

Woodstock Public Library Board

Meeting Minutes April 13, 2021

A regular meeting of the Woodstock Public Library Board was held on April 13, 2021, at 4:00 p.m., virtually via ZOOM technology (link provided publicly).

a) The following Board members were present:

Ken Whiteford, Chair
Mary Anne Silverthorn, Vice-chair
Gary Wade, Trustee
Councillor Connie Lauder
Mayor Trevor Birtch

b) The following Board members sent regrets:

Councillor Deb Tait

c) The following persons were also present:

David Harvie, CEO
Lori Peixoto, recorder

1. Call to Order/Chairperson's Remarks

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

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 21-30

MOVED by the Acting Vice-chair and seconded by Councillor Lauder to amend the Agenda to add a staff appreciation component under New Business, and subsequently approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Approval of Minutes from March 9, 2021

Motion 21-31

MOVED by Mayor Birtch and seconded by Trustee Wade to approve the Minutes of the Meeting of March 9, 2021.

Motion carried.

6. Business Arising from the Minutes

None.

7. Election of Vice-chair of the Library Board

a) Call for Nominations and Election

The Chair noted that Trustee Mary Anne Silverthorn has been Acting Vice-chair, and it was appropriate at the time of the meeting to revisit that.

Motion 21-32

MOVED by Councillor Lauder and seconded by Trustee Wade that the Board removes 'Acting' from the title of Vice-chair, and that Trustee Silverthorn becomes the Woodstock Public Library Board Vice-chair.

Motion carried.

It was noted that Vice-chair Silverthorn abstained from the vote.

8. Board Education

None.

9. Consideration of Correspondence

a) FOPL Email

Government Cuts to Centre for Equitable Library Access (CELA)
The CEO explained the role of CELA – supporting people with vision impairment by supplying brail materials, books on tape and cd, etc. The CEO provided Library statistics to the Board regarding patrons that rely on this service, noting that it's well-used in our community.

FOPL had requested the support of libraries in reaching out to the federal government, in favour of retaining funding for this valuable service. The Chair suggested writing to the local MP, including signatures of both the Library CEO as well as the Board Chair. Councillor Lauder noted that involving the Accessibility Committee may be of benefit as well.

Motion 21-33

MOVED by the Vice-chair and seconded by Trustee Wade that the Board support the continued service provided by CELA by way of writing to the MP and other bodies so concerned.

Motion carried.

10. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer for April, 2021

The CEO provided updates since the writing of his report that included the Building Expansion Feasibility Study, with next steps being staff engagement next week. The consultants would attend the next month's meeting of the Board to provide an update. The CEO reminded members of the Board that Oxford Reads – 'One Book, One Community' – would be a virtual event this year. The CEO reported that with the most recent announcement of the Provincial Government, the Library had moved back to curbside service; staff pulled together to implement the service for Saturday of Easter weekend.

ii. Report of the Manager of Public Services for April, 2021

The CEO reported that the Library welcomed a new librarian to the team – Elise Schofield, replacing a librarian who had resigned from the position.

b) Statistics: Library Systems Activities

The CEO stated that during the pandemic, the numbers would not be consistent, although online usage should be higher in April with Spring Break, moving back to curbside service would affect the numbers. There were no questions or comments from the Board.

c) Policy Review

i. Fines Free Library Service Model

The Chair noted that the Board has had a month since the Fines Free model was put before them initially, and asked members what they would like to do with it.

Motion 21-34

MOVED by Councillor Lauder and seconded by the Vice-chair to approve #1 of the Options for Consideration in the Fine Free Library Model report distributed to the Board.

Councillor Lauder discussed the notifications that patrons receive regarding their materials, and felt this was sufficient information for patrons to ensure their materials were returned on time. She also stated that if moving to a fines-free model is what it would take to ensure no child in the community goes without access to the library, then she'd be comfortable with that decision.

The Vice-chair thanked the CEO for the work put into the comprehensive report, and after absorbing the information, felt that the first option was the most fair. No child should have access denied because of fines or late fees. The Vice-chair stated that she'd be happy to support this model.

The Chair noted that there were five members of the Board present, that the Chair can vote, and is in support of the recommendation (Option #1) put before them.

The CEO stated that, depending on the vote, he would have to bring a revised Circulation Policy to the Board. It would take time to redevelop the policy, revamp the internal system, and develop a communication plan. This could take a couple of months.

All are in favour.

Motion carried.

11. Committee Reports

a) Southern Ontario Library Service Trustee Council

None.

b) Health and Safety

Motion 21-35

MOVED by the Vice-chair and seconded by Mayor Birtch to accept the Minutes of the Meeting of the Joint Health & Safety Committee of December 18, 2020, as information.

Motion carried.

c) Grievance

The report of the Grievance Committee will be held In-camera in accordance with the Public Libraries Act.

12. Finance

a) Treasurer's Report

The CEO provided information on accounts, noting that by this time of the year, the budget should be at approximately 25% spent.

Motion 21-36

MOVED by Trustee Wade and seconded by Councillor Lauder that the DRAFT Statement of Revenues and Expenditures for the period ending March 31, 2021, and the DRAFT Summary of Trust Account for the period ending March 31, 2021, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending March 31, 2021, be approved as information received.

Motion carried.

13. New Business

Discussion was had regarding a staff appreciation lunch, provided by the Board, as a 'thank you' for all that has been endured during the pandemic. A tentative date of June 3, 2021, is on the table, however, with the ever-changing status of shutdown, this may get moved to Fall. Promotion of the event should start around the second week of May, to allow for staff that may not be scheduled to work to plan to attend, if possible.

14. Notices of Motion

None.

15. Attachments

None.

16. Committee of the Whole In-camera

Motion 21-37

MOVED by the Vice-chair and seconded by Councillor Lauder that the Board move into Committee of the Whole In-camera at 4:31 pm.

Motion carried.

Motion 21-38

MOVED by Mayor Birtch and seconded by Trustee Wade that the Board move out of Committee of the Whole In-camera at 5:20 pm.

Motion carried.

Motion 21-39

MOVED by the Vice-chair and seconded by Trustee Wade that the Board approve the Agenda for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 21-40

MOVED by Councillor Lauder and seconded by the Vice-chair that the Board approve the Minutes of the Committee of the Whole In-camera for March 9, 2021.

Motion carried.

17. Next Meeting

Tuesday, May 11, 2021, 4:00 pm.

18. Adjournment

MOVED by Councillor Lauder that the meeting adjourn at 5:28 pm.

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