

**Woodstock Public Library Board**  
**Meeting Minutes**  
**May 12, 2020**

A regular meeting of the Woodstock Public Library Board was held on May 12, 2020 at 4:00 pm, virtually via Zoom technology (link provided publicly).

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

Ken Whiteford, Chair  
Ross Gerrie, Vice-chair  
Mary Anne Silverthorn, Trustee  
Dr. Vanessa Vogwill, Trustee  
Councillor Connie Lauder  
Councillor Deb Tait

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

Mayor Trevor Birtch

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

David Harvie, CEO  
Lori Peixoto, recorder

**d)** The following guests were present:

Christene Scrimgeour, Scrimgeour & Company

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

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

The Chair announced that the meeting was being recorded in case of technological disruption and for ease in minute-taking.

**2. Approval of the Agenda**

**Motion 20-20**

MOVED by Councillor Tait and seconded by Trustee Silverthorn to approve the Agenda.

**Motion carried.**

**3. Declaration of Conflict of Interest**

None.

#### **4. Delegations/Presentations**

##### **a) 2019 Auditor's Report – Christene Scrimgeour, Scrimgeour & Co.**

The Chair introduced Ms. Scrimgeour.

Ms. Scrimgeour explained each page of the provided Draft Audited Financial Statements, answering questions by members of the Board. Ms. Scrimgeour noted that there was no real change except the increase in savings and tangible assets, an overall increase in surplus. Ms. Scrimgeour explained that financial statements now require a note on the COVID-19 event, and that had been added to the Library's financial statements.

Ms. Scrimgeour noted that the Draft Trust Financial Statements showed not much more than earned interest.

The Chair thanked Ms. Scrimgeour for presenting the Draft Audited Statements, and Ms. Scrimgeour signed off of the meeting at 4:12 pm.

##### **Motion 20-21**

MOVED by Councillor Lauder and seconded by Trustee Vogwill

that the DRAFT 2019 Woodstock Public Library Board Financial Statements for the year ending December 31, 2019, and

the DRAFT 2019 Woodstock Public Library Board Trust Fund Financial Statements for the year ending December 31, 2019, be approved.

**Motion carried.**

#### **5. Approval of Minutes**

##### **a) Minutes of the Meeting of March 10, 2020**

##### **Motion 20-22**

MOVED by the Vice-chair and seconded by Councillor Tait to approve the Minutes of the meeting of March 10, 2020.

**Motion carried.**

##### **b) Minutes of the Meeting of March 26, 2020**

##### **Motion 20-23**

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill to approve the Minutes of the meeting of March 26, 2020.

**Motion carried.**

**6. Business Arising from the Minutes**

**a) Collection Development Policy**

Discussion was had regarding the Library's current French Language collection. The CEO stated he would add language to the policy that would build on the French collection as needed.

**Motion 20-24**

MOVED by Trustee Vogwill and seconded by Councillor Lauder to approve the Collection Development Policy as amended.

**Motion carried.**

**b) United Way Teen Space Donation**

**Motion 20-25**

MOVED by Councillor Lauder and seconded by Trustee Silverthorn that the Board reaffirm the motion made to return the Grant of \$15,000 designated for the creation of a Teen Space on Floor II of the Library to United Way of Oxford. The original motion was made via email and declared passed by the Chair on April 8, 2020; moved by the Vice-chair, and seconded by Councillor Tait.

**Motion carried.**

**7. Board Education**

None.

**8. Consideration of Correspondence**

**a) Federation of Ontario Public Libraries – Update Spring, 2020**

There were no questions or comments from the Board.

**9. Administrative Reports**

**a) Monthly Reports**

**i. Report of the Chief Executive Officer for April/May, 2020**

The CEO discussed what had changed since the previous meeting, noting there was no meeting in April.

Discussion was had regarding upcoming announcements that would be made by the Province, and how the Library would respond in the way of a pandemic recovery plan which would be discussed in greater detail later in the meeting.

