

DRAFT Agenda
Woodstock Public Library Board
April 9, 2024

Date: Tuesday, April 9, 2024
Time: 4:15 p.m.
Place: Library Meeting Room

1. Call to Order

2. Indigenous Acknowledgement

The Library Board would like to acknowledge that we are meeting on traditional and ancestral land of the Haudenosaunee, Lanape, and Anishnaabek Peoples. We thank all generations of people who have taken care of this land and recognize and reflect upon their historic and present connection and contributions to this land and place.

3. Approval of the Agenda

Recommendation:

That the Board approves the Agenda as circulated (or following corrections or additions)

4. Declaration of Conflict of Interest

5. Minutes of the Meeting of March 12, 2024

Recommendation:

That the Board approves the Minutes of the meeting of March 12, 2024, as circulated (or following corrections)

6. Business Arising from the Minutes

a) Strategic Plan

7. Chairperson's Remarks

8. Delegations/Presentations

None

9. Board Education

a) Library Statistics

Verbal Report

10. Consideration of Correspondence

a) Friends of the Library

Minutes of the Meeting of February 14, 2024

Recommendation:

That the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for February 14, 2024, as information.

11. Administrative Reports

a) Monthly Report

- i) Report of the Chief Executive Officer
- ii) Report of the Director of Library Services/Deputy CEO

b) Statistics

- i) Library Systems Activities for the month of March, 2024

c) Policy Review

- i) Report – Staff Expenses Policy
- ii) Staff Expenses Policy

Recommendation:

That the Woodstock Public Library Board rescinds the following policies: Mileage Allowance, and Approval of Expenses; and That the Woodstock Public Library Board approves the Staff Expenses Policy as presented.

- iii) Report – Nepotism Policy
- iv) Nepotism Policy

12. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

Minutes for January 11, 2024

Recommendation:

That the Board approves the Minutes of the Joint Health and Safety Committee meeting of January 11, 2024.

13. Finance

a) Treasurer's Report

There is no financial report provided by Treasury this month.

14. New Business

a) Report – Staff Development Day

Recommendation:

That the Woodstock Public Library close on Friday, May 24, 2024, for a full day of staff development.

15. Notices of Motion

None

16. Attachments

- a) **Thames Valley and Oxford County commit to exploring future multi-service co-build opportunities**; Oxford County website; March 19, 2024
-

17. Committee of the Whole In-camera

Public Libraries Act, R.S.O. 1990, c. P.44 s. 16.1 (4)

A meeting or part of a meeting may be closed to the public if the subject matter being discussed 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 communication necessary for that purpose;*
 - (g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s.24 (5).*
-

18. Next Meeting

Tuesday, May 14, 2024, 4:15 p.m.

19. Adjournment

VISION

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Woodstock Public Library Board

DRAFT Meeting Minutes March 12, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, March 12, 2024, at 4:15 pm, in the Meeting Room at the Woodstock Public Library.

a) The following Board members were present:

Mary Anne Silverthorn, Chair
Danielle Barry, Vice Chair
Lynn Wareing, Trustee
Councillor Kate Leatherbarrow
Councillor Deb Tait
Councillor Bernia Martin

b) The following Board members sent regrets:

Ken Whiteford, Trustee

c) The following persons were also present:

Lindsay Harris, CEO
Megan Cook, Director of Library Services/Deputy CEO
Lori Peixoto, recorder

1. Call to Order

The Chair called the meeting to order at 4:15 pm.

2. Indigenous Acknowledgement

The Library Board would like to acknowledge that we are meeting on traditional and ancestral land of the Haudenosaunee, Lanape, and Anishnaabek Peoples. We thank all generations of people who have taken care of this land and recognize and reflect upon their historic and present connection and contributions to this land and place.

3. Approval of the Agenda

Motion 24-18

MOVED by K. Leatherbarrow and seconded by D. Barry to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of February 21, 2024

Motion 24-19

MOVED by D. Barry and seconded by B. Martin to approve the Minutes of the meeting of February 21, 2024, after amendment of adding comments made by K. Leatherbarrow regarding the Strategic Plan process.

Motion carried.

6. Business Arising from the Minutes

a) Strategic Plan

L. Harris provided an update regarding discussions had with Ontario Library Service consultants regarding the Strategic Plan process. Discussion was had with members of the Board on striking a Steering Committee.

