

Woodstock Public Library Board

Meeting Minutes

January 15, 2019

A regular meeting of the Woodstock Public Library Board was held on January 15, 2019 at 4:30 pm in the Meeting Room of the Woodstock Public Library.

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

Ken Whiteford, Chair
Ross Gerrie, Vice-chair
Mary Anne Silverthorn, Trustee
Vanessa Vogwill, Trustee
Mayor Trevor Birtch
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

Karen Scott, Acting CEO, called the meeting to order at 4:30 pm.

Ms. Scott welcomes all new members of the Board, and invites introductions to go around the table.

a) Election of Chair

In accordance with the Public Libraries Act, R.S.O. 1990 c. P. 44, s 14(3), the Acting Chief Executive Officer called for nominations from the floor for the position of Chair.

Motion 19-01

MOVED by Trustee Gerrie and seconded by Councillor Tait that Trustee Whiteford be nominated for the position of Chair.

MOVED by Trustee Silverthorn and seconded by Councillor Tait that nominations for the position of Chair close.

As no other nominations were received, Trustee Ken Whiteford was declared Chair by acclamation.

Motion carried.

b) Election of Vice-chair

Chair Whiteford called for nominations from the floor for the position of Vice-chair.

Motion 19-02

MOVED by Councillor Lauder and seconded by Trustee Silverthorn that Trustee Gerrie be nominated for the position of Vice-chair.

MOVED by Councillor Lauder and seconded by Councillor Tait that nominations for the position of Vice-chair close.

As no other nominations were received, Trustee Ross Gerrie was declared Vice-chair by acclamation.

Motion carried.

2. Approval of the Agenda

Motion 19-03

MOVED by Councillor Tait and seconded by Trustee Silverthorn to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes

The Acting CEO reports that she received clarification from the Clerk's office that although current Board members were not part of the meetings for which approval is sought, the Minutes of the meetings belong to the Board, and therefore, there is an obligation to review and approve.

a) Minutes of the Meeting of November 20, 2018

Motion 19-04

MOVED by Councillor Lauder and seconded by Councillor Tait to approve the Minutes of the Meeting of November 20, 2018.

Motion carried.

b) Minutes of the Meeting of December 11, 2018

Motion 19-05

MOVED by Councillor Lauder and seconded by Councillor Tait to approve the Minutes of the Meeting of December 11, 2018.

Motion carried.

5. Business Arising from the Minutes

a) Strategic Plan

Verbal update

The Acting CEO reports that the Strategic Plan was approved in 2018, and has recently been launched to the community via in-house brochure distribution, online resources, and promoted on the video screen in the main lobby of the Library. Next step would be direction on goals and objectives for 2019.

b) WPL Policy 8.1.5 – Public Internet Services

As Directed by the Board

The Acting CEO provides background on the policy, noting that the City CAO forwarded the document to the City's solicitor, and feedback was received that there is no issue with the wording of the updated policy.

Motion 19-06

MOVED by Vice-chair Gerrie and seconded by Councillor Tait that the Board approves WPL Policy 8.1.5 – Public Internet Services.

Motion carried.

6. Board Education

a) Woodstock Public Library Board By-laws

For Information

The Acting CEO included the By-laws for information purposes, and also notes that several items are no longer current such as the new Board composition. The Chair agrees that there needs to be a review of the current By-laws and policies. The Board will strike a committee in the near future to focus on review and update of By-laws and policies.

b) Accessibility Awareness Training

At the City Clerk's request, Accessibility Awareness Training documents are reviewed and signed by each Board member. The CEO will forward the signed copies to the Clerk's office.

c) Prevention of Workplace Violence and Harassment

The Library's Prevention of Workplace Violence and Harassment policy is reviewed and signed by members of the Board. The signed copies will be forwarded to the Clerk's office.

d) Code of Conduct

The City's Code of Conduct is reviewed and signed by members of the Board. The signed copies will be forwarded to the Clerk's office.

e) OLA SuperConference 2019

The Acting CEO discusses the importance of sending staff to the annual conference as one day of learning and collaborating through the Ontario Library Association. The SuperConference is also offered to members of the Board as there is one day at the end of the event specifically for Board trustees – 'Board Boot Camp'. Trustee Vogwill volunteers to attend.