**ii. Report of the Manager of Public Services for April/May, 2020**

The CEO noted that the librarians were providing excellent resources and support for the community as they were becoming more familiar with digital platforms.

**b) Statistics: Library Systems Activities for March and April, 2020**

The CEO noted that statistics had dropped significantly due to the COVID-19 pandemic. Social Media interactions had increased, though.

**c) Policy Review**

**i. Health & Safety Policy – Revised Draft**

**Motion 20-26**

MOVED by the Vice-chair and seconded by Councillor Lauder to approve the Health & Safety Policy.

**Motion carried.**

**ii. Prevention of Violence in the Workplace – Revised Draft**

**Motion 20-27**

MOVED by Trustee Silverthorn and seconded by Councillor Tait to approve the Prevention of Violence in the Workplace Policy.

**Motion carried.**

**10. Committee Reports**

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

- i. SOLS Spring Meeting Update – Trustee Vogwill**
- ii. SOLS April 18, 2020, Virtual Meeting Slides**

Trustee Vogwill presented a summary of the most recent SOLS Trustee Council meeting, and noted the slides of the virtual meeting were attached to the package.

**b) Health and Safety**

Minutes of the meeting of Joint Health & Safety Committee of December 20, 2019

**Motion 20-28**

MOVED by the Vice-chair and seconded by Councillor Lauder to accept the Minutes of the Joint Health & Safety Committee meeting of December 20, 2019, as information.

**Motion carried.**

**c) Grievance**

No report.

**11. Finance**

**a) Treasurer's Report**

**Motion 20-29**

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill

that the DRAFT Statement of Revenues and Expenditures for the period January 1, 2020, to April 30, 2020, and

the DRAFT Summary of Trust Account for the period January 1, 2020, to April 30, 2020, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period January 1, 2020, to April 30, 2020, be approved.

**Motion carried.**

The CEO noted that the Library should be at 33% spent, but currently sitting at 28% spent for the year. This is due in part to projects now put on hold plus staff lay-offs. The Library would be incurring costs due to COVID-19 including items needed for re-opening. The estimate is approximately \$5,000-\$7,000 for these items.

**12. New Business**

**a) Pandemic Recovery Plan**

The CEO discussed the operational plan, noting that it would be going out to staff following the meeting. Information provided by the Province and municipality as well as regional libraries was used in developing the plan. The plan would change and evolve based on government directive.

The CEO assured the Board that recovery and re-opening of the Library safely is priority.

Trustee Silverthorn thanked and commended the CEO for the amount of thought and work that had gone into the preparation of the plan.

There were no other questions or comments regarding the Pandemic Recovery Plan.

**13. Other Business for Which Notice Has Not Been Given**

The Vice-chair requested clarification on staff lay-offs.

The CEO confirmed that the lay-offs would be temporary, and Phase 1 of the Pandemic Recovery Plan would allow the Library to recall those employees. We would await Provincial guidelines to better determine when that would be. Lay-offs commenced Tuesday, April 14, and thirteen weeks from that date would be mid-June.

**14. Notice of Motion**

None.

**15. Attachments**

**a) *Public Library Board Meetings and Remote Participation; SOLS***  
For Information

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**16. Committee of the Whole In-camera  
Motion 20-30**

MOVED by the Vice-chair and seconded by Councillor Lauder that the Board move into Committee of the Whole In-camera at 5:03 pm.

**Motion carried.**

The CEO and recorder exited the meeting.

**Motion 20-31**

MOVED by the Vice-chair and seconded by Councillor Lauder that the Board move out of Committee of the Whole In-camera at 5:09 pm.

**Motion carried.**

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**17. Next Meeting**

Tuesday, June 9, 2020, at 4:00 pm.

**18. Adjournment**

**MOVED** by Councillor Tait that the meeting adjourn at 5:11 pm.

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