

Woodstock Public Library Board

Meeting Minutes May 14, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, May 14, 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
Councillor Deb Tait
Councillor Bernia Martin

b) The following Board members sent regrets:

Ken Whiteford, Trustee
Councillor Kate Leatherbarrow

c) The following persons were also present:

Lindsay Harris, CEO
Lori Peixoto, recorder

1. Call to Order

The Chair 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 24-36

MOVED by D. Tait and seconded by B. Martin to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Delegations/Presentations

a) 2023 Woodstock Public Library Audit

M.A. Silverthorn introduced Christene Scrimgeour to the Board, welcoming her, virtually via ZOOM technology, to present the Library's draft audited financial statements for the year 2023.

i. Verbal Report – Christene Scrimgeour, CPA, CA, BA, Scrimgeour & Company

C. Scrimgeour presented the draft audited financial statements to the Board, line by line, pausing to allow opportunity for Trustees to ask questions, if needed.

ii. DRAFT Audited Statements

Motion 24-37

MOVED by D. Tait and seconded by D. Barry that the DRAFT 2023 Woodstock Public Library Board Financial Statements for the year ending December 31, 2023, and the DRAFT 2023 Woodstock Public Library Board Trust Fund Financial Statements for the year ending December 31, 2023, be approved as presented.

Motion carried.

Upon approval of the draft audited statements, C. Scrimgeour exited the meeting at 4:30 pm.

6. Minutes of the Meeting of April 9, 2024

Motion 24-38

MOVED by D. Barry and seconded by B. Martin to approve the Minutes of the meeting of April 9, 2024, following correction of Motion 24-35.

Motion carried.

7. Business Arising from the Minutes

a) Strategic Plan

L. Harris provided an update on the planning process, noting the next meeting was scheduled for May 22, 2024, which would continue to focus on groundwork prior to the phase of community consultations.

8. Chairperson's Remarks

M.A. Silverthorn reminded Trustees of the staff appreciation lunch happening in July, and advertising of the event to staff would commence very soon.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Library

i. Minutes of the Meeting of March 13, 2024

Motion 24-39

MOVED by L. Wareing and seconded by D. Tait that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for March 13, 2024, as information.

Motion carried.

ii. Minutes of the Meeting of April 10, 2024

Motion 24-40

MOVED by B. Martin and seconded by D. Barry that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for April 10, 2024, as information.

Motion carried.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris reported to the Board that the Ministry survey had been submitted. The survey solidifies the Library's receipt of the Public Library Operating Grant. There would be no increase to the amount of the Grant again this year.

L. Harris reported on a successful book sale, organized by the Friends, making over \$2,400. Money raised by the Friends helps the Library with the purchasing of special materials, equipment, and hosting larger scale programs such as author events.

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

The report was before the Board, and there were no questions or concerns.

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

L. Harris provided details on the information provided in the statistics report before the Board. The number of new cardholders had continued to increase, reaching just short of 900 new library cards by the end of April, 2024.

Discussion was had regarding reports on the back-end for program statistics.

c) Policy Review

i. Report – Nepotism Policy

L. Harris noted that the draft policy had been before the Board at its previous meeting for perusal and suggestions prior to seeking approval. The policy was re-written to be aligned with the City's nepotism policy.

There were no questions from the Board.

ii. Nepotism Policy

Motion 24-41

MOVED by D. Barry and seconded by D. Tait that the Board approves the revised Nepotism Policy as presented.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Wareing provided highlights of the meeting that occurred with OLS Trustees. Discussion was had regarding accreditation, and what it could bring to the Library. More discussion would be had in the future.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

i. Motion 24-42

MOVED by B. Martin and seconded by D. Barry that the DRAFT Statement of Revenues and Expenditures for the period ending March 31, 2024, and the DRAFT Summary of Trust Account for the period ending March 31, 2024, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending March 31, 2024, be received as information.

L. Harris noted that there were some minor errors in expense accounts, but they had been reported to Treasury, and the corrections would be captured on the financial statements for April, 2024.

Motion carried.

ii. Motion 24-43

MOVED by D. Barry and seconded by D. Tait that the DRAFT Statement of Revenues and Expenditures for the period ending April 30, 2024, and the DRAFT Summary of Trust Account for the period ending April 30, 2024, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending April 30, 2024, be received as information.

Motion carried.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

None.

17. Committee of the Whole In-camera

There was no meeting of the Committee of the Whole In-camera.

18. Next Meeting

Wednesday, June 19, 2024, 4:15 pm.

B. Martin expressed regrets for the meeting in June.

19. Adjournment

MOVED by M.A. Silverthorn that the meeting adjourn at 4:53 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.