

**Woodstock Public Library Board**  
**Meeting Minutes**  
**December 8, 2020**

A regular meeting of the Woodstock Public Library Board was held on December 8, 2020 at 4:00 pm, virtually via Zoom technology (link provided publicly).

**a)** The following Board members were present:

Ken Whiteford, Chair  
Mary Anne Silverthorn, Trustee  
Gary Wade, Trustee  
Councillor Connie Lauder  
Councillor Deb Tait  
Mayor Trevor Birtch

**b)** The following Board members sent regrets:

Ross Gerrie, Vice-chair

**c)** The following persons were also present:

David Harvie, CEO  
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.

Regrets were offered for Vice-chair Ross Gerrie.

**2. Indigenous Acknowledgement**

The Woodstock Public Library is situated on the traditional territories of the Indigenous Peoples and covered by the Upper Canada Treaties. The Library Board (I) would like to acknowledge the history of the traditional territory on which the Library stands. We (I) would also like to respect the longstanding relationships of the local Indigenous groups, the Haudenosaunee, Lanape, and Anishinaabek of this land and place in Southwestern Ontario. We (I) would like to recognize the Indigenous communities in close proximity to the city of Woodstock: Chippewas of The Thames First Nation; Oneida Nation of The Thames; Munsee-Delaware Nation; Mississaugas of New Credit First Nation; and Six Nations of The Grand (which consists of Mohawk, Cayuga, Seneca, Onondaga, Oneida and Tuscarora Nations).

**3. Approval of the Agenda**

**Motion 20-69**

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

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of November 11, 2020**

**Motion 20-70**

MOVED by Trustee Silverthorn and seconded by Councillor Tait to approve the Minutes of the Meeting of November 11, 2020.

**Motion carried.**

**6. Business Arising from the Minutes**

None.

**7. Board Education**

None.

**8. Consideration of Correspondence**

None.

**9. Administrative Reports**

**a) Monthly Report**

**i. Report of the Chief Executive Officer for December, 2020**

The CEO elaborated on what was in the report including an update on the 'Food for Fines' partnership with Salvation Army, ending December 12<sup>th</sup>.

The CEO noted that the Capital Budget was presented to City Council on November 24<sup>th</sup>.

Discussion was had regarding the Library's automation system, and the upcoming change to moving back to Bibliocommons with the consortium.

There were no questions or comments.

**b) Statistics: Library Systems Activities for November, 2020**

The CEO would like to see the Library pass 1.5 million library uses by the end of the year. At the time of this meeting, usage was already at 1.4 million. With the pandemic, it's expected that this year's usage will be lower by about 25-30%.

The CEO confirmed the quarantine period for materials was 6 days, based on studies done specifically for libraries on the survivability of the COVID-19 virus on books, DVD and game cases. The CEO stated the importance of doing everything we can to ensure the Library is a safe place for patrons and staff.

**c) Policy Review**

**i. Report – Access to Information & Protection of Privacy Policy and Video Surveillance Policy**

Discussion was had regarding the possibility of the City CAO or City Clerk reviewing these policies prior to Board approval. The Mayor suggested forwarding the idea to the CAO for possible discussion with the City's solicitor for commentary.

**Motion 20-71**

MOVED by Councillor Tait and seconded by Councillor Lauder that the Board defers the adoption of the Access to Information & Protection of Privacy Policy and the Video Surveillance Policy to make City Administration aware of potential adoption and solicit any comments on them.

**Motion carried.**

**ii. Access to Information & Protection of Privacy Policy (Draft)**

Deferred to next meeting.

**iii. Video Surveillance Policy (Draft)**

Deferred to next meeting.

**10. Committee Reports**

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

None.

**b) Health and Safety**

None.

**c) Grievance**

None.

**11. Finance**

**a) Treasurer's Report (as provided by Treasury)**

The CEO reported that the Library was not in receipt of the Statement of Revenue and Expenditures for November, 2020, at the time of this meeting.

**12. New Business**

None.

**13. Notices of Motion**

None.

**14. Attachments**

None.

**15. Committee of the Whole In Camera**

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

**16. Next Meeting**

Tuesday, January 12, 2021, 4:00 pm.

**17. Adjournment**

**MOVED** by Councillor Lauder that the meeting adjourn at 4:29 pm.

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