

# **Woodstock Public Library Board**

## **Meeting Minutes**

**June 19, 2018**

A regular meeting of the Woodstock Public Library Board was held on June 19, 2018 at 5:00 pm in the Meeting Room of the Woodstock Public Library.

**a)** The following Board members were present:

Sandra Carnegie, Chair  
Brenda Turnbull, Vice-chair  
Ethel Boyd, Trustee  
Rebecca Farrell, Trustee  
Chris Landry, Trustee  
Councillor Connie Lauder  
Councillor Deb Tait

**b)** The following Board members sent regrets:

Tony Pihowich, Trustee

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

Bruce Gorman, CEO  
Lori Peixoto, Recorder

**d)** The following guests were present:

Karen Scott, eBranch Manager  
Noelle Carr Rivard, Circulation Supervisor

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

The Chair called the meeting to order at 5:00 pm.

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

#### **Motion 18-38**

MOVED by Vice-chair Turnbull and seconded by Trustee Boyd to approve the Agenda with the following amendments: Item #12, Committee of the Whole In-camera, to follow Item #3, Declaration of Conflict of Interest; and Item #5, Business Arising from the Minutes – Strategic Plan, to follow the Committee of the Whole In-camera.

**Motion carried.**

**3. Declaration of Conflict of Interest**

None.

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

**Motion 18-39**

MOVED by Trustee Farrell and seconded by Councillor Lauder that the Board move into Committee of the Whole In-camera at 5:05 pm.

**Motion carried.**

**Motion 18-43**

MOVED by Trustee Boyd and seconded by Councillor Lauder that the Board concur with the decisions made in the Committee of the Whole In-camera.

**Motion carried.**

**5. Business Arising from the Minutes**

**Strategic Plan**

The Chair introduces Karen Scott, eBranch Manager, and Noelle Carr Rivard, Circulation Supervisor, who are part of the Steering Committee for the Strategic Plan.

The CEO provides a background summary of the Strategic Plan process, and notes that the relationship with consultant, Stephen Abram, concluded toward the end of the process. The Steering Committee felt they had all the data needed to complete the Plan which laid out principles and priorities. The CEO goes through the document with the Board. The Chair explains to the Board that the CEO, Ms. Scott, and Ms. Carr Rivard did a great deal of the work, and offers accolades to them.

Ms. Scott discusses the experience and the magnitude of dense documentation the Committee went through to end at the final product. The language in the document before the board is far more attainable, and will give staff direction. The Plan will resonate for everybody. Ms. Carr Rivard notes that the Plan seems to cover it all – physical space, community, and staffing. The Plan is straight forward.

Vice-chair Turnbull makes note of some wording changes to keep parallel structure throughout the document. When changes have been made to the document, the Chair asks that the final Plan be forwarded to members of the Board. After

approval, the CEO will bring forward to staff. The Chair would like this to remain on the Agenda as a standing item.

**Motion 18-44**

MOVED by Trustee Landry and seconded by Councillor Lauder to approve the Strategic Plan document before the Board, with the wording corrections noted under Guiding Principles, to become Woodstock Public Library's Strategic Plan 2018-2023.

**Motion carried.**

**4. Minutes of the Meeting of May 15, 2018**

The Chair requests the Minutes be put on the Agenda for the next meeting of the Board as we do not have quorum to approve.

**6. Board Education**

Institute of Corporate Directors Information

The CEO distributes information to members of the Board regarding this association that he is a member of. A speaker from this group presented previously on the topic of governance, and if the Board would like, the CEO will facilitate further sessions on topics of the Board's choosing.

Trustee Landry suggests revisiting in January, 2019, once the new Board has been appointed.

**7. Consideration of Correspondence**

**a) Friends of the Woodstock Public Library**

Minutes of the Meeting of May 9, 2018

The CEO did not receive the Minutes, and will connect with the Friends group.

**b) Service Comments Form received, dated May 28, 2018**

Seeking volunteer position in the Library

The CEO directed the patron to contact the Friends of the Library.

**c) Service Comments Form received, dated June 4, 2018**

Disruptive teens in Children's department

The CEO reports that the incident is not a large issue. There is a group of three young kids that like to hover over the computers, waiting for their turn. Staff is aware of these kids and their behaviour.

## **8. Administrative Reports**

### **a) Report of the Chief Executive Officer for May and June, 2018**

The CEO highlights some of what is in his monthly report.

The summer students have moved into the spare office in the newly renovated staff work space, and have made themselves at home with all things ‘summer programming prep’. This is a great service the Library provides for the youth of the community.

The Library has increased the advertising budget, and we’re using that to our benefit, thanks to the Board. We have a great relationship with the local radio station, Heart FM, and they’ve been doing a great job advertising our events and programs.

The Library hosted another great outdoor concert, featuring Oxford Winds. There were approximately 60 people in attendance, and members of the Friends assisted with serving refreshments.

In technology, the Library’s mobile app is ready to launch as well as Lynda.com. These will be great resources for our customers.

The external landscaping maintenance occurred last week, and the grounds look great. We have received compliments from our customers, pleased with how tidy the gardens appear.

IFOA Woodstock’s third author has been released to us; an international author. We look forward to hosting another great annual event.

### **b) Statistics: Library Systems Activities**

Library Systems Activities for the month of May, 2018.

### **c) Policy Review**

None.

## **9. Committee Reports**

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

Meeting of April 21, 2018 – highlights from Trustee Landry

Trustee Landry notes that the Council would like to hold the next meeting at Woodstock Public Library. The CEO agrees we could accommodate this meeting. A lunch will be provided, and Trustee Landry will notify members of the Council that Woodstock will host the meeting.

**b) Health and Safety**

No report.

**c) Grievance**

No report.

**10. Finance**

**Treasurer's Report**

**Motion 18-45**

MOVED by Trustee Landry and seconded by Trustee Boyd

that the DRAFT Statement of Revenues and Expenditures for the period ending May 31, 2018, and

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

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending May 31, 2018, be approved.

**Motion carried.**

The CEO notes that Travel and Mileage is overspent due to the conference attended by the eBranch Manager and Circulation Supervisor. Their attendance at COSUGI was well worth the money spent. The Pay in Lieu of Benefits account is overspent due to a staff member being paid retroactive from her date of hire in 2014, as she was never set up to receive this pay.

**11. New Business**

None.

**13. Notices of Motion**

None.

**14. Attachments**

**a)** Staff photograph – celebrating the Royal Wedding; May 18, 2018

- b) Staff photograph – Dairy Capital Run; May 27, 2018
- c) *Author Vikki VanSickle, who grew up in Woodstock, has won the Red Maple Award for her novel ‘The Winnowing’; Woodstock Sentinel Review; May 28, 2018*
- d) *Storm chaser David Chapman provides first-hand look of all things storms; Woodstock Sentinel Review; June 13, 2018*
- e) Pride facebook post – comments shown on Smart Board

15. **Adjournment**

**MOVED** by Vice-chair Turnbull that the meeting adjourn at 6:15 pm.

***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.