board, in each new term, upon receipt of the confirmation of appointments from the City Clerk. This inaugural meeting shall be held as soon as possible, after the appointments are made by City Council. At this first meeting, the CEO oversees the election of the officers. The elections begin with the position of Chair.
- 7.1.4 In accordance with the Public Libraries Act, s 16(2), the Chair or any two (2) members of the Board may summons a special meeting by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting.
- 7.1.5 In accordance with the Public Libraries Act, s. 16.1(4), a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
- a) the security of the property of the Board;
 - b) personal matters about an identifiable individual;
 - c) a proposed or pending acquisition or disposition of land by the Board;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
 - g) a matter in respect of which a Board or committee of a Board may hold a closed meeting under another Act.

7.1.6 In accordance with the Public Libraries Act, s. 16.1(5), a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56, if the Board or committee of the Board is the head of an institution for the purposes of that Act.

7.1.7 In accordance with the Public Libraries Act, s. 16.1(6), before holding a meeting or part of a meeting that is to be closed to the public, a Board or committee of the Board shall state by resolution:

- a) the fact of the holding of the closed meeting; and
- b) the general nature of the matter to be considered at the closed meeting.

7.2 Order of Proceedings

7.2.1 Parliamentary authority

The rules contained in the current edition of Bourinot's Rules of Order shall govern the proceedings of the Library Board in case where there are no By-laws of the Board in place.

7.2.2 Call to Order

- a) meetings shall be called to order by the Chair on the hour fixed for the meeting.
- b) In the absence of the Chair, the Vice-chair will preside over the meeting.

7.2.3 Chairing the Meeting

The function of the Chair is to act in a leadership role to the Board, ensuring that business is dealt with expeditiously, and also to help the Board work as a team. It is the duty of the Chair of the Woodstock Public Library Board to:

- a) open meetings of the Board by calling the members to order;
- b) announce the business before the Board in the order in which it is to be acted upon;
- c) receive and submit, in the proper manner, all motions presented by the members of the Board;
- d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results;
- e) decline to put to vote motions, which infringe the rules of procedure;
- f) restrain the members, when engaged in debate, within the rules of order;
- g) exclude any person from a meeting for improper conduct;
- h) enforce the observance of order and decorum among the members;

- i) authenticate, by signing , all By-laws, resolutions and minutes of the Board;
- j) instruct the Board on the rules or order;
- k) represent and support the Board, declaring its will, and implicitly obeying its decisions in all things;
- l) receive all messages and communications on behalf of, and announce them to, the Board; and
- m) ensure that the decisions of the Board are in conformity with the Laws and By-laws governing the activities of the Board.

7.3 Quorum

- a) In accordance with the Public Libraries Act, s. 16(5), the presence of a majority of the Board is necessary for the transaction of business at a meeting.
- b) Where a quorum is not presented within fifteen (15) minutes of the hour fixed for a meeting, the Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting, or until a special meeting is called.
- c) Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the Board.
- d) If notified by a majority of Board members of their anticipated absence from a meeting, the Secretary shall notify all members of the Board that the meeting is cancelled.
- e) When the number of members disabled by Conflict of Interest from participating in the meeting is such that the remaining members are not of sufficient numbers to constitute a quorum, the remaining number of members shall be deemed to constitute a quorum providing they are not fewer than two (2).

7.4 Attendance at Meetings

7.4.1 In accordance with the Public Libraries Act, s. 13(c), should a member be absent for three (3) consecutive months without being authorized by a Board resolution, the Board shall consider the member disqualified from the Board, and notify the appointing council that the seat is vacant.

7.4.2 Members shall notify the Board Secretary if they are unable to attend the regular meeting. Meeting attendance shall be recorded.

7.5 Public Conduct at Board Meetings

7.5.1 Members of the Public will be courteous, and not engage in any action that disturbs the meeting.

7.5.2 Members of the public will not:

- a) Make any noise or disturbance that prevents members from being able to participate in a meeting.
- b) Address the Board without a prior appointment, or without Board permission at the meeting.
- c) Use unparliamentarily or offensive language.

7.5.3 In accordance with the Public Libraries Act, s. 16.1 (3) the Board Chair may expel any person for improper conduct at a meeting.

7.6 Delegations

7.6.1 Delegations wishing to make a presentation to the Board regarding a specific issue must notify the CEO of their intention at least one (1) week prior to the meeting. Delegations will be scheduled at the beginning of the public portion of the meeting.

7.6.2 Presentations will be limited to five (5) minutes to each with five (5) more minutes for questions from the Board members. The matter addressed by the delegation will be discussed by the Board as a regular part of the agenda.

