

# Woodstock Public Library Board

## Meeting Minutes November 12, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, November 12, 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 Deb Tait  
Councillor Bernia Martin

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

Lindsay Harris, 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 24-75**

MOVED by K. Whiteford and seconded by B. Martin to approve the Agenda.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

## 5. Board Education

### a) Intellectual Freedom

G. Green, Public Services Supervisor; and  
H. McDonald, Systems and Technical Services Supervisor

L. Harris introduced Ms. Green and Ms. McDonald.

A verbal and slide show presentation on Intellectual Freedom was given to the Board.

At its conclusion, discussion was had on intellectual freedom.

M.A. Silverthorn thanked the presenters for attending.

## 6. Minutes of the Meeting of October 8, 2024

### Motion 24-76

MOVED by D. Barry and seconded by B. Martin to approve the Minutes of the meeting of October 8, 2024.

**Motion carried.**

## 7. Business Arising from the Minutes

### a) Strategic Plan

L. Harris provided an update on the strategic planning process, noting that a rough draft of the Plan would likely be available at the next regular meeting of the Board.

There were no questions from the Board.

### b) FOPL Report – Library Data Comparisons

L. Harris brought forward information on a report provided by FOPL in 2021 that was compiled based on their analysis from the Ministry survey of 2020-2021. L. Harris noted that although FOPL had not recreated the report since that time, it would not be impossible to get the information to generate an in-house report.

K. Whiteford noted how positive the data was, and that there was merit in getting the data compiled if the conclusions were as favourable as they were in 2021.

**Motion 24-77**

MOVED by K. Whiteford and seconded by D. Tait that the Board requests Library staff compile a report from data gathered by the annual survey of libraries.

**Motion carried.**

**8. Chairperson's Remarks**

None.

**9. Delegations/Presentations**

None.

**10. Consideration of Correspondence**

**a) Friends of the Library**

Minutes of the Meeting of September 11, 2024

**Motion 24-78**

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for September 11, 2024, as information.

**Motion carried.**

L. Harris reported that the Friends' latest sale, their third of the year, raised just over \$1,800.

**11. Administrative Reports**

**a) Monthly Report**

**i. Report of the Chief Executive Officer**

L. Harris reported that she had officially completed the APLL program, and discussed the work that went into the year-end leadership project and final presentation at the intensive session.

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

L. Harris reported on a successful Oxford Reads Gala that occurred the evening prior to the Board meeting. A letter of praise that was received from the author of the event was read aloud for the Board, and also shared with Oxford County Library.

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

L. Harris noted the significant increase in social media engagement since the hiring of the Marketing Librarian.

**c) Policy Review**

None.

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

None.

**b) Health and Safety**

None.

**13. Finance**

**a) Treasurer's Report**

**Motion 24-79**

MOVED by L. Wareing and seconded by K. Whiteford that the DRAFT Statement of Revenues and Expenditures for the period ending October 31, 2024, and the DRAFT Summary of Trust Account for the period ending October 31, 2024, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending October 31, 2024, be received as information.

L. Harris noted that there were some unexpected plumbing issues affecting the budget for the month.

**Motion carried.**

**b) Budget 2025**

**i. Budget Report – Revenue Fund (Operating) Budget**

L. Harris noted that the majority of increases to the operating budget were due to personnel plus general increases with WSIB premiums. Other changes include snow removal contract increases and the need to replace the water fountain which is at end of life.

Discussion was had regarding the ask for a new management position to oversee the facilities department which was an addition to base budget.

It was noted that the date had been set for the Library to present the budget to City Council on March 6, 2024.

**ii. 2025 Revenue Fund (Operating) Budget**

**Motion 24-80**

MOVED by K. Leatherbarrow and seconded by D. Barry that the Board approves the proposed 2025 Draft Revenue Fund (Operating) Budget, including additions to the base budget, for the Woodstock Public Library.

**Motion carried.**

**c) Board Report – Allocation of 2024 Surplus Funds**

**Motion 24-81**

MOVED by K. Whiteford and seconded by D. Tait that the Board submits a request to City Council for the approval of the transfer of surplus funds in the 2024 Revenue Fund (Operating) Budget at the end of the current year; and that the surplus be directed to the Salaries Reserves of the Board.

**Motion carried.**

**14. New Business**

None.

**15. Notices of Motion**

None.

**16. Attachments**

None.

**17. Committee of the Whole In-camera**

*Labour relations or employee negotiations, and Personal matters about an identifiable individual*

**Motion 24-82**

MOVED by B. Martin and seconded by D. Tait that the Board moves into Committee of the Whole In-camera at 5:19 pm.

**Motion carried.**

**Motion 24-83**

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board moves out of Committee of the Whole In-camera at 5:46 pm.

**Motion carried.**

**Motion 24-84**

MOVED by L. Wareing and seconded by D. Barry that the Board approves the Agenda, as amended, for the Meeting of the Committee of the Whole In-camera.

**Motion carried.**

**Motion 24-85**

MOVED by K. Leatherbarrow and seconded by D. Barry that the Board approves the Minutes of the Committee of the Whole In-camera for October 8, 2024.

**Motion carried.**

In closed session, the CEO gave an update and pertinent information regarding pay equity and labour relations.

**Motion 24-86**

MOVED by K. Whiteford and seconded by B. Martin that the Board receives the CEO's report on pay equity, and authorize the chair to sign the agreement.

**Motion carried.**

**Motion 24-87**

MOVED by D. Tait and seconded by D. Barry that the Board grants approval for the written request received on November 12, 2024, subject to the conditions outlined by the Board.

**Motion carried.**

**18. Next Meeting**

Tuesday, December 10, 2024, 4:15 pm.

Discussion was had on the meeting for December, and it was agreed that if not necessary, an email would circulate by December 1, 2024.

**19. Adjournment**

MOVED by M.A. Silverthorn that the meeting adjourn at 5:50 pm.

***Vision***

Your Destination for Discovery

***Mission***

A welcoming place to create, connect and explore.