

Woodstock Public Library Board

Meeting Minutes April 9, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, April 9, 2024, at 4:15 pm, in the Meeting Room at the Woodstock Public Library.

a) The following Board members were present:

Mary Anne Silverthorn, Chair
Danielle Barry, Vice Chair
Lynn Wareing, Trustee
Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Councillor Bernia Martin
Councillor Deb Tait

b) The following persons were also present:

Lindsay Harris, CEO
Megan Cook, Director of Library Services/Deputy CEO
Lori Peixoto, recorder

1. Call to Order

M.A. Silverthorn called the meeting to order at 4:15 pm.

2. Indigenous Acknowledgement

The Library Board would like to acknowledge that we are meeting on traditional and ancestral land of the Haudenosaunee, Lanape, and Anishnaabek Peoples. We thank all generations of people who have taken care of this land and recognize and reflect upon their historic and present connection and contributions to this land and place.

3. Approval of the Agenda

Motion 24-23

MOVED by L. Wareing and seconded by K. Leatherbarrow to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of March 12, 2024

Motion 24-24

MOVED by B. Martin and seconded by D. Tait to approve the Minutes of the meeting of March 12, 2024.

Motion carried.

6. Business Arising from the Minutes

a) Strategic Plan

Motion 24-25

MOVED by D. Barry and seconded by D. Tait that the Board appoints K. Whiteford and K. Leatherbarrow to act as Board representatives for the Strategic Plan process.

Motion carried.

L. Harris provided an update on the information discussed during the first meeting of the Strategic Plan Steering Committee. The focus was on scheduling meeting dates, planning process, and next steps.

7. Chairperson's Remarks

None.

8. Delegations/Presentations

None.

9. Board Education

a) Library Statistics

L. Harris circled back to a conversation with the Board earlier in the year, asking if there was additional statistical information the Board would like to see reported each month. A general description was given on statistics currently tracked.

L. Wareing suggested tracking waitlists for programs and services, as numbers would paint a picture for demand from the community.

10. Consideration of Correspondence

a) Friends of the Library

Minutes of the Meeting of February 14, 2024

Motion 24-26

MOVED by D. Tait and seconded by K. Whiteford that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for February 14, 2024, as information.

Motion carried.

M. Cook spoke highly of the new executive of the Friends, and noted the group was growing in numbers.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris thanked the Board and members of City Council for their support during the budget process.

L. Harris noted that preparations were underway for the upcoming staff development day, and facilitators from Markham Public Library would be leading the day's activities.

L. Harris reported that the Library would be hosting the biannual meeting of SWOLA. The group is comprised of representatives from academic and public libraries in the region.

ii. Report of the Director of Library Services/Deputy CEO

M. Cook reported on successful programming since the last meeting of the Board, and would provide wait-list statistical information at the next meeting.

Discussion was had regarding programs and outreach, and M. Cook provided an update on equipment purchased with the grant from Oxford Community Fund.

b) Statistics: Library Systems Activities for the month of March, 2024

L. Harris noted that statistics were added, retroactively from January, on the library's eNewsletter.

Details were offered on various statistics reported for the month, noting that numbers were slightly higher than those of last year at this time.

c) Policy Review

i. Report – Staff Expenses Policy

L. Harris noted that the policy before the Board was comprised of two outdated policies. The Board previewed the updated draft policy at its meeting the previous month.

Discussion was had regarding the process for Board-related expenses. It was determined that Board Trustees should not be combined with Library staff in the policy, and amendments would be made to the policy to reflect this.

ii. Staff Expenses Policy

Motion 24-27

MOVED by D. Tait and seconded by D. Barry that the Board rescinds the following policies: Mileage Allowance, and Approval of Expenses.

Motion carried.

Motion 24-28

MOVED by K. Whiteford and seconded by D. Tait that the Board approves the Staff Expenses Policy as amended, removing all reference to Trustees in the policy.

Motion carried.

iii. Report – Nepotism Policy

L. Harris noted that the policy before the Board was outdated by 20 years, and that there was a significant re-write. Therefore, the policy was included for the Board’s consideration prior to seeking approval at the next meeting.

iv. Nepotism Policy

K. Whiteford asked if the policy before the Board was aligned with the City’s policy. L. Harris noted that it was.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

Minutes for January 11, 2024

Motion 24-29

MOVED by K. Whiteford and seconded by D. Tait that the Board approves the Minutes of the Joint Health and Safety Committee meeting of January 11, 2024.

Motion carried.

13. Finance

a) Treasurer's Report

There was no financial report provided by Treasury this month.

14. New Business

a) Report – Staff Development Day

Motion 24-30

MOVED by L. Wareing and seconded by B. Martin that the Board approves that the Library close on Friday, May 24, 2024, for a full day of staff development.

Motion carried.

15. Notices of Motion

None.

16. Attachments

a) Thames Valley and Oxford County commit to exploring future multi-service co-build opportunities; Oxford County website; March 19, 2024

Discussion was had, noting that the process was functioning in other municipalities, and it would be a great way to expand library services to the community without affecting municipal budgets.

17. Committee of the Whole In-camera

Motion 24-31

MOVED by L. Wareing and seconded by K. Whiteford that the Board moves into Committee of the Whole In-camera at 5:12 pm regarding labour relations or employee negotiations.

Motion carried.

Motion 24-32

MOVED by K. Leatherbarrow and seconded by B. Martin that the Board moves out of Committee of the Whole In-camera at 5:22 pm.

Motion carried.

Motion 24-33

MOVED by K. Leatherbarrow and seconded by D. Barry that the Board approves the Agenda for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 24-34

MOVED by K. Whiteford and seconded by L. Wareing that the Board approves the Minutes of the Committee of the Whole In-camera for January 16, 2024.

Motion carried.

Motion 24-35

MOVED by D. Barry and seconded by B. Martin that the Board receives the report on negotiations, presented by the CEO.

Motion carried.

18. Next Meeting

Tuesday, May 14, 2024, 4:15 pm.

19. Adjournment

MOVED by K. Whiteford that the meeting adjourn at 5:24 pm.

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