Motion 24-20

MOVED by D. Tait and seconded by L. Wareing that the Board strikes a Strategic Plan Steering Committee, comprised of 9 total members, composed of Board members and Library staff, finalizing details at the next regular meeting of the Board on April 9, 2024.

Motion carried.

M.A. Silverthorn requested Board members respond to her via email, with their preference on being part of the Steering Committee or not, by midnight of Wednesday, March 20, 2024.

There were no further questions or comments from the Board.

7. Chairperson's Remarks

M.A. Silverthorn offered congratulations to M. Cook on presenting the Budget to City Council, thanking both L. Harris and M. Cook for their preparation leading up to the Council meeting.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

None.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris provided details on the information that was provided in her monthly report.

There were no questions from the Board.

ii. Report of the Director of Library Services/Deputy CEO

M. Cook offered details on library programs, noting increased numbers of attendees, especially with new families to the library.

There were no questions from the Board.

b) Statistics: Library Systems Activities for the month of February, 2024

L. Harris noted that the great increase in new library users had continued into the new year. Further details were provided in other statistical areas.

There were no questions from the Board.

c) Policy Review

i. Report – Exemption from Fines/Fees Policy

L. Harris noted that the Exemption from Fines/Fees Policy was no longer relevant since the Library was fine-free.

Motion 24-21

MOVED by D. Barry and seconded by K. Leatherbarrow that the Board rescinds the Exemption from Fines/Fees Policy.

Motion carried.

ii. Report – Purchasing and Disposal Policy

L. Harris noted that the policy was rewritten a couple of years ago, and consultation was had with the City's policy in keeping inline with

theirs. The changes made with the Library's policy was in keeping with changes made in the wording of positions.

iii. Purchasing and Disposal Policy

Motion 24-22

MOVED by D. Tait and seconded by L. Wareing that the Board approves the Purchasing and Disposal Policy as presented.

Motion carried.

iv. Report – Draft Staff Expenses Policy

L. Harris reported on combining older policies to have one complete and fulsome staff expense policy, covering mileage, meal allowance, transportation, accommodation, and lost receipts. The completed policy would return to the Board at its next regular meeting for approval.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

There was no financial report provided by Treasury this month.

14. New Business

None.

M.A. Silverthorn did want to inform the Board that a date had been secured with Todd's Dogs for the staff appreciation lunch on Thursday, July 11, 2024. More information would be communicated closer to the date.

15. Notices of Motion

None.

16. Attachments

- a) **Woodstock Public Library’s calendar filled with lots of fun family programming;** Woodstock Ingersoll Echo; February 16, 2024
- b) **VOLT Chart 2023**

There were no questions from the Board regarding attachments provided in the package.

17. Committee of the Whole In-camera

There was no meeting of the Committee of the Whole In-camera.

18. Next Meeting

Tuesday, April 9, 2024, 4:15 pm.

19. Adjournment

MOVED by K. Leatherbarrow that the meeting adjourn at 5:04 pm.

Vision

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Friends of the Woodstock Public Library
February 14, 2024

Present: Frances Gottschlich, Acting Chair Sylvia Weiser-Sutherland
Gerry Wormald, Treasurer Kathie Richards
Marion Baker, Secretary Peter Ruehlicke
Karen Leslie Diana St. Clair
Andie Lennox Lee Mathers
Matthew Lloyd Jenny DeHaan
Laura Schneider Rick Cole
Jackie Thompson

Also Present: Megan Cook, Director of Library Services/ Deputy C.E.O., Woodstock Public Library

Regrets: Jemina Tieu
Christina Cullen
Susan Hamilton
Sharron Skevington

Acting Chair, Frances Gottschlich calls the meeting to order at 5:01 p.m. and welcomes those present.

Minutes:

Moved by: Frances Gottschlich
Seconded by: Matthew Lloyd

That the Minutes of the January 10, 2024 meeting be approved. Carried.

Reports:

Financial:

Treasurer Gerry Wormald presents the current financial statement as at February 10, 2024.

Membership:

Secretary Marion advises that member Jamina Tieu has advised she will no longer be able to attend Friends meetings as there is a conflict with new responsibilities she has taken on at the same time as the Friends meetings. Because Jamina still wants to be involved in Friends book sales throughout the year and other Friends events outside of the regular meeting dates and time, the Secretary has decided to keep Jamina on the Membership List and she will continue to receive any and all email documents other members receive.

