

**DRAFT Agenda**  
**Woodstock Public Library Board**  
**January 24, 2023**

**Date:** Tuesday, January 24, 2023  
**Time:** 4:15 p.m.  
**Place:** Library Meeting Room and Via ZOOM Video Conferencing

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**1. Call to Order**

**2. Indigenous Acknowledgement**

The Woodstock Public Library is situated on the traditional territories of the Indigenous Peoples and covered by the Upper Canada Treaties. The Library Board (I) would like to acknowledge the history of the traditional territory on which the Library stands. We (I) would also like to respect the longstanding relationships of the local Indigenous groups, the Haudenosaunee, Lanape, and Anishinaabek of this land and place in Southwestern Ontario. We (I) would like to recognize the Indigenous communities in close proximity to the city of Woodstock: Chippewas of The Thames First Nation; Oneida Nation of The Thames; Munsee-Delaware Nation; Mississaugas of New Credit First Nation; and Six Nations of The Grand (which consists of Mohawk, Cayuga, Seneca, Onondaga, Oneida and Tuscarora Nations).

**3. Approval of the Agenda**

**Recommendation:**

That the Board approves the Agenda as circulated (or following corrections or additions)

**4. Declaration of Conflict of Interest**

**5. Minutes of the Meeting of December 20, 2022**

**Recommendation:**

That the Board approves the Minutes of the meeting of December 20, 2022, as circulated (or following corrections)

**6. Business Arising from the Minutes**

**a) Board Meeting Dates**

**b) Committee Appointments**

OLS Trustee Assembly Representative

**7. Chairperson's Remarks**

**8. Delegations/Presentations**

None

**9. Board Education**

**a) Governance – M.A. Silverthorn**

**10. Consideration of Correspondence**

For Information

**a) Friends of the Library**

Minutes of the Meeting of December 14, 2022

**11. Administrative Reports**

**a) Monthly Report**

i) Report of the Chief Executive Officer

**b) Statistics**

i) Library Systems Activities for the month of December, 2022

**c) Policy Review**

i) Report – Computer and Technology Acceptable Use

ii) Policy Computer and Technology Acceptable Use DRAFT

**Recommendation:**

That the Board approves the proposed policy as presented or amended.

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

None

**b) Health and Safety**

None

**13. Finance**

**a) Treasurer's Report (as provided by Treasury)**

No Financials

**14. New Business**

**a) Board Member Recognition**

**b) Holiday/Library Closure Dates 2023**

**Recommendation:**

That the Board approves the proposed library closures in relation to statutory holidays as presented.

**c) Abbreviated Indigenous Acknowledgement for Meeting Purposes**

i) Report

ii) Abbreviated Acknowledgement

**d) Announcements – Upcoming Dates**

**15. Notices of Motion**

None

**16. Attachments**

None

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**17. Committee of the Whole In-camera**

*Personal matters about an identifiable individual*

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**18. Next Meeting**

Tuesday, February 21, 2023, 4:15 pm

**19. Adjournment**

**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.

# **Woodstock Public Library Board**

## **DRAFT Meeting Minutes December 20, 2022**

A regular meeting of the Woodstock Public Library Board was held on Tuesday, December 20, 2022, at 4:00 pm, in-person and virtually via ZOOM technology.

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

Mary Anne Silverthorn, Chair  
Danielle Barry, Vice Chair  
Lynn Wareing, Trustee  
Ken Whiteford, Trustee  
Councillor Kate Leatherbarrow  
Councillor Deb Tait  
Councillor Bernia Wheaton

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

Lindsay Harris, CEO  
Lori Peixoto, recorder

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### **1. Call to Order**

L. Harris, Chief Executive Officer, called the meeting to order at 3:58 pm, and introductions went 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 Chief Executive Officer, L. Harris, called for nominations from the floor for the position of Chair.

**Motion 22-94**

MOVED by K. Whiteford and seconded by D. Tait that Trustee Silverthorn be nominated for the position of Chair.  
As no other nominations were received, Trustee M.A. Silverthorn was declared Chair by unanimous vote.

**Motion carried.**

**b) Election of Vice Chair**

L. Harris called for nominations from the floor for the position of Vice Chair.

**Motion 22-95**

MOVED by D. Tait and seconded by K. Leatherbarrow that Trustee Barry be nominated for the position of Vice Chair.  
As no other nominations were received, Trustee D. Barry was declared Vice Chair by unanimous vote.

**Motion carried.**

M.A. Silverthorn took over the meeting as Chair of the Woodstock Public Library Board.

M.A. Silverthorn spoke to the service of K. Whiteford in his role as Chair of the Board for the past 4 years, and thanked him for that. Discussion was had regarding letters of thanks to be forwarded to past Trustees, and there would be further discussion on presentations to those Trustees at a later date.