7.6.3 Delegations can be added to the agenda at the meeting by amending the agenda at the pleasure of the Board.

7.7 Agenda

- a) The agenda focuses the discussion in order to make good use of the Board's time. Meetings of the Board 'as a whole' do not re-do the work of the staff or of the committees.
- b) Prior to each regular meeting, the CEO, under the guidance of the Chair, shall prepare or cause to be prepared an agenda of all the items planned for the meeting and shall ensure that the agenda, supporting documentation and the minutes of the last regular meeting, including the minutes of any special or committee meeting held no less than 3 days before the planned regular meeting, are delivered to every Board member not less than 3 days before the time appointed for the commencement of such meeting.
- c) Notice of all Board meetings will be posted on the staff bulletin board in the Library and made available on the Library's website.
- d) Board members may be notified of Committee or special meetings by telephone.
- e) The order of business for all regular meetings of the Board shall be as determined by the Board.

7.8 Motions

7.8.1 All formal decisions of the Board will be made on the basis of motions.

- 7.8.2 Moving a Motion: To make a motion, a member must first have the floor. A motion properly moved before the Board must be dealt with before any other motion can be received, except a motion to amend or adjourn.
- 7.8.3 Seconding a Motion: Every motion must be seconded by a different member than the mover. A motion will not be debated until it has been moved and seconded and put on the floor by the Chair.
The Chair will not put any matter to the vote, and a member will not move a procedural motion to have the vote taken, until every member who wishes to speak has spoken at least once.
After members debate the motion, the Chair puts the question to a vote and announces the voting result.
- 7.8.4 Notice of Motion: A notice of motion shall be defined as a resolution which a member of the Board suggests that the Board consider that it is not urgent and/or substantial in nature.
Members of the Board may submit a notice on any item, which may be dealt with at the next meeting of the Board in order to provide time for the preparation of a staff report, or added time for the Board to consider the matter further.
If possible, motions should be submitted in writing at the meeting of the Board, but shall not be debated, or otherwise dealt with until the next regular Board meeting.
- 7.8.5 Amending a Motion: only one motion to amend the main motion will be allowed.
- 7.8.6 Rescinding a Motion: Motions to rescind previous resolutions require at least seventy-two (72) hours written notice. A majority vote is necessary to rescind a previously approved motion.
- 7.9 Voting
- 7.9.1 All motions at Board meetings are decided by a majority of votes cast. A motion to add, amend or remove a By-law shall require a majority vote of the members in order to be carried.
- 7.9.2 In accordance with the Public Libraries Act, s. 16(6), the Chair or acting Chair of the Board may vote with the other members of the Board upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.
- 7.9.3 All votes except elections shall be show of hands or poll at the discretion of the Chair. Voting for elections shall be by secret ballot.
- 7.10 Minutes
- 7.10.1 Once approved, minutes of meetings are the official record of decisions, and provide direction for officers and employees in their subsequent actions.

7.10.2 Minutes are approved at the next meeting of the Board, and signed by the Chair.

7.10.3 Minutes (excluding in-camera minutes) are public documents, and shall be made available to the public.

7.10.4 Minutes of closed meetings are kept separately, and held to be confidential.

8.0 Committees of the Board

Section 20(i) of the Public Libraries Act, empowers the Board to strike committees as it considers expedient in order to further the work of the Board.

8.1 Duties of Committees

8.1.1 The purpose of committees is to facilitate the business of the Board.

8.1.2 Committees shall operate within the terms of reference established and approved by the Board.

8.1.3 Committees shall appoint a committee chair and recording secretary.

8.1.4 Committees shall coordinate their work, do research, and draft documents to be reviewed and adopted by the Board as a whole.

8.2 Types of Committees

8.2.1 Standing Committees will be permanent committees that deal with a specific issue.

8.2.2 Ad Hoc Committees may be established by motion of the Board to deal with matters before the Board. Ad Hoc Committees shall:

- a) operate for a defined period of time and have a specific purpose which must be defined in a written terms of reference; and
- b) be discharged by motion of the Board once their work has been completed.

8.3 Committee Membership

8.3.1 Standing Committees membership will consist of Board members.

8.3.2 Ad Hoc Committee membership will consist of Board members and may include non-Board members.

8.3.3 The CEO will be an ex officio member of all committees, and shall do all those things necessary to further the work of the committee.

8.4 Limitations

8.4.1 Committees shall not supervise or direct staff.

9.0 Amendments of By-laws

By-laws are the fundamental governing rules of the Board. The purpose of this By-law is to state the conditions under which By-laws are amended.

