

## **Woodstock Public Library Board**

### **DRAFT Meeting Minutes**

**January 16, 2018**

A regular meeting of the Woodstock Public Library Board was held on January 16, 2018 at 5:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Sandra Carnegie, Chair  
Ethel Boyd, Trustee  
Chris Landry, Trustee  
Tony Pihowich, Trustee

b) The following Board members sent regrets:

Brenda Turnbull, Vice-chair  
Councillor Lauder  
Councillor Tait

c) The following persons were also present:

Bruce Gorman, CEO  
Lori Peixoto, Recorder

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#### **1. Call to order/Chairperson's Remarks**

The Chair called the meeting to order at 5:03 pm.

The Board has reviewed the bylaws, and although currently sitting at a seven-member Board, we are normally an eight-member Board. Four persons make for quorum in this situation, and the Chair suggests proceeding as an official meeting of the Board.

#### **2. Approval of the Agenda**

##### **Motion 18-01**

MOVED by Trustee Boyd and seconded by Trustee Landry to approve the Agenda.

**Motion carried.**

#### **3. Declaration of Conflict of Interest**

None.

**4. Approval of Minutes from the Meeting of December 12, 2017**

The Chair notes that since she was not present at the previous Board meeting, she cannot vote to approve the Minutes. Therefore, the Minutes will be brought to the meeting of February 20, 2018.

**5. Business Arising from the Minutes**

None.

**6. Board Education**

None.

**7. Consideration of Correspondence**

**a) Service Comments Form received; dated December 6, 2017**

Food For Fines

Trustee Landry asks if we can revisit the length of the program for next year. The Chair confirms that the program length is determined by Salvation Army.

**8. Administrative Reports**

**a) Report of the Chief Executive Officer for December, 2017, and January, 2018**

The CEO reports that the staff work space renovation project is starting January 29<sup>th</sup>. Staff members have been purging and clearing out furniture – most of which has been re-purposed by other City departments. Phase 1 will commence in the south end of the work room. The swing space for staff displaced will be the CEO's office, and will house nine or so staff members. The project will be disruptive, but the end result will be great for staff. There will be a one-week hiatus before Phase 2 starts. The project should take between 10-12 weeks, and the end result will be an effective space for staff to collaborate with the addition of a new meeting room.

The CEO updates the Board on the Capital Budget approval. The Library negotiated with the City on funds for a new teen space, and approval of \$41,000 was provided by the City.

A new partnership venture with Canadian Mental Health Association – Oxford Branch began last week. The Youth Wellness Hub initiative will make the front cover of 'What's On Woodstock' magazine. The Chair notes the initiative was printed in the Woodstock Sentinel Review as well.

The CEO reports on the Friends' annual potluck. The incoming Chair of the Friends is ready to take on new challenges. The intent is to increase membership by 50%. The group honoured Patricia Moody; the outgoing Chair. A nice evening was had by all.

The CEO reports that the Library is hosting Family Literacy Day this year. The event takes place on January 27<sup>th</sup>. There is local radio promotion leading up to the event.

The Chair asks how many applications have been submitted to the City for the vacant Board position thus far. The CEO reports that four have been submitted, and the closing date for submission is February 1, 2018. The CEO discusses the benefit of adding more members to the Board. The Chair confirms the current bylaw states an eight-member Board. The CEO notes that Council can alter the number.

The CEO updates the Board on two new employees of the Library – Jim Seale and Jordan Graham; both in the role of Part-time Reference Librarian. They are fitting in well, and Jim will be taking on the task of Pub Trivia nights.

**b) Statistics: Library Systems Activities for the Month of December, 2017**

The CEO notes that these are year-end stats. The numbers show an increase of almost 7% in new registrations as well as increased adult programming. Online and in-person visits are up by 22,000. The CEO is pleased with the numbers. The Budget Presentation to Council is scheduled for March, and the CEO will forward the date to the Chair.

**c) Policy Review**

None.

**9. Committee Reports**

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

Previous Trustee Heather Jones was the Council Trustee. With the current vacancy on the Board, a new Trustee needs to be appointed.

**Motion 18-02**

MOVED by Trustee Pihowich and seconded by Trustee Boyd that the Board appoint Trustee Landry as SOLS Trustee Council representative for 2018.

**Motion carried.**

**b) Health and Safety**

The Chair directs the Board's attention to the approved Minutes of the Joint Occupational Health and Safety Committee for their meeting of September 22, 2017.

The CEO notes that the Library has not participated in a fire drill in a number of years. Fire drills should be done semi-annually, and the practice was brought up at the last Labour Management meeting. A young patron pulled the fire alarm a couple of weeks ago, and the City's Fire Chief confirmed in a Senior Management meeting that the action of the young girl counted as a fire drill.

**c) Grievance**

None.

**10. Finance**

No financials available.

**11. New Business**

**a) Meeting Dates for 2018**

**Motion 18-03**

MOVED by Trustee Boyd and seconded by Trustee Pihowich that the Board approves the 2018 meeting dates as provided in the schedule.

**Motion carried.**

**12. Committee of the Whole In Camera**

None.

**13. Notices of Motion**

None.

**14. Attachments**

a) *Mobile Printing Available*; information brochure WPL

b) *Friends of the Library Annual General Meeting*; photograph

c) *Your Oxford Taping*; photograph

The CEO reports that the Library received a last-minute request to tape 'Your Oxford' after their original venue cancelled. There was no disruption to staff or patrons. The CEO would like to see more tapings of the show in the future. It's great exposure for the Library.

**15. Adjournment**

**MOVED** by Trustee Landry that the meeting adjourn.

***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.