

Woodstock Public Library Board

Meeting Minutes October 8, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, October 8, 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
Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Councillor Bernia Martin

b) The following Board members sent regrets:

Lynn Wareing, Trustee
Councillor Deb Tait

c) The following persons were also present:

Lindsay Harris, CEO
Megan Cook, Director of Library Services/Deputy 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 24-64

MOVED by K. Whiteford and seconded by D. Barry to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of September 10, 2024

Motion 24-65

MOVED by B. Martin and seconded by D. Barry to approve the Minutes of the meeting of September 10, 2024.

Motion carried.

6. Business Arising from the Minutes

a) Strategic Plan

L. Harris noted that the Strategic Plan Steering Committee would be meeting in-person at the Library on Wednesday, October 9.

M. Cook reported on the community engagement event that was held at the Woodstock Art Gallery, noting it was well-attended.

There were no questions from the Board.

7. Chairperson's Remarks

None.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Library

Minutes of the Meeting of May 8, 2024

Motion 24-66

MOVED by K. Leatherbarrow and seconded by D. Barry that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for May 8, 2024, as information.

Motion carried.

M. Cook reported on the Friends' pop-up DVD and video game sale, noting it was a success.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris reported on her nomination and appointment to the OLC executive.

Discussion was had regarding preparation for the 2025 operating budget.

L. Harris provided details on a request that would be coming to the Board in November for a new Facilities position.

L. Harris provided details on support measures offered to staff following incidents that occur in the library.

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

M. Cook provided details on programming and positive feedback from the community, as well as activities related to the Ontario Library Association Super Conference and her position on the executive.

There were no questions from the Board.

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

L. Harris noted that social media engagements had increased drastically since the start of the new Marketing Librarian position.

c) Policy Review

i. Report – 2023-2026 Board Policy Review Update

The report was reviewed, and there were no questions from the Board.

ii. Report – Disconnect From Work Policy

L. Harris noted there were no significant changes to the policy; only slight wording changes for clarity.

Discussion was had on the importance of such a policy.

iii. Disconnect From Work Policy

Motion 24-67

MOVED by K. Leatherbarrow and seconded by B. Martin that the Woodstock Public Library Board approves the Disconnect From Work Policy as presented.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Harris noted that a request was made by Trustee Wareing for another member of the Board to attend the next Assembly meeting in her absence. Details would be sent to Board members.

b) Health and Safety

Minutes for July 11, 2024

Motion 24-68

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

Motion carried.

13. Finance

a) Treasurer's Report

Motion 24-69

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

L. Harris provided clarification for the Lieu Pay budget line and a correction made by Treasury.

Motion carried.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

- a) **Oxford Reads Gala to welcome author Emily Austin;** Woodstock Ingersoll Echo; September 27, 2024 edition

17. Committee of the Whole In-camera

Personal matters about an identifiable individual, and Labour relations

Motion 24-70

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board moves into Committee of the Whole In-camera at 5:05 pm.

Motion carried.

Motion 24-71

MOVED by B. Martin and seconded by D. Barry that the Board moves out of Committee of the Whole In-camera at 5:43 pm.

Motion carried.

Motion 24-72

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Board approves the Agenda, as amended, for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 24-73

MOVED by B. Martin and seconded by D. Barry that the Board approves the Minutes of the Committee of the Whole In-camera for September 10, 2024.

Motion carried.

In closed session, the Board reviewed the CEO Performance Evaluation documents presented by the Board Chair.

Motion 24-74

MOVED by K. Leatherbarrow and seconded by D. Barry that the Board authorizes the salary step increase of the CEO as presented by the Chair.

Motion carried by unanimous vote.

18. Next Meeting

Tuesday, November 12, 2024, 4:15 pm.

19. Adjournment

MOVED by B. Martin that the meeting adjourn at 5:48 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.