

## **Woodstock Public Library Board**

### **Meeting Minutes**

**February 12, 2019**

A regular meeting of the Woodstock Public Library Board was held on February 12, 2019 at 4:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Ross Gerrie, Vice-chair  
Mary Anne Silverthorn, Trustee  
Mayor Trevor Birtch  
Councillor Connie Lauder

b) The following Board members sent regrets:

Ken Whiteford, Chair  
Vanessa Vogwill, Trustee  
Councillor Deb Tait

c) The following persons were also present:

Karen Scott, CEO (Acting)  
Lori Peixoto, Recorder

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

Vice-chair Gerrie acts as Chair for the meeting, and called the meeting to order at 4:30 pm.

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

##### **Motion 19-16**

MOVED by Mayor Birtch and seconded by Trustee Silverthorn to amend and subsequently approve the Agenda, deferring Trustee Vogwill's report on her attendance at OLA SuperConference 2019.

**Motion carried.**

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

None.

**4. Approval of Minutes from last meeting**

**Motion 19-17**

MOVED by Councillor Lauder and seconded by Mayor Birtch to approve the Minutes of the Meeting of January 15, 2019.

**Motion carried.**

**5. Business Arising from the Minutes**

**a) Strategic Plan (standing item)**

Nothing to report.

**b) 2019 Revenue Fund (Operating) Budget**

Ms. Scott explains that the Operating Budget was approved by the previous Board, however, the City's CAO suggested the Budget be presented to the current Board for review and approval prior to presentation to Council.

Ms. Scott presents the status quo budget which includes increases to wages and benefits as per the Collective Agreement. Ms. Scott the additional asks – four items – which include a Marketing & Communications Coordinator position, an Outreach Librarian position, an increased expenditure account for Programmes with a decreased revenue account for the same, and wireless hotspots for Library cardholders.

After discussion, the Board recommends amending the proposed Budget.

**Motion 19-18**

MOVED by Mayor Birtch and seconded by Trustee Silverthorn that the Board authorize the 2019 Revenue Fund (Operating) Budget status quo as presented with a reduction of \$1,000 to revenue account 1000-69709-0000 'Programmes', and to add a new revenue account for 'Wireless Hot-spots' in the amount of \$6,000, and to increase expenditure account 1000-83610-0350 'Telephone' to \$14,800, and to increase expenditure account 1000-83610-0627 'Programmes' to \$10,000.

**Motion carried.**

There is further discussion around potentially reducing the revenue account for 'Fines & Fees' to a more appropriate amount as well as the account for Non-

resident Fees. Ms. Scott also notes that the Donations revenue account is unusually with the recent offers of the Murphy family, and a more typical amount is \$3,000 annually.

**6. Board Education**

**a) OLA SuperConference – Trustee Vogwill**

Verbal Report – deferred to the meeting in March, 2019

**7. Consideration of Correspondence**

**a) Service Comments Form received; dated January 11, 2019**

Dusting the Library

**b) Service Comments Form received; dated February 4, 2019**

Scanner

**c) Service Comments Form received; dated February 9, 2019**

Noise in the Library

Ms. Scott explains that in the past, the typical response was in the form of a letter sent to patrons, but sometimes a verbal conversation is better than sending a form letter. Ms. Scott left a message for Ms. MacAusland, indicating that there are quiet spaces throughout the Library when it seems the noise levels are too high.

**8. Administrative Reports**

**a) Report of the Chief Executive Officer**

Ms. Scott notes that the Building Maintenance Assistant had resigned, and discussion will be had with CUPE on approaching previous applicants for the position as opposed to reposting.

The recent Page vacancy has been filled by a grade 11 high school student.

There were no further questions or comments.

**b) Statistics: Library Systems Activities**

Ms. Scott notes that the Library's old wireless system has been turned off, and with the brand new system, we will be able to generate accurate stats.

**c) Policy Review**

None.

**9. Committee Reports**

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

No Report.

**b) Health and Safety**

No Report.

**c) Grievance**

No Report.

**10. Finance**

**a) Treasurer's Report (distributed)**

Ms. Scott reports that Treasury is working on 2018 financial statements, and what is before the Board is the first draft.

**11. New Business**

**a) Conflict of Interest Form/Registry**

Ms. Scott reports on a registry at City Hall for future conflicts of interest. There is a form to be signed if applicable.

**b) Contact Information List – Board Trustees and Library Admin. (distributed)**

The list will circulate at the meeting of March, 2019, for those members not present at the February meeting.

**c) Board Meeting Date for March, 2019**

The Board sets the date for Tuesday, March 19, 2019; 4:00 pm.

**12. Notices of Motion**

None.

**13. Attachments**

- a)** Library ready for Family Literacy Day; Woodstock Sentinel Review; January 16, 2019

b) County studies possible changes to library governance; Woodstock Sentinel Review; January 29, 2019

**14. Adjournment**

**MOVED** by Councillor Lauder and seconded by Mayor Birtch that the meeting adjourn at 5:47 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.