- 9.1 By-laws may be amended in response to legislation or when circumstances change.
- 9.2 Any member of the Board can propose a review or an amendment for a By-law.
- 9.3 All members of the Board will receive notice and details of changes at the Board meeting prior to the meeting at which time a motion for amendment may be tabled.
- 9.4 A motion to add, amend or remove a By-law shall require a majority vote of the members in order to be carried.
- 9.5 By-laws or amendments are effective at the time of approval by Board motion.

RELATED DOCUMENTS AND POLICIES

Public Libraries Act, R.S.O. 1990, c. P.44

Municipal Act, 2001, S.O. 2001, c. 25

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56

Woodstock Public Library – Board Members’ Code of Conduct

DOCUMENT REVISION RECORD

Developed By:	D. Harvie, CEO	Date:	October 24, 2019
		Adoption Date:	
Resolution #:	LIB2019 –	Effective:	
Review Cycle:	Once per Term	Last Reviewed Date:	

...hant is \$2 per person, with the funds raised supporting Tillsonburg's F.A.R.E. program that helps less fortunate children participate in municipal recreation programs.

Chip Barkhouse, Scott Foster and Lisa Boughner – each a master of Halloween in their own right – are this year's "haunted house maestros."

"We did it about three years ago, Scott and I did one half of the water park building, and Julie (Dawley), with her volunteers, they did a 'kid friendlier' side," said Barkhouse. "This time, we've got the whole building. We've incorporated all of it. It's going to be quite extensive, actually. It's going to be

ing gentleman, you might be coming to the end of the Haunted Lake Lisgar Water Park tour, which will be open Saturday and Sunday from 5 p.m. to 8 p.m. CHRIS ABBOTT/ POSTMEDIA NETWORK

pretty good."

Each room has a different frightening theme.

"We've got a spider area, we've got a 'meat' area, (and) a zombie area... and there's probably going to be about 12 actors. It's quite good."

But Barkhouse is quick to note, it's not for the youngest children.

"We are not gearing it for under five."

Oct. 25, 2019



A head-raising prop in the Haunted Lake Lisgar Water Park, and s... with the lights out. CHRIS ABBOTT/ POSTMEDIA NETWORK

In past years, Barkhouse decorated the exterior of his South Ridge home for Halloween and attracted 300-plus kids each season. Foster, Barkhouse's brother, also had a major Halloween

Library, art gallery sign agreement

KATHLEEN SAYLORS

As two of the pillars of culture in Woodstock, the Woodstock Art Gallery and Woodstock Library have signed a memorandum of understanding to formally link the two organizations.

Mary Reid, curator with the art gallery, said the two organizations have a long history of working together, but this new agreement formalizes a co-operation that is already in place.

"We are close partners and work together already," Reid said. "Now the co-operation will not be an organic one-off, it will be a formal commitment not just in the past and now, but for the future too."

According to a statement released Wednesday, the two organizations will continue to work together on exhibits such as the library's Lit on Tour event.

This collaboration is longstanding, said Reid, noting the art gallery first began in the library basement before becoming a department of the city in 1992.

The memorandum of understanding outlines the organizations' shared intent to work together on future program development to eliminate audience conflicts and jointly advocate for the relevance of arts and culture in the city.

"We consider art and culture to be a critical strategic resource that strengthens and enriches our city," said Ken Whiteford, the Woodstock library chair. "Art and culture have a proven and measurable impact on the economy, health and mental well-being of communities.

"The library looks forward to collaborating with the gallery in order to share our stories, whether in print, sculpture, or in paint."

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Showtimes effective Friday, October 25th, 2019 through Thursday October 31st, 2019
Box Office Open Daily - 6:30 to 7:30pm, Friday & Saturday - 6:30pm to 9:30pm. Open for PD Day Friday, Saturday, & Sunday Matinees - 12:30 to 3:30pm

COUNTDOWN (14A) Frightening Scenes Daily at 7:05 Fr/Sa Late Shows 9:15 Fr/Sa/Su Mats at 1:00 - 3:15	ZOMBIELAND 2: DOUBLE TAP (18A) Explicit Violence Daily at 7:15 Fr/Sa Late Show 9:20 Fr/Sa/Su Mats. At 1:15 - 3:15
MALICENT: MISTRESS OF EVIL (PG) Violence Daily at 6:50 Fr/Sa late shows 9:07 Fr/Sa/Su Mats at 12:50 - 3:07	JOKER (14A) Coarse Language, Brutal Violence, Disturbing Content Daily at 6:50 Fr/Sa late shows 8:45 Fr/Sa/Su Mats at 12:50 - 2:45 Special Presentation-No passes!
GEMINI MAN (PG) Violence, Coarse Language Fr/Sa Late Show 9:05	JUDY (PG) Mature Themes, Tobacco Use, Language May Offend Daily at 6:50 Fr/Sa late shows 9:07 Fr/Sa/Su Mats at 12:50 - 3:07

Sunrise Medium Stressless Chair

Librarian doesn't deserve criticism for allowing diversity of voices

We are too quick to accuse people with whom we disagree with promoting hatred



LORRIE GOLDSTEIN

I don't like Black Lives Matter. I don't like that they've been allowed to speak in Toronto's public library system and that the library promotes books about BLM.