7. Consideration of Correspondence

a) Service Comments received; dated January 5, 2019

Facebook 'thank you' post

The Acting CEO explains what prompted the accolades, and notes that it's important to share these feel-good stories.

8. Administrative Reports

a) Monthly Reports

i. Report of the Chief Executive Officer for December and January, 2019

The Acting CEO notes that year-end is a busy time for her in the role of eBranch Manager, developing a wish list for technologies as well as replacement purchases.

Ms. Scott announces the passing of previous Board Trustee Ethel Boyd.

There is discussion on Board policy to recognize past members of the Board. The policy will be reviewed and addressed.

There are no further questions.

ii. Public Services Report for December and January, 2019

No questions or comments.

b) Statistics: Library Systems Activities for January, 2018

The Acting CEO discusses programming as being the big story for the year. The success can be attributed to the types of programs the Library is offering now – more adult and teen programming. Marketing increased for these programs with social media engagements increased by 80%. By making programs free-of-charge, the Library saw an increased number of people attending.

Cardholder statistics are down, and the Acting CEO notes that more time could be spent on what the Library's core purpose is. We're not heavily promoting new collections, new materials, and new membership campaigns. Marketing will have to include the Library in the traditional sense.

Ms. Scott reports that other libraries are experiencing similar trends to the Woodstock Public Library.

c) Policy Review

None.

9. Committee Appointments/Reports

a) Committee Appointments 2019

As Directed by the Board

i. Southern Ontario Library Service Trustee Council (one Trustee)

The Acting CEO notes that the Council asks for one Trustee per Library. This Council is specifically for Board members.

Motion 19-07

MOVED by Councillor Lauder and seconded by Councillor Tait that the Board elect Trustee Vogwill to sit as SOLS Council Trustee.

Motion carried.

ii. Joint Health & Safety Committee (two Management reps.)

The Acting CEO notes that the appointment is two (2) representatives of Management. The Manager of Public Services and Administrative

Assistant are both certified in Joint Health & Safety, and served the previous term.

Motion 19-08

MOVED by Councillor Tait and seconded by Councillor Lauder that the Board re-elect Darlene Pretty, Manager of Public Services, and Lori Peixoto, Administrative Assistant, as members of the Joint Health & Safety Committee.

Motion carried.

iii. Grievance Rep. (one Trustee)

Vice-chair Gerrie volunteers to represent the Board for Grievance.

Motion 19-09

MOVED by Councillor Tait and seconded by Trustee Silverthorn that the Board elect Vice-chair Gerrie to serve as Grievance representative.

Motion carried.

iv. CEO Search Committee

The Acting CEO provides some background on when the previous Committee was struck.

Motion 19-10

MOVED by Mayor Birtch and seconded by Councillor Lauder that the Board elect the Chair, Vice-chair, and Trustee Silverthorn to form the CEO Search Committee.

Motion carried.

b) Southern Ontario Library Service Trustee Council

No report

c) Health and Safety

No report

d) Grievance

No report

10. Finance

a) Treasurer's Report

There are no financials for this meeting.

11. New Business

a) Board Meeting Dates 2019

The Acting CEO provides background of the Board By-laws, stating the third Tuesday of the month is set for regular meetings of the Board. The Chair suggests reviewing the By-laws to allow for regular attendance of Board members.

The next regular meeting of the Board is set for Tuesday, February 12, 2019, at 4:00 pm.

12. Notices of Motion

None

13. Attachments

None

14. Committee of the Whole In Camera

Personnel – matters about an identifiable individual

Motion 19-11

MOVED by Councillor Tait and seconded by Mayor Birtch that the Board move into the Committee of the Whole In-camera.

Motion carried.

Motion 19-15

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

Motion carried.

15. Adjournment

MOVED by Councillor Tait and seconded by Vice-chair Gerrie that the meeting adjourn at 6:13 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.