Update from Megan Cook re Family Literacy Day and Author's Visit:

Megan comments on the very positive feed-back received by the library regarding those who attended the library on Family Literacy Day as well as library staff regarding the day's events. The library is very thankful of the Friends donation to the library regarding the purchase of children's books that would be given away to all in attendance that day. Megan also announced that Terry Fallis has been contacted and has agreed to visit Woodstock to speak to an audience regarding his career and books he has authored. The event will be held in a large room at Oxford Gardens, Devonshire Ave. in Woodstock on the evening of May 30th. Megan will forward plans for this special evening as well as the book sale to the Secretary

who will forward same to all members prior to the March 13th meeting. Those wanting to attend the evening with Terry Fallis will be required to register their attendance with the library. Megan expects there will be room for 100 attendees and registration is on a "first come first served" basis.

Megan asks member Jackie Thompson to share with members a poster she has designed regarding the up-coming visit by author Terry Fallis. Jackie's work is very much appreciated and approved of by those in attendance.

Regarding the Saturday, May 11th book sale, Megan notes the library currently has a total of 27 boxes of donated books on hand, and will continue to accept donated books until the maximum number of 40 boxes is reached.

Nominations:

Acting Chair Frances Gottschlich comments on the need for members to step forward into Executive positions. Member Matthew Lloyd puts his name forward to serve as Chair and member Rick Cole puts his name forward to serve as Vice-Chair.

Moved by: Frances Gottschlich
Seconded by: Karen Leslie

That the nominations of Friends member Matthew Lloyd as Chair and nomination of member Rick Cole as Vice-Chair, Friends of the Library be approved. Carried.

Date of Next Meeting:

Wednesday, March 13, 2024 at 5:00 p.m. in the library meeting room.

Adjournment:

Frances Gottschlich calls for the meeting to be adjourned.

The meeting is adjourned at 5:24 p.m.

Frances Gottschlich, Acting Chair _____



Subject: CEO Monthly Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: April 9, 2024

Planning is underway for the Spring 2024 staff development day. The focus for this training will be on developing a customer service framework as a library team. Once completed and refined, the framework will have applications not only to frontline interactions with our community, but also provide a critical lens through which library policies, procedures, and processes will also be viewed. We are looking forward to working with specialized library professionals from Markham Public Library who will be joining us to facilitate the day.

The Southwestern Ontario Library Administrators (SWOLA) semi-annual meeting will be held at Woodstock Public Library in early May. This meeting includes library administrators from several public library systems in the region as well as administrators of local academic libraries, such as Western and Fanshawe. We look forward to hosting them in our space.

Over the last couple of months, I have been working directly with the Library's website developer on upgrades and updates to the site. Each page has been reviewed and updates have been implemented, and work on these pages is nearing completion. We anticipate the launch of the updated version later this spring.

The Library's newly formed Strategic Planning committee held its first meeting in March. Dates and work schedules have been set for the remainder of the year, with an anticipated completion date of December, 2024. I am looking forward to working on this project with the team.



Subject: Library Services Report for March

Action: For Information

Prepared by: Megan Cook, Directory of Library Services

Meeting of: April 9, 2024

Contribute Vibrant Spaces

This month we focused on programming for school-aged children. We offered 14 programs for children and teens during March Break, with a total program attendance of 521. Our March Break offerings included STEM (Science, Technology, Engineering, and Mathematics) programs such as Silly Scientists, Coding with Colour, Cardboard Construction, and Discovery Lab. During the month of March, we had a total of 1,747 program participants. 1,139 of these participants attended children's programs.

Strengthen Our Community

We ran an Easter egg hunt on Saturday, March 30 in response to several patron comments on social media asking the Library to run this program. Our Children's team reacted quickly and designed a successful program in just a few days. There were 80 participants in total. A positive comment from an attendee is noted below:

Woodstock Public Library this was so well put on, I loved that it was an actual hunt, and it wasn't too busy. So well organized. We hope to come every year. Thank you for putting this on for the kids.

This is a testament to our programming team's ability to adapt and respond quickly, and to our commitment to community-led programs and services.