## **2. Indigenous Acknowledgement**

The Woodstock Public Library is situated on the traditional territories of the Indigenous Peoples and covered by the Upper Canada Treaties. The Library Board (I) would like to acknowledge the history of the traditional territory on which the Library stands. We (I) would also like to respect the longstanding relationships of the local Indigenous groups, the Haudenosaunee, Lanape, and Anishinaabek of this land and place in Southwestern Ontario. We (I) would like to recognize the Indigenous communities in close proximity to the city of Woodstock: Chippewas of The Thames First Nation; Oneida Nation of The Thames; Munsee-Delaware Nation; Mississaugas of New Credit First Nation; and Six Nations of The Grand (which consists of Mohawk, Cayuga, Seneca, Onondaga, Oneida and Tuscarora Nations).

## **3. Approval of the Agenda**

### **Motion 22-96**

MOVED by B. Wheaton and seconded by K. Whiteford to approve the Agenda.

**Motion carried.**

## **4. Declaration of Conflict of Interest**

None.

## **5. Minutes of the Meeting of November 8, 2022**

### **Motion 22-97**

MOVED by K. Whiteford and seconded by K. Leatherbarrow to approve the Minutes of the Meeting of November 8, 2022, as circulated.

**Motion carried.**

**6. Business Arising from the Minutes**

None.

**7. Delegations/Presentations**

None.

**8. Board Education**

**a) Board Trustee Binder Orientation**

M.A. Silverthorn called on L. Harris to present the information in the Trustees' binders.

L. Harris discussed the information in the binders, noting that the links on the 'quick links sheet' would be emailed to all Trustees.

Board By-laws would need to be amended, so the document would potentially come to the Board at the meeting in February, 2023, with approval at the meeting in March, 2023.

**b) Board Code of Conduct**

L. Harris noted that outside of the Code of Conduct provided by the City, the Library has its own for Board Trustees to acknowledge and sign, and return to Library Administration.

M.A. Silverthorn discussed the governance component, and directed Trustees to review the policies. More on governance would be discussed at the next regular meeting of the Board.

**9. Consideration of Correspondence**

**a) Friends of the Library**

Minutes of the meeting of October 11, 2022

M.A. Silverthorn directed Trustees' attention to the Minutes of the Friends' meeting, and explained that the Board will make a motion to receive as information.

There were no questions or comments from the Board.

**Motion 22-98**

MOVED by D. Tait and seconded by L. Wareing that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library of October 11, 2022, as information.

**Motion carried.**

## **10. Administrative Reports**

### **a) Monthly Report**

#### **i. Report of the Chief Executive Officer**

L. Harris noted that a separate report would typically come from the Manager of Public Services, however, the CEO's report would include that component for the time-being.

L. Harris offered further explanation on items noted in the CEO report including programs, registration, new equipment, and on-boarding of managerial staff.

### **b) Statistics: Library Systems Activities for November, 2022**

L. Harris reported that the new gate counters in the lobby had been installed. The old counters would run in tandem with the new counters to determine accuracy.

L. Harris noted that stats were still being affected by the pandemic. That said, the Active Card Holders stat had been declining since mid-2017, yet for the past 5 months, the stat had started to increase consistently. The hope is that this growth would continue post-pandemic.

### **c) Policy Review**

#### **i. Report – Health and Safety, Prevention of Workplace Violence and Harassment**

L. Harris stated that the Board was required to pass the Health and Safety, and Prevention of Workplace Violence and Harassment policies annually. This had not yet been done for 2022, and therefore, were before the Board for review and approval. Extensive work had been done on these policies by the Library's HR consultant, and still keeping in line with the City's policies. The policies had not been amended since the previous approval; the dates on the policies were the only change.

#### **ii. Health and Safety Policy**

##### **Motion 22-99**

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board approves the Health and Safety Policy as presented.

**Motion carried.**

**iii. Prevention of Workplace Violence and Harassment Policy**

**Motion 22-100**

MOVED by K. Leatherbarrow and seconded by B. Wheaton that the Board approves the Prevention of Workplace Violence and Harassment Policy as presented.

**Motion carried.**

**11. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

None.

**b) Health and Safety**

Minutes of the meeting of September 30, 2022

**Motion 22-101**

MOVED by D. Tait and seconded by K. Whiteford that the Board receives the Minutes of the Joint Health and Safety Committee of September 30, 2022, as information.

**Motion carried.**

**12. Finance**

**a) Treasurer's Report**

L. Harris reported on the financial statements that were before the Board. At the end of November, 2022, the Library was 80% spent. Some revenues were not applied to the statement at the date of this meeting, and some expenses were not yet accounted for. The Public Libraries of Ontario Grant had been received and deposited just prior to the meeting.

M.A. Silverthorn directed Trustees' attention to the Jessie McDougall Trust Fund and the Trust Summary reports, and asked if anyone required clarification.

There were no questions from the Board.

