

Woodstock Public Library Board

Meeting Minutes

December 10, 2019

A regular meeting of the Woodstock Public Library Board was held on December 10, 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:

Councillor Deb Tait
Mayor Trevor Birtch

c) The following persons were also present:

David Harvie, Chief Executive Officer
Darlene Pretty, Recorder

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:01 pm.

2. Roll Call

Motion 19-63

MOVED by Trustee Silverthorn and seconded by Councillor Lauder to approve the past three absences of Mayor Birtch.

Motion carried.

Motion 19-64

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill to approve the past three absences of Councillor Tait.

Motion carried.

3. Approval of the Agenda

Motion 19-65

MOVED by Trustee Silverthorn and seconded by Councillor Lauder to approve the Agenda after amendment of moving item 12b to 8b.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Approval of Minutes from the Meeting of November 12, 2019

Motion 19-66

MOVED by Councillor Lauder and seconded by the Vice-chair to approve the Minutes of the Meeting of November 12, 2019.

Motion carried.

6. Business Arising from the Minutes

a) Review of Procedural Bylaw (revised) in Policy Review

Motion 19-67

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill to approve the revised draft bylaw with changes as presented.

Motion carried.

7. Board Education

a) OLA Super Conference 2020

Trustee Vogwill volunteered to attend the 2020 OLA Super Conference. The Admin Assistant will make the necessary arrangements.

8. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Minutes of the meeting of October 9, 2019

The Minutes were received as information.

b) FOPL Report 2018

Email from Stephen Abram

The information was received.

9. Administrative Reports

a) Monthly Reports

i. Report of the Chief Executive Officer for November, 2019

The CEO reported on updates from the cyber incident. The Library is still working on bringing up public access to computer stations. Treasury will look to reserve accounts to cover costs of recovery from the incident.

ii. Report of the Manager of Public Services for November, 2019

The CEO stated that internal candidate, Gillian Green, was the successful applicant for the full-time Emerging Technologies Librarian position.

b) Statistics: Library Systems Activities for the month of November, 2019

The CEO noted that some stats were down due to the cyber incident. Some numbers were not available.

c) Policy Review

i. Library Board Procedural Bylaw Revised

ii. Library Board Code of Conduct Policy (draft)

Discussion was had. This item is deferred to the meeting of January, 2020.

iii. CEO Evaluation Policy (draft)

The CEO noted that there is no current policy for CEO evaluation, and recommended that members review the evaluation template. This item is deferred to the meeting of January, 2020.

10. Committee Reports

a) Southern Ontario Library Service Trustee Council

Trustee Vogwill updated the Board on new information she had received from SOLS.

b) Health and Safety

No report.

c) Grievance

i. Appointment of Board Members to the Grievance Committee

Motion 19-68

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to approve the appointment of the following members to form the Grievance Committee: Ross Gerrie, Committee Chair; Trustee Vogwill; and Ken Whiteford.

Motion approved.

11. Finance

a) Treasurer's Report

Motion 19-69

MOVED by Trustee Vogwill and seconded by Councillor Lauder

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

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

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

Discussion was had regarding development charges and whether or not to increase for 2020.

Motion carried.

b) 2019 Year-end Surplus

Motion 19-70

MOVED by Trustee Silverthorn and seconded by the Vice-chair to approve the request to Council to move one-half of all funds from the 2019 year-end surplus into the Library's Automation Reserve, and one-half of all funds from the 2019 year-end surplus into the Reserve for Consultant's Services.

Motion carried.

c) Report on Library Reserves

12. New Business

a) City of Woodstock Employee Computer Purchase Loan Program

Motion 19-71

MOVED by the Vice-chair and seconded by Trustee Vogwill that the Board approve the Library's participation in the City's computer purchase program.

Motion carried.

b) 2020 Library Operating Budget

Motion 19-72

MOVED by Trustee Vogwill and seconded by the Vice-chair to approve the 2020 New Initiatives Budget in order to further the Library's Strategic Plan.

The CEO noted that certain accounts should be adjusted to reflect a more true representation. Fines/Fees revenue budget is too high. WSIB has increased dramatically, city-wide. ILLO will change if the Library is to keep service levels close to the same.

Motion carried.

13. Attachments

- a) "Rural Roots"; Woodstock Sentinel Review; November 20, 2019
- b) "Library launches 'Food for Fines' for the Holidays"; Woodstock Sentinel Review; December 3, 2019

14. Committee of the Whole In Camera

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

15. Next Meeting

Tuesday, January 14, 2020 @ 4:00 p.m. in the Library Meeting Room.

16. Adjournment

MOVED by Councillor Lauder that the meeting adjourn at 5:50 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.