Our team continues to focus on strengthening our community by maintaining our partnerships with local organizations. Each month, our Children and Teen Librarian visits the Oxford EarlyOn Child and Family Centre to lead an engaging circle time and to introduce caregivers to resources and programs for infants and children at the Library. Our Outreach Librarian continues to visit Operation Sharing biweekly. We hosted a winter accessory drive to help bring attention to Operation Sharing's Coldest Night of

the Year campaign. The Library collected over forty items including handmade mitts and scarves from our Saturday crochet group. These items were donated to Operation Sharing.

Reinforcing Our Capabilities

This month we continued to explore the capabilities of Patron Point. Patron Point is a software that helps us improve marketing and communications with our patrons while also helping to attract and retain library users. This month we created several digital forms to improve efficiency of daily tasks and to gather patron feedback.

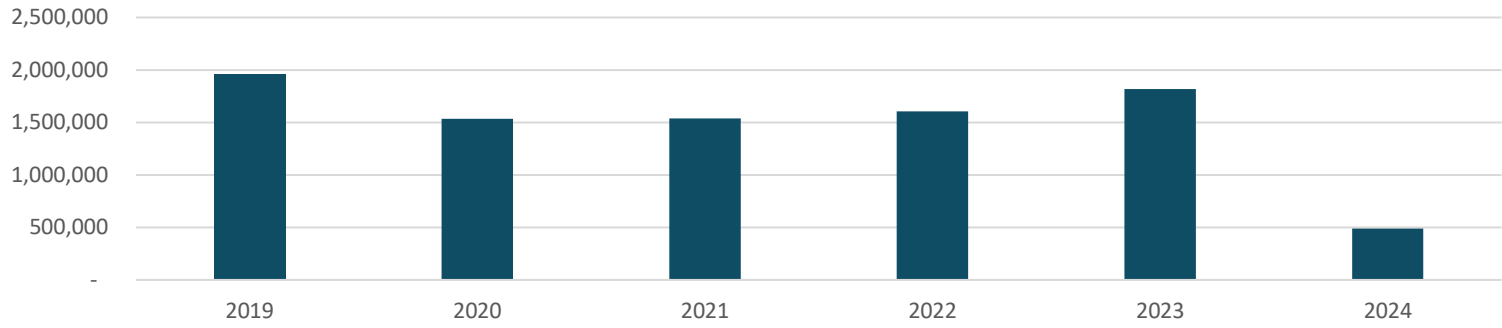
Our Circulation and Public Services Supervisors are reviewing, updating, and creating departmental procedures to help standardize workflow. These procedures will also be integral in training new staff.

Supervisory training through Ontario Library Service (OLS) has been offered to all Supervisors.



