

## **Woodstock Public Library Board**

### **Meeting Minutes**

**September 10, 2019**

A regular meeting of the Woodstock Public Library Board was held on September 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  
Mayor Trevor Birtch  
Councillor Connie Lauder  
Councillor Deb Tait

b) The following Board members sent regrets:

None

c) The following persons were also present:

David Harvie, Chief Executive Officer  
Lori Peixoto, Recorder

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

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

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

##### **Motion 19-49**

MOVED by Trustee Silverthorn and seconded by Mayor Birtch to approve the Agenda.

**Motion carried.**

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

None.

#### **4. Minutes of the Meeting of June 11, 2019**

##### **Motion 19-50**

MOVED by Councillor Lauder and seconded by Trustee Vogwill to approve the Minutes of the meeting of June 11, 2019.

**Carried.**

#### **5. Business Arising from the Minutes**

##### **a) Report – Lower Floor Replacement Estimates**

The CEO directs Board members' attention to the two options noted in his report. The recommendation is to go with carpet tiles. There will be more maintenance involved, but it's the more economic option. Funds would need to come from reserve accounts, and installation could take place during 'down time'.

Regarding the front lobby, the recommendation is to repair the small section where tiles are starting to lift. The work could be done after hours. Funding would come from reserve accounts for this project as well.

The Chair asks if the Board needs to make a motion to go to tender. The CEO states that there are certain thresholds within the purchasing policy, and this project falls under the threshold. The entire project would be rolled into the 2020 capital budget.

#### **6. Board Education**

##### **a) Report – Library Board Education & Proposed Schedule**

The CEO presents orientation binders to the Board, and goes through the various documents provided, noting the tentative schedule for Board Education included. Monthly policy review would correlate with monthly education, taking approximately 20 minutes per meeting under Board Education. The CEO proposes the meeting of October, 2019, to begin the schedule.

All members of the Board agree to this format, beginning in October.

#### **7. Consideration of Correspondence**

##### **a) Correspondence – Ministry of Tourism, Culture and Sport ILLO Courier Cuts**

There are no questions or comments.

## 8. Administrative Reports

### a) Monthly Reports

#### i) Report of the Chief Executive Officer for Summer, 2019

The CEO updates the Board on the next phase of the external brickwork project. The City is reviewing bids at this time.  
The CEO updates the Board on staff vacancies that have been filled since the last meeting of the Board.

#### ii) Report of the Manager of Public Services for Summer, 2019

The CEO reports that summer programming was very successful, largely due to staff and the summer students. The Library offered a mix of drop-in and registered programs, with no registration fees, which seemed to help draw people in.

### b) Statistics – Library Systems Activities for the months of June, July and August, 2019

The CEO reports that June was typical. The Library saw a decline for July and August. Overall, summer programming was up and total library usage was up. Circulation was down.

### c) Policy Review

#### i) Report – Library Board Policy Review & Draft Policy

The CEO seeks direction from the Board on how to proceed with reviewing and updating policies.

The Board all agree to task the CEO to create a policy update schedule, and bring a policy each month for the Board to review and revise as appropriate.

#### **Motion 19-51**

MOVED by Councillor Tait and seconded by Trustee Silverthorn to adopt the Policy, as provided by the CEO, entitled Policy Development.

**Carried.**

**9. Committee Reports**

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

Trustee Vogwill states that she receives emails from SOLS regularly, and will attend the upcoming meeting of November 2, 2019, in St. Thomas.

**b) Health and Safety**

**Motion 19-52**

MOVED by Councillor Tait and seconded by Trustee Silverthorn to receive the Minutes of the Joint Health & Safety Committee of March 22, 2019.

**Carried.**

**c) Grievance**

No Report

**10. Finance**

**a) Treasurer's Report**

**Motion 19-53**

MOVED by Councillor Tait and seconded by Councillor Lauder

that the DRAFT Statement of Revenues and Expenditures for the periods ending June 30, July 31, and August 31, 2019; and

the DRAFT Summary of Trust Account for the periods ending June 30, July 31, and August 31, 2019; and

the DRAFT Summary of the Jessie McDougall Trust Fund for the periods ending June 30, July 31, and August 31, 2019

be approved.”

**Motion carried.**

The CEO makes note of donations made by a local couple that have exceeded the budgeted amounts for the past few years.

The Chair asks for details on the Trust accounts. The CEO will provide information from Treasury at a future meeting.

**11. New Business**

**a) Library Statistics – Proposed New Format**

The CEO presents the Board with a new format for reporting statistics. The format is more useful for the Board, and more impactful in front of Council. All Board members agree to going forward with the new format of reporting stats.

**b) Other Business For Which Notice Has Not Been Given**

Trustee Vogwill references an article from Halifax regarding challenges in society, and the Library's role. The Admin Assistant forwards an electronic version of the article to members of the Board.

**12. Attachments**

**a)** *City Council briefs: City sells land, offers support for Ontario Library Service and look to add sister city; Woodstock Sentinel-Review; June 12<sup>th</sup>, 2019*

**b)** *Libraries restart loan program, but cuts to hamper service; Woodstock Sentinel-Review; June 17<sup>th</sup>, 2019*

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

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

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**14. Next Meeting**

Tuesday, October 8, 2019, at 4:00 pm (photos of the Board scheduled for 3:00 pm)

**15. Adjournment**

MOVED by Mayor Birtch that the meeting adjourn at 5:03 pm.

## **VISION**

Your Destination for Discovery

## **MISSION**

The Woodstock Public Library is a community based accessible centre that responds to changing needs by providing up-to-date resources in a welcoming environment.

### **Dates To Remember:**

Ontario Public Library Week – October 20<sup>th</sup> - 26<sup>th</sup>

Lit on Tour Woodstock – Friday, October 25<sup>th</sup> at 7:00 pm – Knox Presbyterian Church

SOLS Trustee Council 1 Meeting – Saturday, November 2<sup>nd</sup> – 10:00 am – St. Thomas Public Library

Oxford Reads Gala Event – Saturday, November 9<sup>th</sup> at 7:00 pm – Marketplace Theatre