

Woodstock Public Library Board

Meeting Minutes

September 18, 2018

A regular meeting of the Woodstock Public Library Board was held on September 18, 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
Tony Pihowich, Trustee
Councillor Connie Lauder
Councillor Deb Tait

b) The following persons were also present:

Karen Scott, CEO (Acting)
Lori Peixoto, Recorder

1. Call to order/Chairperson's Remarks

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

The Chair welcomes all members of the public to the meeting, and expresses appreciation for all taking the time to sit in on the meeting; also noting that the public is welcome to attend any meeting. The Chair introduces herself, and introductions go around the table.

The Chair officially welcomes Karen Scott as the interim CEO.

2. Approval of the Agenda

Motion 18-53

MOVED by Vice-chair Turnbull and seconded by Trustee Farrell to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes from May 15, 2018, and June 19, 2018

Motion 18-54

MOVED by Trustee Boyd and seconded by Councillor Lauder to approve the Minutes of the Meeting of May 15, 2018.

Motion carried.

Motion 18-55

MOVED by Trustee Landry and seconded by Vice-chair Turnbull to approve the Minutes of the Meeting of June 19, 2018.

Motion carried.

5. Business Arising from the Minutes

a) Strategic Plan

The CEO reports that the Strategic Plan was presented to staff in June, 2018. The staff meeting discussed high level points. The next step is to present to City Council, noting the Plan hasn't been rolled out to the public yet. The Chair notes that Council does not need to approve the Strat Plan. The CEO would like some direction on how to proceed with the roll-out. The Chair suggests making the Strat Plan available to the public by posting a link on the website. There is no need to go to press to roll out the Plan. The CEO will create a graphic for the website, post it on the Library's facebook page, and make the Plan available at the front desk.

Trustee Boyd asks if the previous CEO's name and statement needs to be removed from the document. The Chair states that at the time the Board approved the Strat Plan, Mr. Gorman was the CEO. Vice-chair Turnbull suggests including the word 'Former CEO' beside Mr. Gorman's name on the document.

It's concluded that there is no need for a motion to direct the CEO to release the Strategic Plan to the public.

6. Board Education

None.

7. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Minutes of the Meeting of May 9, 2018, and June 13, 2018

Vice-chair Turnbull states that the work of the Friends is always appreciated.

The Chair notes that the Friends' monthly meetings are very well attended, and suggests to members of the public that if there is interest in joining, information can be obtained from either of the front desks.

The CEO notes that if members of the public have any gently used books to donate, the Library would accept them on behalf of the Friends, to be sold in the annual book sale.

b) Service Comments Form received, dated July 9, 2018

Children's computer usage

c) Service Comments Form received, dated July 12, August 20, 22, and September 6, 2018

Bicycle thefts and washroom soap dispenser

The CEO has asked staff to make the message clear to patrons that people need to be mindful of their personal items; specifically bicycles left outside. Trustee Landry asks if we have numbers on the amount of bike thefts. The CEO reports that the Police have not provided that information. The Library really only receives notification through the Service Comments Forms. The view of the security camera outside is not in range with the location of the bike rack.

The soap dispenser has been fixed.

d) Service Comments Form received, dated July 24, 2018

Brick work on the front of the building

The CEO notes that as part of capital planning, this will be addressed in 2019. The project was meant to be multi-phased.

e) Service Comments Form received, dated September 8, 2018

Appreciation for Library staff

The CEO states how wonderful Library staff is, and is always happy to see those comments come in. The Chair asks if we can put something in staff personnel files when comments come in. The CEO confirms this is done, and these types of comments are posted for all staff to see as well.

8. Administrative Reports

a) Report of the Chief Executive Officer for June, July and August, 2018

- i. This is the first report delivered by the Acting CEO, and she will go through highlights of the summer for the Board.

The CEO notes attendance was high for programs throughout the summer. The Library peaked at about 1900 on one day in August. The summer students offered spectacular programs during the summer, as always.

The CEO provides an update on the International Festival of Authors, now referred to as Lit ON Tour Toronto International Festival of Authors. The date of Woodstock's event is Friday, October 19th, and we will be host to three authors – Joy Fielding, Brian Goldman, and Mojca Kumerdej.

The CEO reports that capital budget submission is due October 19, 2018, and will be brought forward at the October meeting. The Chair states that if a special meeting of the Board needs to be held to review and approve the operating budget, we can do so.