**Motion 22-102**

MOVED by D. Tait and seconded by L. Wareing that the DRAFT Statement of Revenues and Expenditures for the period ending November 30, 2022, and the DRAFT Summary of Trust Account for the period ending November 30, 2022, and



the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending November 30, 2022, be received as information.

**Motion carried.**

**13. New Business**

**a) Board Meeting Dates and Mode of Attendance**

M.A. Silverthorn noted the dates and time of the regular meetings of the Library Board, and asked Trustees for their input.

Discussion was had, and it was agreed that the January, 2023, meeting would be moved to Tuesday, January 24<sup>th</sup> at 4:15 pm to accommodate the schedules of Trustees. The regular meeting for February, 2023, would be tentatively scheduled for February 21<sup>st</sup> at 4:15 pm. Trustee Wareing offered regrets for the meeting in February, 2023.

Regular meeting times would be at 4:15 pm, going forward.

Further discussion would be had at the meeting in January, 2023.

D. Tait exited the meeting at 5:16 pm.

**14. Notices of Motion**

None.

**15. Attachments**

**a) Code of Conduct Declaration**

**b) Health and Safety Declaration**

**c) WPL Board Information Collection Form**

Completion and signatures of the above forms were requested of Board Trustees, and to be returned to Library Administration.

**16. Committee of the Whole In-camera**

**Motion 22-103**

MOVED by B. Wheaton and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 5:20 pm.

**Motion carried.**

**Motion 22-104**

MOVED by K. Leatherbarrow and seconded by B. Wheaton that the Board moves out of Committee of the Whole In-camera at 5:39 pm.

**Motion carried.**

**Motion 22-105**

MOVED by K. Leatherbarrow and seconded by B. Wheaton that the Board approves the Agenda for the Meeting of the Committee of the Whole In-camera.

**Motion carried.**

**Motion 22-106**

MOVED by K. Whiteford and seconded by B. Wheaton that the Board approves the Minutes of the Committee of the Whole In-camera for November 8, 2022.

**Motion carried.**

**17. Next Meeting**

Tuesday, January 24, 2023, 4:15 pm.

**18. Adjournment**

MOVED by B. Wheaton that the meeting adjourn at 5:43 pm.

***Vision***

Your Destination for Discovery

***Mission***

A welcoming place to create, connect and explore.



Friends of the Woodstock Public Library  
December 14, 2022

Present: Laura Schneider (Treasurer)  
Marion Baker (Secretary)  
Sylvia Weiser-Sutherland  
Rick Cole  
Jackie Thompson  
Gurleen Saini  
Jamina Tieu  
Matthew Lloyd  
Peter Ruehlicke

Regrets: Frances Gottschlich Karen Leslie, Judy Muzzin, Diana Gorbould,  
Sharron Skevington, Diana St. Clair, Gerry Wormald

Due to the absence of Vice-Chair Frances Gottschlich, Secretary Marion Baker chairs the meeting and calls the meeting to order at 5:05 p.m.

Approval of Agenda:

Moved by: Rick Cole  
Seconded by: Sylvia Weiser-Sutherland

That the Agenda of December, 14, 2022, be approved.

Carried.

Following a review of the October 26, 2022 Minutes, attendee Jackie Thompson advises that she was in attendance at the October 26<sup>th</sup> meeting as a member of Friends of the Library and not in her professional capacity as a member of the Woodstock Public Library staff.

Approval of Minutes:

Moved by: Matthew Lloyd  
Seconded by: Laura Schneider

That the Minutes of the October 26, 2022 meeting be approved as amended.

Carried.

Updates/Reports:

Membership: No new members to report.

Financial Report:

Treasurer Laura Schneider presents the financial report.

Correspondence:

No correspondence.

Library C.E.O.'s Update

Although not in attendance at the meeting, Library C.E.O. Lindsay Harris provided a list of funding requests and asked that Friends of the Library consider suggested item(s) they may wish to finance in the near future.

Book Sale:

Secretary Marion reads an email received from Mary Reid, Curator of the Woodstock Art Gallery asking us to provide her with suggested dates for the up-coming book sale. The Acting Chair invites members to put forth their ideas about logistical problems to be faced regarding the set-up, day of the sale and removal of unsold books and a general discussion ensues. She also reminds members that those who want to work at the sale will have to complete a set of three customer-service questionnaires as required by the City of Woodstock. Library C.E.O. Lindsay Harris is willing to provide help at the library for members who don't have access to a computer and/or printer in their home or would prefer guidance completing the questionnaires.

Nominations:

Members are reminded that nominations are needed regarding the change of Friends Executive members.

Adjournment:

The meeting is adjourned at 5:50 p.m.

Date of next meeting: January 11, 2023 at 5:00 p.m.