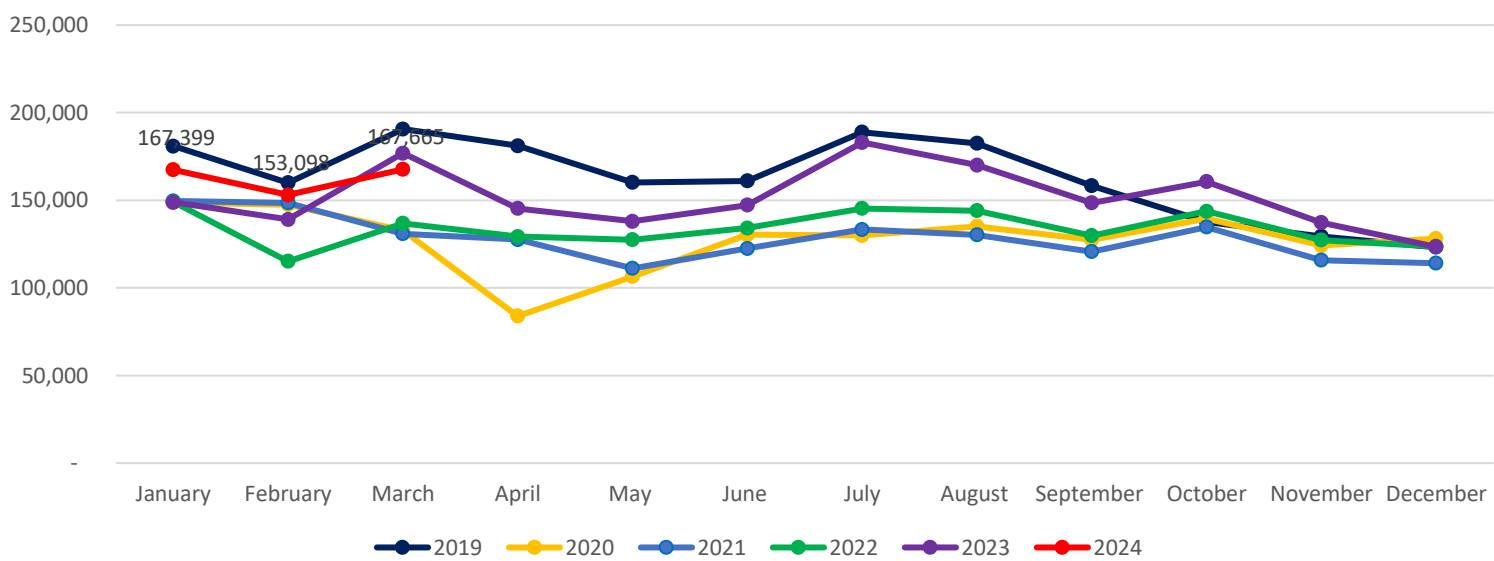
WOODSTOCK Public Library

Total Library Uses 2019 - 2024 YTD



2024	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	25,479	11,569	91,259	32,820	1,144	1,084	1,600	2,444	167,399
February	25,816	11,445	86,320	24,776	1,296	934	1,712	799	153,098
March	27,447	12,424	99,361	23,214	1,747	1,138	1,664	670	167,665
April									-
May									-
June									-
July									-
August									-
September									-
October									-
November									-
December									-
TOTAL	78,742	35,438	276,940	80,810	4,187	3,156	4,976	3,913	488,162

Total Library Uses by Month 2019-2024





Subject: **Staff Expenses Policy**

Action: **For Information and Approval**

Prepared by: **Lindsay Harris**

Meeting of: **April 9, 2024**

Recommendation

That the Woodstock Public Library Board rescinds the following policies:

- Mileage Allowance
- Approval of Expenses

That the Woodstock Public Library Board approves the Staff Expenses Policy as presented.

Background

The Staff Expenses Policy was created to replace the outdated Mileage Allowance and Approval of Expenses policies. Additionally, the original content of the outdated policies has been expanded to include accommodations, public transportation expenses, methods of payment, and expectations of staff and trustees.

Discussion

This new policy is a rewrite of the very brief original policies. The original content has been updated to include references to guiding documentation from the City of Woodstock for claims as well as to set expectations for both pre-approval of expenses and the retention of appropriate documentation for reimbursement/purchasing card reconciliation.

Further, the procedures laid out in the policy reflect the current, long-standing practices of the Library to ensure that staff are properly accommodated for out-of-pocket expenses.



Woodstock Public Library Policy

Policy Name: Staff Expenses Policy

Category: Personnel

Version: April 9, 2024

POLICY STATEMENT AND RATIONALE

To provide a framework for the payment of mileage for staff using personal vehicles while on Library business, and for reimbursement of meal and accommodation-related expenses while attending authorized events including, but not limited to, conferences, conventions, seminars, training courses, and workshops.

SCOPE

This policy applies to all current Library employees and Library Board Trustees.

DEFINITIONS

Accommodation refers to paid overnight accommodation at a hotel, motel, or inn.

Authorized Events refers to off-site library-related activities that require in-person attendance and have been approved by the employee's supervisor. Authorized events for Library Board Trustees are at the discretion of the Library Board. Types of events include, but are not limited to, conferences, conventions, seminars, training courses, and workshops.

CEO refers to the Chief Executive Officer of the Woodstock Public Library.

Expense Report refers to the City of Woodstock's Statement of Out-of-Pocket Expenses, which is updated annually.

Library refers to the Woodstock Public Library.

Library Business refers to approved events or actions undertaken as part of the employee's/Trustee's role at the Library.

Meal Allowance refers to the maximum amount to be reimbursed per meal/day.

Mileage Allowance refers to the rate per km to be reimbursed.

Public Transportation Expenses refers to expenses incurred using public transportation systems, such as airplanes, trains, and buses, to attend authorized events.

Purchasing Card refers to Library-issued purchasing cards. Purchasing cards are subject to the terms and conditions outlined in the Agreement to Accept Purchasing Card form signed upon receipt of a purchasing card.