The CEO reports an important staffing milestone. Chris Losee, Tech Services Page, has just celebrated 30 years of employment with the Library. The Chair asks if the Board recognizes long term service for staff. The CEO reports that current policy states long term service awards are presented upon retirement or resignation. The Chair suggests revisiting the policy to award staff on the date of their anniversary instead of waiting until retirement. Councillor Lauder reviews what the City's policy is. The Chair suggests deferring and revisiting the policy.

The CEO notes current donations and partnerships for the Library, and is working on proposals.

The CEO reports a visit by the Ministry of Labour, and notes that there were two orders given which have both been corrected and reported back to the Ministry. Overall, the inspection was a positive experience, and thanks to the Joint Health & Safety Committee, records were up-to-date, and documents were itemized easy to locate.

- ii. Report of the Manager of Public Services for summer, 2018

The CEO speaks for the Manager of Public Services, and notes how successful summer programming was. There were some drop-in programs such as 'Pirates and Princesses' that were heavily attended. The Library has explored some new partnerships with programming and

provided more outreach interaction than ever before. The statistics are reflective of this.

b) Statistics: Library Systems Activities for June, July, August, 2018

The Chair asks if there are any changes to note. Councillor Lauder notes the teen statistics are very favourable. Trustee Landry asks what program in July caused such a jump in programming statistics. The CEO reports that Virtual Reality is drawing all kinds of positive attention.

The CEO notes that social media engagements drop in the summer months due to staff actually doing the programming.

c) Policy Review

None.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

Trustee Landry discusses that the next SOLS meeting was to be held in Woodstock, however, with the conflict of the Friends Book Sale, Woodstock will have to host a future meeting. Trustee Landry contact the SOLS representative to inform them of this.

b) Health and Safety

Minutes of the meeting of March 23, 2018.

The Chair asks if there are questions or comments. There are none.

c) Grievance

No report.

10. Finance

a) Treasurer's Report

Motion 18-56

MOVED by Trustee Landry and seconded by Vice-chair Turnbull

that the DRAFT Statement of Revenues and Expenditures for the period ending June, July, August, 2018, and

the DRAFT Summary of Trust Account for the period ending June, July, August, 2018, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending June, July, August, 2018, be approved.

The CEO notes the custodial overtime has caused an overage in the wages account, and travel for two staff members to attend COSUGI have caused the travel and mileage account to be overspent.

Motion carried.

11. New Business

a) Lit ON Tour (prev. IFOA) Early Closure – October 19, 2018

Motion 18-57

MOVED by Councillor Lauder and seconded by Trustee Farrell that the Library close early to provide adequate time for staff to set up for the Lit ON Tour event.

Motion carried.

b) Remembrance Day Closure – November 12, 2018

Motion 18-58

MOVED by Trustee Pihowich and seconded by Trustee Boyd that the Library close to the public on Monday, November 12, 2018, for a full day of staff development.

Motion carried.

c) Goals and Objectives Q1 & Q2 Update

The Chair appreciates that the CEO has been in the Acting position for 3-4 weeks.

The CEO states that she has not met with the team, and that the current document stands from the previous CEO's last update.

12. Committee of the Whole In Camera

The Chair states that at this point in the meeting, the Board will move into the Committee of the Whole In-camera. The public will be asked to leave at this point.

The public addresses the Board, and the Chair notes that a delegation must be presented, in writing, to the Board one week in advance of the meeting. Therefore, the public must be asked to leave. The Chair suggests that if members of the public wish to return for the conclusion of the meeting, they may wait outside of the meeting room until after the Board concludes the In-camera session.

Motion 18-59

MOVED by Trustee Boyd and seconded by Trustee Landry that the Board move into Committee of the Whole In-camera at 5:38 pm.

Motion carried.

Councillor Tait arrives.

Motion 18-64

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

Motion carried.

13. Notices of Motion

None.

14. Attachments

- a) Certificate of Appreciation; Canada Revenue Agency; July, 2018
- b) *Disney will be coming to the Woodstock Public Library*; Heart FM; August 12, 2018
- c) *Woodstock Public Library Book Club Changes*; Heart FM; August 31, 2018
- d) *Negotiations Stalled for Woodstock Public Library Workers*; Heart FM; September 10, 2018
- e) *Woodstock librarians could be on strike*; Woodstock Sentinel Review; September 11, 2018
- f) *Strike Looms Over Library*; Heart FM; September 14, 2018

15. Adjournment

MOVED by Vice-chair Turnbull and seconded by Trustee Farrell that the meeting adjourn at 7:24 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.