Frances Gottschlich, Vice-Chair \_\_\_\_\_



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**Subject: CEO Report**

**Action: For Information**

**Prepared by: Lindsay Harris**

**Meeting of: January 24, 2023**

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### **Contribute Vibrant Spaces**

The security gate replacement project is now in its final stage of completion. The new gate has been installed, and final configuration will be completed before the end of January. At that time, this legacy capital project from 2020 will be completed.

### **Reinforce Our Capabilities**

Staff training for the Library's new online program platform (BiblioEvents) is underway. Public Services staff have been trained on the back end of the system and they are working diligently to create content for launch day. All front-end library staff will receive training on the use of the system from the public view, as well as how patrons can register through the new platform. This training is expected to be completed by mid-February.

The Library will begin marketing the new program platform to the community with a "teaser" due to be released on February 13, 2023. The full launch of the platform is set for Tuesday, February 21, 2023. Library staff are preparing materials for the public to introduce them to the platform, and we anticipate that it will be well received by the community.

The Ontario Library Association 2023 Super-conference commences on February 1, 2023. Many staff members will be attending the conference either in-person or virtually this year. We are eager to hear what other libraries are working on and to expand our skills and knowledge at this annual conference.

## **Library Staff Update**

Megan Cook, the Library's new Manager of Public Services, is now settling into her role in the library. Her breadth of experience both in libraries and the private sector brings a fresh perspective to the Library.

The Library bid farewell to Janet Smith in January as she retired after 23 years of service to the Library and our community in her role as a Circulation Clerk. Janet's sunny demeanor and exceptional connection to the community will be greatly missed, and we wish her all the best in this new stage of her life.

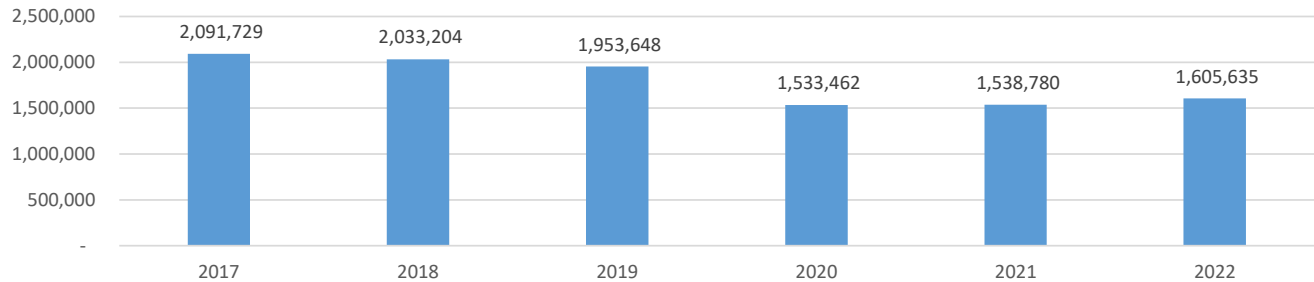
The Library is pleased to announce that Liam Gillis, currently one of our part-time librarians, is the successful candidate for the Emerging Technologies Librarian position. Liam will transition into this new role in mid-February.



# Woodstock Public Library

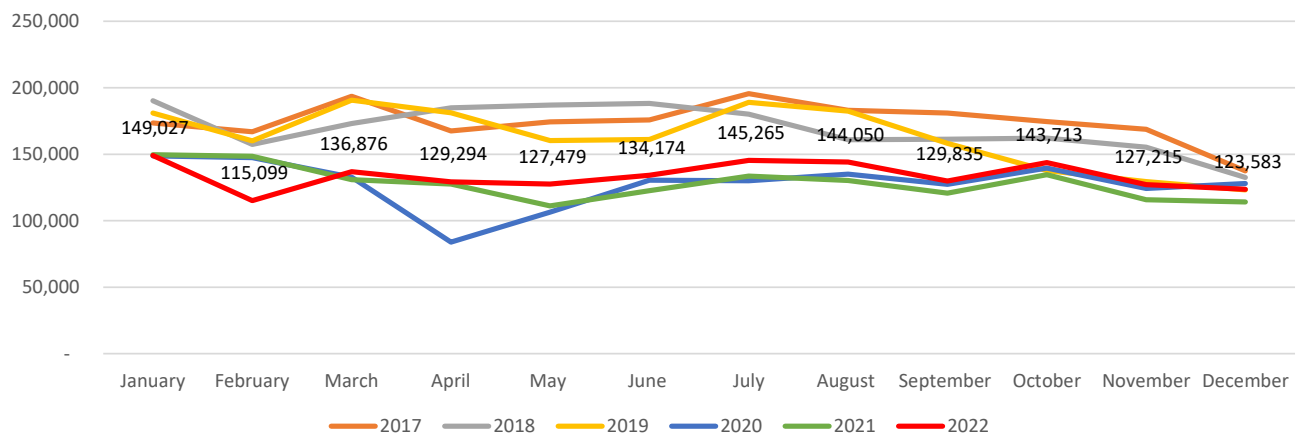
445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