Receipt refers to the official customer copy of a transaction listing the date, items, total cost, and method of payment.

Staff refers to all current Library employees.

Trustees refers to all current Library Board Trustees.

POLICY, PROCEDURE, AND IMPLEMENTATION

1.0 Mileage Allowance

1.1 Authorized Mileage Claims

Staff and Trustees may claim mileage costs under the following circumstances:

- a) When using personal vehicles for Library business. Library business includes, but is not limited to, travelling to and from the Library for library programs, outreach, and community meetings.
- b) When using personal vehicles to attend out-of-town events, including, but not limited to, training conferences, conventions, and any other authorized event. In this circumstance, Library employees and Library Board Trustees may claim mileage costs calculated to and from the employee/Trustee's place of residence to out-of-town events, where commencing the trip at the Library is unfeasible.

1.2 Mileage Reimbursement

- a) The rate of reimbursement is set by the City of Woodstock through the City of Woodstock's Statement of Out-of-Pocket Expenses form, subject to annual changes at the discretion of the City of Woodstock.
- b) Staff/Trustees may claim authorized mileage through the Out-of-Pocket Expenses form, with mileage being reported in km and calculated with an online map/distance calculator such as Google Maps.
- c) Staff/Trustees must claim mileage in a reasonable time, and within the calendar year during which the expenses have been incurred.

2.0 Meal Allowance

- a) Staff and Trustees may claim meal allowance costs when attending an authorized event.
- b) The maximum reimbursement allowance per meal/day is set by the City of Woodstock through the City of Woodstock's Statement of Out-of-Pocket Expenses form, subject to annual changes at the discretion of the City of Woodstock.
- c) Staff/Trustees must secure a receipt for incurred expenses to be reimbursed.
- d) Purchasing Cards may or may not work at food vendors. Should a Purchasing Card be used to acquire meals, a receipt is required for Purchasing Card reconciliation.
- e) Staff/Trustees may claim authorized meal expenses through the Out-of-Pocket Expenses form along with all associated receipts.
- f) Staff/Trustees must claim meal allowances in a reasonable time, and within the calendar year during which the expenses have been incurred.

3.0 Accommodation

- a) On occasion, the CEO will authorize overnight accommodations to attend multi-day authorized events.
- b) The use of a Purchasing Card for pre-authorized accommodations is acceptable, subject to the acquisition of a receipt for said accommodation.
- c) Staff/Trustees must claim accommodation expenses in a reasonable time, and within the calendar year during which the expenses have been incurred.

4.0 Public Transportation Expenses

- a) On occasion, the CEO will authorize travel via public transportation to attend authorized events.
- b) The use of a Purchasing Card for pre-authorized travel via public transportation is acceptable, subject to the acquisition of a receipt for said travel.
- c) Staff/Trustees must claim travel expenses in a reasonable time, and within the calendar year during which the expenses have been incurred.

5.0 Lost Receipts

- a) A receipt is required for reimbursement and Purchasing Card reconciliation.
- b) Should a receipt be lost, it is up to the individual to contact the vendor/business to make every effort to obtain a copy of that receipt.
- c) Reimbursement of costs without a receipt are at the discretion of the CEO and may not be authorized.
- d) Repeated loss of receipts from Purchasing Card transactions may result in the loss of Purchasing Card privileges at the discretion of the CEO.

RELATED DOCUMENTS AND POLICIES

Agreement to Accept the Purchasing Card Form

City of Woodstock Policy – HR003

DOCUMENT REVISION RECORD

Adoption Date: 09 April 2024
Review Cycle: Once per Term
Resolution No.: 24-



Subject: Draft Nepotism Policy

Action: For Information

Prepared by: Lindsay Harris

Meeting of: April 9, 2024

Recommendation

That the Woodstock Public Library Board review the draft Nepotism Policy and submit any recommended changes prior to the Board meeting scheduled for May 14, 2024.

Background

The Nepotism Policy was last reviewed in 2004, and required significant updates.

Discussion

The revised Nepotism Policy contains significant expansion of processes and expectations from those contained in the brief 2004 version. The original content has been updated in an effort to align with the City of Woodstock's Nepotism Policy (HR015), and sets expectations and processes for recruitment, promotion, and other circumstances where there are real or perceived conflicts of interest due to a familial relationship.



