

**Agenda**  
**Woodstock Public Library Board**  
**November 20, 2018**

**Date:** Tuesday, November 20, 2018  
**Place:** Library Meeting Room  
**Time:** 5:00 p.m.

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- 1. Call to Order**
  - a) **Chairperson's Remarks**
  - b) **Delegation – Iva MacCausland**
- 2. Approval of the Agenda**  
As Directed by the Board
- 3. Declaration of Conflict of Interest**
- 4. Minutes of Previous Meetings**  
As Directed by the Board
  - a) **Minutes of the Meeting of October 16, 2018**
  - b) **Minutes of the Special Meeting of November 13, 2018**
- 5. Business Arising from the Minutes**
  - a) **Strategic Plan** (standing item)
- 6. Board Education**  
None
- 7. Consideration of Correspondence**  
For Information
  - a) **Friends of the Woodstock Public Library**  
Minutes of the Meeting of October 10, 2018
  - b) **Service Comments Form received, dated November 1, 2018**  
Delegation Request – Iva MacCausland

## **8. Administrative Reports**

For Information

### **a) Monthly Report**

Report of the Chief Executive Officer for October and November, 2018

### **b) Statistics**

Library Systems Activities for the month of October, 2018

### **c) Policy Review**

- i. Board By-law 3.3.5 – Agendas
- ii. Board By-law 3.3.6 – Delegations Wishing to Appear Before the Board
- iii. WPL Policy 8.1.1 – Code of Conduct
- iv. WPL Policy 8.1.5 – Public Internet Services Policy

## **9. Committee Reports**

### **a) Southern Ontario Library Service Trustee Council**

No Report

### **b) Health and Safety**

No Report

### **c) Grievance**

No Report

## **10. Finance**

As Directed by the Board

### **a) Treasurer's Report**

DRAFT Statement of Revenues and Expenditures for the period ending October 31, 2018;

DRAFT Summary of Trust Account for the period ending October 31, 2018; and

DRAFT Summary of the Jessie McDougall Trust Fund for the period ending October 31, 2018.

### **Suggested Resolution**

“That the DRAFT Statement of Revenues and Expenditures for the period ending October 31, 2018; and

the DRAFT Summary of Trust Account for the period ending October 31, 2018;  
and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending  
October 31, 2018

be approved.”

- b) Allocation of Projected Surplus**  
As Directed by the Board
  - c) Budget Items to be Carried Over Year-end**  
As Directed by the Board
  - d) Transfer of Funds – United Way Donation**  
As Directed by the Board
  - e) Transfer of Funds – Software & Licensing/Standing Orders**  
As Directed by the Board
- 11. New Business**  
None
  - 12. Committee of the Whole In-camera**  
Personnel – matters related to an identifiable individual
  - 13. Notices of Motion**  
None
  - 14. Attachments**
    - a) Board By-laws**
  - 15. Adjournment**

#### **VISION**

Your Destination for Discovery

#### **MISSION**

The Woodstock Public Library is a community based accessible centre that responds to changing needs by providing up-to-date resources in a welcoming environment.