## Total Library Uses 2017 - Present

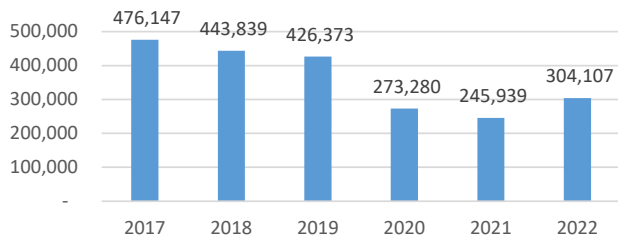


2022	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	18,350	3,018	96,293	26,551	827	46	668	3,299	149,052
February	20,032	7,086	66,083	17,026	652	241	672	3,307	115,099
March	26,531	12,599	72,960	19,802	1,126	611	1,007	2,240	136,876
April	25,638	12,230	65,093	20,849	1,057	829	1,047	2,551	129,294
May	25,176	12,400	64,441	20,577	1,122	762	1,235	1,766	127,479
June	25,747	14,412	68,708	17,676	3,876	845	1,303	1,607	134,174
July	30,287	17,928	71,927	17,718	3,337	1,240	1,188	1,640	145,265
August	30,588	16,688	78,798	11,564	2,062	1,245	1,088	2,017	144,050
September	25,663	16,648	69,451	12,448	1,277	1,085	1,360	1,903	129,835
October	26,542	17,686	68,196	25,385	1,138	1,132	1,659	1,975	143,713
November	26,586	16,481	63,051	16,318	762	831	1,727	1,459	127,215
December	22,967	14,286	57,117	25,580	692	649	1,431	861	123,583
<b>TOTAL</b>	<b>304,107</b>	<b>161,462</b>	<b>842,118</b>	<b>231,494</b>	<b>17,928</b>	<b>9,516</b>	<b>14,385</b>	<b>24,625</b>	<b>1,605,635</b>

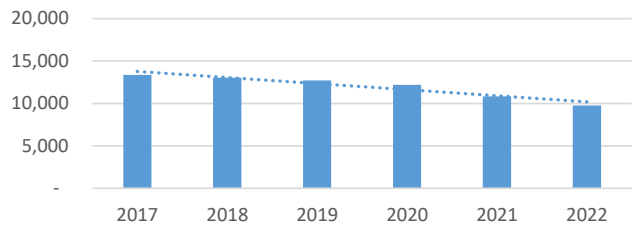
## Total Library Uses by Month 2017 - Present



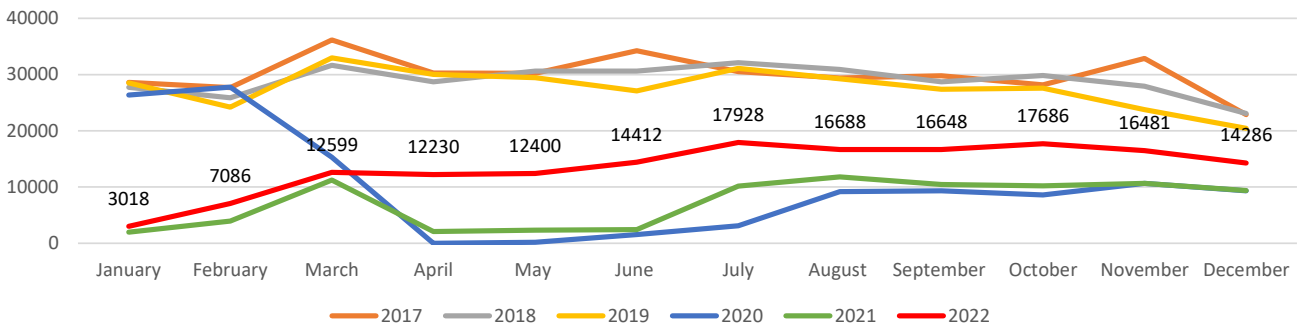
**Annual Library Circulation Total 2017-2022**



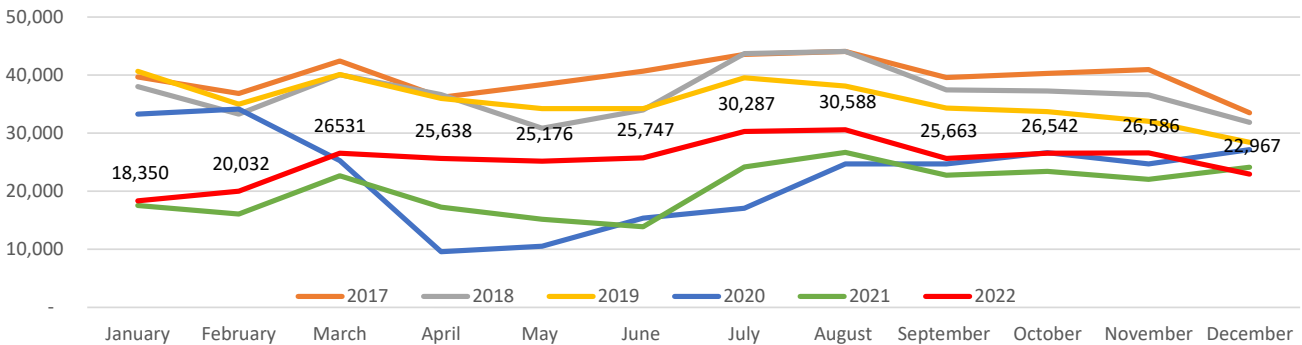
**Monthly Average Active Users Count 2017-2022 YTD**