Woodstock Public Library Policy

Policy Name: Nepotism Policy DRAFT

Category: Personnel

Version: April 9, 2024

POLICY STATEMENT AND RATIONALE

To provide guidance and outline processes with respect to hiring and promotion with the intent to avoid conflicts of interest.

SCOPE

This policy applies to all current and future employees/trustees of the Woodstock Public Library and Woodstock Public Library Board. Any conflicts in existence prior to the original date of enactment (May 18, 2004) will be exempted.

All familial relationships not covered by the definition below must also be declared to ensure transparency and remove any potential conflicts that could arise due to the relationship.

The Woodstock Public Library shall abide by the Human Rights Code and all other legislation relevant to its hiring practices as it relates to hiring individuals with family relationships to existing employees.

DEFINITIONS

Nepotism refers to the appointment to a position, or the receipt of an employment benefit based on one's kinship or relatives.

Immediate Relative refers to:

- Spouse/Partner, including domestic partnerships,
- Children and grandchildren, including step and in-laws,
- Parents and grandparents, including step and in-laws,
- Siblings, including step and in-laws,
- Nieces and nephews, including step and in-laws,
- Aunts and uncles, including step and in-laws.

POLICY, PROCEDURE, AND IMPLEMENTATION

1.0 Recruitment

- 1.1 The immediate relatives of Library Employees and Library Board Trustees will not be employed by the Woodstock Public Library Board, in any capacity, under any of the following circumstances:
 - a) Where a Supervisor/Subordinate relationship is created with the family member wherein one of the employees is in a supervisory capacity.
 - b) Where one party would be responsible for auditing the work of the other.

- 1.2 It is the goal of the Woodstock Public Library to avoid creating circumstances in which there is the appearance, whether real or perceived, of favouritism or conflicts. Should a relationship addressed within this policy be identified during recruitment, it must be immediately reported to the Chief Executive Officer, who will make a determination using the following guidelines:
 - a) The relationship is not subject to the Nepotism policy.
 - b) Hiring of the relative will not result in a situation where an employee will be the direct supervisor of a relative or be responsible to audit the work of the relative or have their work audited by the relative.
 - c) An application was received in a normal manner and the standard recruitment and selection process was not circumvented.
 - d) The candidate to be hired is the best qualified for the position requirements.
 - e) There was no undue influence exerted on the interviewers.
 - f) No potential conflicts or other difficulties appear to exist.
 - g) A relative of the candidate did not take part in the selection process.

2.0 Employment

- 2.1 This policy must be considered when hiring, promoting, or transferring any employee.

- 2.2 It is the responsibility of every employee to identify to the Chief Executive Officer any potential or existing relationship which falls under the definitions provided in this policy. Employees who fail to disclose close personal relationships covered by this policy will be subject to disciplinary action up to and including termination of employment.

- 2.3 In the event that persons become relatives of one another after they have been hired and where one supervises the other, the situation will be reviewed by the Chief Executive Officer and Director of Library Services to determine what action shall be taken to remove the reporting relationship.

- 2.4 No personal employee relationship covered by this policy shall be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest, or is prohibited by any legal or regulatory mandate.

RELATED DOCUMENTS AND POLICIES

Ontario Employment Standards Act
Ontario Human Rights Code

DOCUMENT REVISION RECORD

Adoption Date: 18 May 2004
Review Cycle: Once per Term
Last Reviewed: DD Month YYYY
Resolution No.: YY__

Minutes
Woodstock Public Library
Joint Health & Safety Committee
January 11, 2024

Employer Representatives: M. Cook, Director of Library Services
L. Peixoto, Administrative Assistant

Employee Representatives: N. Bailey
S. Bean (regrets)

Recorder: L. Peixoto

The meeting of the Joint Health & Safety Committee (JHSC) was called to order on January 11, 2024, at 2:30 pm.

1. Agenda

The following policies were added to the Agenda for review by the JHSC.

- i. Prevention of Workplace Violence and Harassment, and
- ii. Health and Safety.

With the additions made, the Agenda was approved.

2. Minutes

Meeting of November 9, 2023

There were no errors or omissions, and therefore, the Minutes of the JHSC meeting of November 9, 2023, were approved.

3. Co-chair Report – M. Cook

M. Cook reported that the Safe Talk training session provided by CMHA was scheduled for staff on January 11, 2024.

4. Training

As noted above in the Co-chair Report.

