

Woodstock Public Library Board

Meeting Minutes

December 11, 2018

A regular meeting of the Woodstock Public Library Board was held on December 11, 2018 at 5:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Chris Landry, Chair
Brenda Turnbull, Vice-chair
Rebecca Farrell, Trustee
Tony Pihowich, Trustee

b) The following Board members sent regrets:

Ethel Boyd, Trustee
Councillor Connie Lauder
Councillor Deb Tait

c) The following persons were also present:

Karen Scott, CEO (Acting)
Lori Peixoto, Recorder

1. Call to order/Chairperson's Remarks

Chair Landry called the meeting to order at 5:15 pm.

The Chair notes that this is the last meeting of the year, and of the current Board. The Chair thanks everyone on the Board for their service to the Library, including those not present this evening.

2. Approval of the Agenda

Motion 18-114

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

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes of the meeting of November 20, 2018

The Chair states that there is not sufficient quorum based on those members present this evening to approve the Minutes of the meeting of November 20, 2018. Therefore, some research needs to be done as to what the process is with unapproved Minutes and a new Board coming in.

The CEO will look into procedure for the Minutes.

5. Business Arising from the Minutes

a) Strategic Plan

Promotional materials

The CEO distributes some promotional materials for the Strategic Plan that were created by Andrew Norris of Flying Squirrel. The CEO has requested a pdf of the Plan to be used as part of the budget presentation to Council. The Vice-chair suggests playing the video of the Strat Plan on the public screen in the lobby for all to see.

The CEO does note that with the new Strat Plan, the Library's mission statement changed, and that needs to be updated on the website.

b) Teen Space

Verbal report

The CEO notes that this will be a carry-over project into 2019. The Library now has full funding for the project, and will look forward to working with the new Board to see its completion.

c) Policy Update

Verbal report

The CEO states that at the last meeting of the Board, new and updated policies were presented, but the Board preferred new the language to go through the City's solicitor.

i. WPL Policy 8.1.5 – Public Internet Services

The CEO has forwarded to the City CAO.

ii. WPL Policy 8.1.1 – Code of Conduct

The CEO has forwarded to the City CAO.

iii. Prevention of Workplace Violence and Harassment

The CEO notes a subtle wording change provided by the Ministry of Labour inspector, related to outcomes being communicated in writing.

6. Board Education

None.

7. Consideration of Correspondence

a) Service Comments Form, dated November 15, 2018

Cleanliness of washrooms

b) Service Comments Form, dated November 21, 2018

Proof of residency

The CEO states that rather than sending a letter to this patron, a telephone call was made. The patron was upset that she had to prove residency to renew her library card. By the end of the conversation, the patron was satisfied with the outcome.

8. Administrative Reports

a) Report of the Chief Executive Officer for November and December, 2018

The CEO reports that a patron contacted the Library in early November, 2018, wishing to leave a portion of her estate to the Library in her will. The patron called back to discuss with the CEO, and confirmed that she will be gifting the Library \$20,000 from her estate; funds to be used at the Library's discretion.

Trustee Pihowich addressed the lack of a 'donate' button on the current website, and noted it would be beneficial to the Library.

b) Statistics: Library Systems Activities for the Month of November, 2018

The CEO notes that it can be difficult to get good, consistent numbers from all of our vendors, but will look into determining what metrics we can gather. The Library has no tracking for library wireless. The numbers in the stats are only coming in from COW-guest. Next year, we should be able to show a true picture of wireless logins. Program stats continue to climb, and the Library mobile site has now matched what the previous site was at.

c) Policy Review

None.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

No report.

b) Health and Safety

Minutes of the Joint Health & Safety Committee meeting of September 26, 2018

There is nothing to highlight aside from the Ministry of Labour spot visit. There were two orders that were corrected immediately. The end result of the visit was positive. The Library continues to adopt policies from the City. First Aid training will be offered to staff in the new year.

c) Grievance

No report.

10. Finance

a) Treasurer's Report

Motion 18-115

MOVED by Vice-chair Turnbull and seconded by Trustee Farrell

that the DRAFT Statement of Revenues and Expenditures for the period ending November 30, 2018, and

the DRAFT Summary of Trust Account for the period ending November 30, 2018, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending November 30, 2018, be approved.

Motion carried.

The CEO discusses that over all, spending is at 80%. It would have been optimal to have spent off more if given more time and opportunity. The Library is currently updating work stations and laptops, but this won't see us spent down entirely by year-end; there will be a surplus.

The CEO spoke of the Software and Licensing account. Accounts will be consolidated and rearranged to make better sense, going forward.

11. New Business

a) Adopting Modified Work/Return to Work Strategies

Verbal report

The CEO states that the Library will be adopting the City's strategies. The Library doesn't have anything firm in place at this point. Trustee Pihowich states that when he was in the position of HR Manager, modified duties for any City employee could be created in any department, city-wide. The CEO will further investigate.

b) Execulink Partnership

Verbal report

Execulink has expressed the desire to donate some money to the Library. The CEO discusses the outcome of discussions with Execulink. There will be four charge stations positioned throughout the Library, graciously donated by Execulink. The company's branding will be added to the charge stations, and a press release will come from the Library for this very generous gift.

12. Committee of the Whole In Camera – Labour Relations

Motion 18-116

MOVED by Trustee Farrell and seconded by Vice-chair Turnbull that the Board move into Committee of the Whole In-camera.

Motion carried.

Motion 18-121

MOVED by Trustee Pihowich and seconded by Trustee Farrell 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

None.

15. Adjournment

MOVED by Vice-chair Turnbull and seconded by Trustee Farrell that the meeting adjourn at 6:07 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.