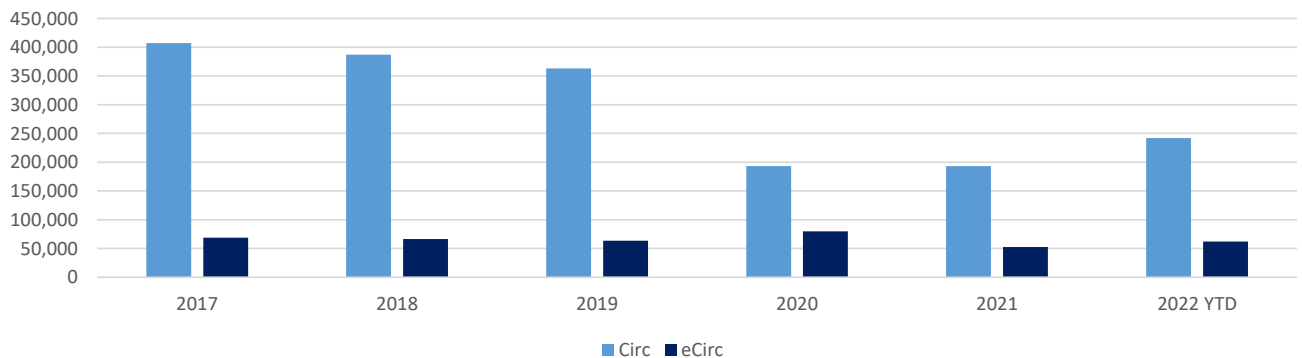
**In Person Visits - 2017-2022**



**Total Circulation by Month - 2017-Present (Physical & Digital)**



**Annual Circulation by Type 2017-Present**







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**Subject:**           **Computer and Technology Acceptable Use Policy**

**Action:**           **For Review and Approval**

**Prepared by:**   **Lindsay Harris**

**Meeting of:**     **January 24, 2023**

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## **Recommendation**

That the Woodstock Public Library Board approves the Computer and Technology Acceptable Use Policy as presented.

## **Background**

The Library's Computer and Technology Acceptable Use Policy was developed in 2022, superseding previous Use of Internet and Email, and Use of Computer Systems personnel policies. The Policy included legislated changes from the *Working for Workers Act, 2022* (Act) regarding electronic monitoring of employees.

## **Discussion**

The Library partners with the Information Technology (IT) department of the City of Woodstock (City) in the purchasing and operation of some technologies by Library employees. As such, the Library is required to follow the monitoring procedures outlined by City IT. Key Library staff members have recently received new cellular devices from the City that possess device tracking and monitoring software for asset management purposes.

The proposed amendment to the Policy includes the addition of asset management as a case for the monitoring of Library staff. Definitions have been included as appropriate to the addition.

Respectfully submitted,

Lindsay Harris,  
Library CEO



# Woodstock Public Library Policy

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**Policy Name:** Computer and Technology Acceptable Use Policy

**Category:** Personnel

**Version:** 24 January 2023

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## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to outline the Board's expectations regarding the use of the Library's information technology resources for staff and volunteers, ensure the integrity of the Library's computer infrastructure and data, and identify the purposes, methods and circumstances under which the Library may electronically monitor its employees.

This policy does not cover the use of the Library's video surveillance system, which is a separate policy.

## SCOPE

This policy applies to all staff and volunteers of the Woodstock Public Library and external organizations that may directly or indirectly require access to Library computer IT resources.

## DEFINITIONS

*"Board"* means the Woodstock Public Library Board.

*"CEO"* means the Chief Executive Officer of the Woodstock Public Library.

*"City"* means the City of Woodstock.

*"City IT"* means the Information Technology department of the City of Woodstock.

*"Computer IT Resources"* means all library information technology systems, or applications that store, process or transmit information. All network infrastructure and computer hardware, storage, software and applications, mobile devices and telecommunications systems.

“Data” means all information residing on Library networks, external storage, and devices that include but are not limited to files, voicemail, databases, transactional streams, and logfiles.

“Electronic Monitoring” means all forms of employee and assignment employee monitoring that is done electronically.

“Library” means the Woodstock Public Library.

“Staff” means an employee of the City of Woodstock Public Library.