5. Regulatory Information

None.

6. Workplace Inspections

a) Inspection of December 18, 2023

- i. Ceiling tile above 'Movies/Documentaries' shelving unit on Floor II appeared to be dislodged.
- ii. Ceiling light plastic cover above librarian workstation nearest to the Conference Room appeared to be dislodged.
- iii. Cords at Check In Registration Desk posed tripping hazard as they had become unsecured from the underside of the counter.

All potential hazards noted on the Inspection Report were reported and fixed on December 18, 2023.

b) Inspection of January 8, 2024

No hazards reported.

Discussion was had regarding observations noted in the Inspection Report. The northwest stairwell should be monitored for accessibility with the carts stored there.

7. Incident Summary (Injuries/Lost Time)

a) Injuries/Lost Time Report

There were (no) injuries or lost time reported during this period.

b) First Aid Supplies

There was nothing of note to report.

A previous question was addressed on whether or not the Library needed a larger supply box. It was confirmed that the first aid kit was appropriately purchased for the size of the organization.

4. Old Business

None.

5. New Business

a) Policy Review

- i. Prevention of Workplace Violence and Harassment
- ii. Health and Safety

The two policies before the JHSC would be taken to the next Woodstock Public Library Board meeting. It is standard practice for the JHSC to review health and safety policies prior to Board approval.

The policies were reviewed, and there were no questions or concerns.

6. Next Inspection

- i. February, 2024 – N. Bailey, M. Cook
- ii. March, 2024 – S. Bean, L. Peixoto

7. Next Meeting

The next meeting of the JHSC is scheduled for Thursday, March 14, 2024, at 2:15 pm in the Conference Room at the Library.

With nothing further, the meeting adjourned at 2:52 pm.



Subject: Spring Staff Development Day Closure

Action: For Review and Approval

Prepared by: L. Harris

Meeting of: April 9, 2024

Recommendation

That the Woodstock Public Library close on Friday, May 24, 2024, for a full day of staff development.

Background

The Library continues to build on the semi-annual 2023 staff development days, and highly values this dedicated staff development time. Furthermore, the Library's Senior Team remains committed to providing a minimum of two full-day staff development days during each calendar year as part of its ongoing commitment to supporting staff education needs.

Discussion

The Library will provide adequate notice to the public regarding the closure through our various communication channels.

Ongoing learning is important for Woodstock Public Library staff. Dedicating a full day without disruption will enhance our ability to service our customers and support our staff team. The focus for this staff development day is enhancing, embracing, and embedding customer service in the Library.



Read this news release on the TVDSB website

The Thames Valley District School Board, Oxford County and Oxford County Library have signed a Memorandum of Understanding (MOU) to explore future “multi-service co-builds” when possible, with the goal of “improving community, especially for children.”

“Multi-service co-builds” are projects where local governments, school boards and/or community organizations work together to complete a construction or renovation project.

One such Oxford County collaboration, which was included in Thames Valley’s 2023-2024 Capital Priorities Program funding requests to the Ministry of Education, is a proposed \$22-million elementary school with an attached child care centre for Thamesford.



“The new agreement between Oxford County and Thames Valley supports the development of much needed learning spaces for students, as well as places for people to come together in the communities where they work, live and grow,” said Thames Valley District School Board Chair Beth Mai, “As a public institution, the school board is committed to serving our communities in the most effective way possible. Formalizing a collaborative relationship with Oxford County is a positive step forward for everyone.”

Chair Mai added, “TVDSB looks forward to exploring the potential for collaboration with additional municipal and community partners, so that we may work together to strengthen the networks of support available to area families and communities.”

“Oxford County Council has committed to a vision of working together for a healthy, vibrant, and sustainable future: through partnerships like this, we are delivering for our children and youth. Schools, libraries and recreation centres are all community spaces paid for by the same people. In partnering on funding and planning, we have opened a new pathway for expanding and enhancing the spaces our students need now,” said Marcus Ryan, Warden Oxford County.

“Oxford County Library recognizes that our communities are constantly changing, and that the environments our children need for a healthy and a sustainable future are an outcome of partners working together. The commitment between our organizations is an exciting opportunity to serve our community through service excellence, relationships, and innovation,” said Julia Harris, Board Chair, Oxford County Library.