That's why I shouldn't make those decisions.

I have the right to denounce or ignore BLM. I have no right to gag them.

As for who should be able to speak in Toronto's public libraries — meaning the library rents out a room to a third party to hold an event, I'm satisfied city librari-

an Vickery Bowles and her staff have come up with a policy that defends free speech and promotes debate on controversial issues, without promoting hatred.

Bowles is under fire — including from Toronto Mayor John Tory — for doing her job.

Some people are upset the library has rented a room to a group called Radical Feminists Unite on Oct. 29 to hear Canadian writer Meghan Murphy, who runs the website Feminist Current, speak on gender identity and what it means for society, the law and women.

These people argue Murphy promotes hatred against transgender people because she has written, among other things, as quoted by The Canadian Press, that "allowing men to identify as women" poses a safety risk to women and undermines wom-

en's rights.

She's also not a fan of transgender men using women's washrooms and vice versa.

About 2,500 people have signed a petition wanting Murphy — who says she regularly receives threats — banned from speaking.

Some authors have said if Murphy speaks, they'll boycott library events.

That's fine. That's their right. What they don't have the right to do is ban Murphy from speaking.

This is similar to a controversy in 2017 where Bowles stood her ground, despite criticism by Tory and others, in refusing to cancel an event at the Richview library marking the death of controversial lawyer Barbara Kulaszka who defended neo-Nazis and white supremacists in court.

These controversies are going on all over Canada, with people trying to censor the views of people with whom they disagree, under the guise that the people

What they don't have the right to do is ban Murphy from speaking.

with whom they disagree are promoting hatred, even when those people haven't been charged, let alone convicted, of any crime.

Murphy's been banned from Twitter, which is silly, but Twitter is a private company and can do what it likes.

What Murphy's attackers want is to shut down free speech by proclaiming there is only one side to an issue — their side — and other views must be suppressed.

That's what dictatorships do. Prof. emeritus Alvin M. Schnader, of the School of Library and Information Studies at the University of Alberta, recently posted an excellent essay on

this topic on the website of the Ryerson Centre for Free Expression titled, "Can public libraries maintain their commitment to intellectual freedom in the face of outrage over unpopular speakers?"

Here's part of what he said:

"My perspective is informed by the long and painful struggle in Canada over LGBTQ equality rights and a public voice. That struggle was not possible without the slow emergence of our freedom to be heard, and the power of our speech and our literatures to compete with and against the public cacophony of discrimination and hateful discourse..."

"LGBTQ voices eventually became strong enough to push back, defy, and drown out the babel of hate and lies and 'othering.' Social justice triumphed through the supremacy of expressive rights, not in spite of them. We insisted on more voices, not fewer."

Exactly.

lgoldstein@postmedia.com

Oct 22, 2019

THE SUCCESS OF LIBRARIES WITHIN OXFORD COUNTY

OCL rankings among 17 Ontario county library systems
WPL rankings among 20+ library systems serving populations of 30,000 to 50,000



Turnover rate of print volumes

OCL 4.26 ranked #1
WPL 5.41 ranked #1



Circulation per active cardholder

OCL 33.33 ranked #1
WPL 35.4 ranked #4



Circulation per capita

OCL 8.47 ranked #2
WPL 11.09 ranked #2



Library visits made in person

OCL 288,300 ranked #4
WPL 323,100 ranked #2



Annual circulation

OCL 568,233 ranked #4
WPL 453,766 ranked #1

ONLINE PRESENCE



Electronic visits to library website

OCL 291,564 ranked #3
WPL 772,772 ranked #1



Annual circulation of e-books and other downloadable items

OCL 252,512 ranked #2
WPL 74,828 ranked #3



Number of times electronic databases are accessed

OCL 90,324 ranked #2
WPL 61,256 ranked #3

LIBRARY PROGRAMMING

Programs held annually

OCL 3,379 ranked #2
WPL 1,416 ranked #3

Annual program attendance

OCL 31,901 ranked #4
WPL 28,014 ranked #4

OXFORD

Ox on the Run
Fine Free
Teen Photography Contest
Oxford Reads

WOODSTOCK

Baby Bubbler Storytime
Lit on Tour
Beer Trivia Night
Oxford Reads