## **POLICY, PROCEDURE, AND IMPLEMENTATION**

### **1.0 Statement of Authority**

- 1.1 This policy is in accordance with the *Public Libraries Act, 1990*, and the *Employment Standards Act, 2000*.

### **2.0 Responsibility**

- 2.1 The Library CEO is responsible for implementing the appropriate procedures in accordance with this policy.
- 2.2 Under the authority of the CEO, responsibility for the administration, monitoring and security of the Library’s computer resources and data rests with the Manager of Operations.

### **3.0 Guiding Principles**

- 3.1 Use of the Library’s computer IT resources and Internet access are provided to staff as business tools to assist them in performing their work-related duties.
- 3.2 While carrying out library business, staff and volunteers are provided access to the library’s computer network and data based on the following principles:

**Need to Know:** Staff and volunteers will be granted access to systems and data that are necessary to fulfil their roles and responsibilities.

**Least Privilege:** Staff and volunteers will be provided the minimum privileges necessary to fulfill their roles and responsibilities.

- 3.3 Computer equipment, devices and electronic records are the property of the Board. The Board has the right to access and monitor all equipment, devices and electronic records.
- 3.4 The use of the Internet and email systems shall comply with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, the *Public Libraries Act* and other applicable laws.

## **4.0 Staff Responsibilities**

- 4.1 Staff are expected to use their best judgement and demonstrate a sense of responsibility when using Library computer IT resources.
- 4.2 All work undertaken shall be performed in an ethical and lawful manner, demonstrating integrity and professionalism.
- 4.3 Staff will abide by the limits set out in the "Unacceptable Computer Resources Use" section of this policy.
- 4.4 Staff are responsible for safeguarding their passwords and for all transactions made using their passwords. Individual passwords, logon ID, internal network configurations, addresses and system names must not be transmitted in email messages, printed, stored online, or shared with others. Staff suspecting that their access passwords have been compromised, should take steps immediately to change their password, and notify the Manager of Operations.
- 4.5 Abuse of this policy will be subject to appropriate discipline, which may include dismissal of an employee or termination of a contractor's contract.

## **5.0 Cyber Training**

- 5.1 All staff are required to take mandatory cyber security training on the use of library systems during their orientation period.

## **6.0 Authorized Licenced Software**

- 6.1 Only licenced software and registered shareware acquired by, and paid for by the Library, is to be operated on the Library's computer network. In order to protect the integrity of licences and network security, staff are expected to adhere to the following guidelines:
  - a) Only licenced software authorized by the Manager of Operations is to be installed on library computers.
  - b) Board licenced software is not to be copied or transferred to home computers without the consent of the Manager of Operations.
  - c) No software of a personal nature is to be maintained on the Board's computer network.

## **7.0 Personal Use of Computer IT Resources by Staff**

- 7.1 Limited and occasional personal use of the Library's computer IT resources are permitted within these general guidelines:
  - a) Personal use will be on an employee's own time.

- b) Staff will not use Library IT computer resources for private business purposes.
- c) Personal use will not interfere with any work-related activity or impact network operations.
- d) Employees will supply their own expendable materials.
- e) Staff acknowledge that the Board retains the right to access and monitor their activities as deemed necessary by the Board.

## **8.0 Unacceptable Computer Resources Use**

8.1 These restrictions apply to all internal and external use of all computer resources and data by all users, regardless of geographical location. The following practices are improper and unacceptable:

- a) Transmitting or releasing sensitive, confidential, proprietary or privileged information to anyone not authorized by the CEO or their delegate to receive it.
- b) Sending, storing or soliciting communications containing material which is fraudulent, harassing, pornographic, profane, obscene, vulgar, intimidating or unlawful.
- c) Participating in controversial or inappropriate internet discussion groups such as pornographic, hate-based or terrorist discussion groups.
- d) Downloading copyrighted content from the internet, except for research purposes or non-commercial use.
- e) Interfering with, removing or bypassing any security features or devices designed to protect data, whether Library data or not, from viruses, unauthorized external access or other security risks.
- f) Intentionally broadcasting messages or participating by propagating non-business documents/messages such as chain letters or knowingly transmitting destructive programs (viruses and/or self-replicating code).
- g) Sending mass mailings that have not been authorized by an appropriate Library manager.
- h) Disrupting the Library's ability to perform its mission.
- i) Engaging in any activity intended to cause congestion or disruption of networks and systems.

- j) Attempting to send anonymous transmissions or to falsify information regarding the originator by any means including use of another user's identification or login ID.
- k) Downloading and installing software from the internet, CD-ROMs, thumb drives or elsewhere onto computer resources without the Manager of Operations' written permission to do so.
- l) Using any software without a valid licence.
- m) Distributing or copying software without prior written permission from the Manager of Operations.
- n) Sending or soliciting transmissions of commercial or personal advertisements, solicitations, promotions, political material or other material for unauthorized or personal use.
- o) Storing personal data.
- p) Conducting any personal business venture or money-making activity.
- q) Connecting unauthorized devices to the Library's network without obtaining prior approval from the Manager of Operations.

