

## **Woodstock Public Library Board**

### **Meeting Minutes**

**June 11, 2019**

A regular meeting of the Woodstock Public Library Board was held on June 11, 2019 at 5:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Ken Whiteford, Chair  
Ross Gerrie, Vice-chair  
Mary Anne Silverthorn, Trustee  
Vanessa Vogwill, Trustee  
Mayor Trevor Birtch  
Councillor Connie Lauder

b) The following Board members sent regrets:

Councillor Deb Tait

c) The following persons were also present:

David Harvie, Chief Executive Officer  
Lori Peixoto, Recorder

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

The Chair called the meeting to order at 4:00 pm.

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

##### **Motion 19-42**

MOVED by Councillor Lauder and seconded by Trustee Vogwill to approve the Agenda with the addition of a letter from MPP Ernie Hardeman, listed under item #7, Consideration of Correspondence.

**Motion carried.**

#### **3. Declaration of Conflict of Interest**

None.

#### **4. Approval of Minutes from the Meeting of May 14, 2019**

##### **Motion 19-43**

MOVED by Trustee Silverthorn and seconded by Mayor Birtch to approve the Minutes of the Meeting of May 14, 2019.

**Motion carried.**

**5. Business Arising from the Minutes**

**a) Lower Floor Quotation**

The CEO was given direction to obtain a quote on the flooring project for the lower floor. Sands – the company from the GTA that replaced the flooring on Floor II – visited the Library, and inspected all areas of the lower floor in order to provide a quote. It was determined that it would take approximately seven (7) days to complete the work, and therefore, a satellite location would have to be identified as the current building would have to close to staff and the public.

Due to the scope of the project, the Library would have to go to tender, and the Board would have to authorize the transfer of funds from reserve accounts for the project. The quotes will be presented to the Board.

**b) Southern Ontario Library Service ILLO**

The CEO attended the AMPLO meeting last week, and noted the Executive Director of SOLS was present to provide an update on the Interlibrary Loan (ILLO) service. The CEO explained the added cost of having to use Canada Post for ILLO deliveries, and the rebate that will be provided by SOLS to help offset these costs, which won't be provided until next year. The CEO stated that ILLO requests would open up again for Woodstock Public Library on July 2, 2019, and restrictions would be put in place. There will be a decline in service levels and an increase in cost for the year that would have to come from the current budget.

**6. Board Education**

**a)** The CEO asked the Board what they would like see for Board Education each month. Under current policy, the Board is responsible for its own education. The CEO offered to create an education schedule, with the Board's permission.

The CEO discussed various means of Board education which included attending the annual OLA Super Conference, and perusing LearnHQ which is provided on the SOLS website.

A request will be sent to Treasury to create an expenditure account for Board Education, beginning in 2020.

## 7. Consideration of Correspondence

### **Motion 19-44**

MOVED by Vice-chair Gerrie and seconded by Trustee Silverthorn that the Board accepts the letter of response from the office MPP Ernie Hardeman regarding SOLS budget cuts.

**Motion carried.**

## 8. Administrative Reports

### **a) Monthly Reports**

#### **i) Report of the Chief Executive Officer for May/June, 2019**

The CEO noted that his monthly report was prepared in the format of the Library's strategic goals of the Strat Plan. The Board was in agreement to this format, in keeping the strategic goals in the forefront.

There was discussion around staff vacancies in the positions of Building Maintenance Assistant/Cleaner and Operations Manager.

#### **ii) Report of the Manager of Public Services for May/June, 2019**

The Board discussed the positive publicity regarding the programs the Library offers.

### **b) Statistics: Library Systems Activities for the month of May, 2019**

Discussion took place regarding the number of statistics presented to the Board each month. The CEO felt that a different format may be of more use to the Board, and offered to work on a different view for the meeting of September, 2019.

### **c) Policy Review**

The CEO requested direction from the Board; offered suggestions for striking a sub-committee and tasking the CEO with setting up a schedule in which to review and update policies during the term of the Board.

The Mayor offered that since the City has kept their policies current, other Boards typically keep in line with City policies and procedures.

The Chair stated that this Board can make a decision in the fall after receiving and reviewing the Library's current policies.

**9. Committee Reports**

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

Nothing new to report.

**b) Health and Safety**

**Motion 19-45**

MOVED by Mayor Birtch and seconded by Councillor Lauder that the Board receives the Joint Health & Safety Minutes of December 7, 2018.

**Motion carried.**

**c) Grievance**

No report.

**10. Finance**

**a) Treasurer's Report**

**Motion 19-46**

MOVED by Trustee Vogwill and seconded by Vice-chair Gerrie

that the DRAFT Statement of Revenues and Expenditures for the period ending May 31, 2019, and

the DRAFT Summary of Trust Account for the period ending May 31, 2019, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending May 31, 2019, be approved.

**Motion carried.**

The CEO noted that the Library should be at approximately 41% spent for the year, and the current statements show 36% spent. The Library is in good shape.

**11. New Business**

**a) Orientation Activities to Date**

The CEO reported that he has been meeting with Library staff members, individually, and will be going out to meet with City department heads in their own departments.

**b) Strategic Plan**

Discussion was had, and the CEO asked the Board for direction on priorities for 2019.

The Chair suggested taking initial steps to investigate a feasibility study. The CEO noted that the Library has scored high in comparatives and the services continue to be well used; we need more space. The Board directed the CEO to gather information and bring back to the Board in the fall.

The CEO suggested publishing a page of statistics and accomplishments for the website. The Chair noted that the previous Acting CEO prepared a list of accomplishments for the AGM, and information gathered from that would be appropriate.

**c) Toronto International Festival of Authors – Early Closure**

**Motion 19-47**

MOVED by Councillor Lauder and seconded by Trustee Vogwill that the Board approves the early closure of the Library at 5:00 pm on Friday, October 25, 2019, in order to provide sufficient time to set up for the Toronto International Festival of Authors event reception.

**Motion carried.**

**d) Staff Development Day – Remembrance Day Closure**

**Motion 19-48**

MOVED by Trustee Silverthorn and seconded by Mayor Birtch that the Board approves the closure of the Library on Monday, November 11, 2019, in order to hold a staff training day.

**Motion carried.**

**12. Attachments**

- a) *Minutes of the Joint Health & Safety Committee Meeting; December 7, 2018*
- b) *Letter to Minister of Tourism, Culture and Sport re: Ontario Library Service – Service Cuts; May 16, 2019*
- c) *One Voice for Ontario Public Libraries; Federation of Ontario Public Libraries; May 6, 2019*

- d) *Joint Statement; Southern Ontario Library Service and Ontario Library Service – North; June 1 2019*
- e) *Reduction in the SOLS 2019-2020 Budget; Southern Ontario Library Service; June 4, 2019*
- f) *Donation; Jill Crosby (Clara Copeland); May 1, 2019*

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

None.

**14. Next Meeting**

Tuesday, September 10, 2019, at 4:00 pm.

**15. Adjournment**

**MOVED** by Councillor Lauder that the meeting adjourn at 5:14 pm.

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