## **9.0 Electronic Monitoring of Employees**

9.1 The Library has the capability to monitor library staff, but will only access data in the following cases:

- a) Staff Safety: Staff who work alone at night in the building are monitored to ensure their safety. Staff are monitored for sudden falls or periods of lengthy inactivity that might be an indication of a medical emergency.
- b) Systems Performance and Statistics Collection: Staff activity may be monitored to compile metrics in order to analyze and improve library operations and workflow, or to report statistics to the Board and Ministry.
- c) Investigations: The Library may access and monitor system data in order to investigate patron misbehavior and staff performance.
- d) Building Security: The Library may access and monitor data concerning access to the building to ensure the security of the library building.
- e) Asset Management: The Library, in consultation with and assistance from City IT, may access and monitor location tracking software on City or Library owned technology, such as cellular devices.

## **10.0 Disclaimer**

- 10.1 This policy may be amended or revised at any time by the Board.
- 10.2 This policy supersedes all other Board policies with regard to the use of the Library's computer IT resources and data by staff and volunteers.
- 10.3 This policy is not meant to be exhaustive; additional rules, procedures and guidelines regarding the use of the Library's computer IT resources and data, may be introduced at any time, as deemed necessary by the CEO.
- 10.4 The Manager of Operations may change, bypass or disable an employee's password or other security mechanisms at any time without permission or advance notice to the employee.

## **RELATED DOCUMENTS AND POLICIES**

*Woodstock Public Library – Video Surveillance Policy*

*Woodstock Public Library – Access to Information and Protection of Privacy Policy*

*Employment Standards Act, 2000, S.O. 2000, c.41*

*Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*

## **DOCUMENT REVISION RECORD**

Developed By:	D. Harvie
Date:	5 August 2022
Adoption Date:	13 September 2022
Effective:	13 September 2022
Review Cycle:	Once per Term
Last Reviewed:	24 January 2023
Reviewed by:	L. Harris
Resolution No.:	23__



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**Subject: 2023-24 Library Closure Dates**

**Action: For Review and Approval**

**Prepared by: Lindsay Harris**

**Meeting of: January 24, 2023**

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### **Recommendation**

That the Woodstock Public Library Board approves closure on the following days in 2023-24:

#### **Christmas & New Year's Holidays**

- Wednesday, December 27, 2023 (Christmas Eve Day lieu)
- Tuesday, January 2, 2024 (New Years Eve Day lieu)





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**Subject:**            **Abbreviated Indigenous Acknowledgement for Meeting Purposes**

**Action:**            **For Discussion and Approval**

**Prepared by:**    **Lindsay Harris**

**Meeting of:**       **January 24, 2023**

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## **Recommendations**

That the Woodstock Public Library Board adopt an abbreviated Indigenous Acknowledgement for meeting purposes.

That the Woodstock Public Library Board support posting the full Indigenous Acknowledgement in print in the Library and digitally on the Library's website.

## **Background**

The Woodstock Public Library Board approved the Library's Indigenous Acknowledgement in 2020. The Acknowledgement is currently posted on the Library's website, and spoken in its entirety at the beginning of all Library Board Meetings. The Library Board has expressed an interest in abbreviating the spoken Acknowledgement for meeting purposes, while still maintaining the significance of the Acknowledgement and reaffirming its commitment to Truth and Reconciliation.

## **Discussion**

Two potential abbreviated acknowledgements are attached to this report. Both statements recognize and reflect upon the key components of the Library's full acknowledgement: the Peoples who have lived and are connected to the land on which the Library is situated. They also reflect the Library Board's ongoing commitment to Truth and Reconciliation through the Library's policies, procedures, and daily operations.

The Board may wish to adopt in whole or in part one of the statements to be read at the beginning of Library Board Meetings in lieu of reading the full Acknowledgement.

The full Indigenous Acknowledgement has been posted on the Library's website since its inception in 2020. The Library intends on formally posting the Acknowledgement in its physical space as well.

Respectfully submitted,

Lindsay Harris  
CEO



## **Abbreviated Indigenous Acknowledgement for Meeting Purposes**

### **Option 1:**

The Library Board would like to acknowledge that we are meeting on traditional and ancestral land of the Haudenosaunee, Lanape, and Anishnaabek Peoples. We thank all generations of people who have taken care of this land and recognize and reflect upon their historic and present connection and contributions to this land and place.

### **Option 2:**

As we gather, we are reminded that we are meeting on the traditional and ancestral land that was the home of the Haudenosaunee, Lanape, and Anishnaabek Peoples. In the Spirit of Reconciliation, the Library Board respectfully acknowledges and reflects upon their historic and present connection to this place.