

DRAFT Agenda
Woodstock Public Library Board
June 10, 2025

Date: Tuesday, June 10, 2025
Time: 4:15 p.m.
Place: Library Meeting Room

1. Call to Order

2. Indigenous Acknowledgement

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.

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 May 13, 2025

Recommendation:

That the Board approves the Minutes of the meeting of May 13, 2025, as circulated (or following corrections).

6. Business Arising from the Minutes

None

7. Chairperson's Remarks

8. Delegations/Presentations

None

9. Board Education

None

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Minutes of the meeting of April 9, 2025

Recommendation:

That the Board receives the Minutes of the meeting of April 9, 2025, of the Friends of the Woodstock Public Library as information.

11. Administrative Reports

a) Monthly Report

- i) Report of the Chief Executive Officer

b) Statistics

- i) Library Systems Activities for the month of May, 2025

c) Policy Review

- i) Report – Access to Information, Protection of Privacy, and Electronic Messaging Policy
- ii) Access to Information, Protection of Privacy, and Electronic Messaging Policy

Recommendation:

That the Woodstock Public Library Board approves the Access to Information, Protection of Privacy, and Electronic Messaging Policy as presented or amended.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

Minutes for March 20, 2025

Recommendation:

That the Board approves the Minutes of the Joint Health and Safety Committee meeting of March 20, 2025.

13. Finance

a) Treasurer's Report

Recommendation:

That the DRAFT Statement of Revenues and Expenditures for the period ending May 31, 2025, and the DRAFT Summary of Trust Account for the period ending May 31, 2025, and the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending May 31, 2025, be received as information.

b) Projected 2026 Capital Projects

Verbal Report

14. New Business

a) Reciprocal Borrowing Privileges

Verbal Report

15. Notices of Motion

None

16. Attachments

None

17. Committee of the Whole In-camera

Public Libraries Act, R.S.O. 1990, c. P.44 s. 16.1 (4)

A meeting or part of a meeting may be closed to the public if the subject matter being discussed is,

- (a) the security of the property of the board;*
 - (b) personal matters about an identifiable individual;*
 - (c) a proposed or pending acquisition or disposition of land by the board;*
 - (d) labour relations or employee negotiations*
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;*
 - (f) advice that is subject to solicitor-client privilege, including communication necessary for that purpose;*
 - (g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s.24 (5).*
-

18. Next Meeting

Tuesday, September 9, 2025, 4:15 p.m.

19. Adjournment

VISION

Growing with our community, embracing the opportunities of tomorrow.

MISSION

Woodstock Public Library ignites curiosity and connects our community to a world of ideas, resources, and enriching experiences.

Woodstock Public Library Board

DRAFT Meeting Minutes May 13, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, May 13, 2025, at 4:15 pm, in the Meeting Room at the Woodstock Public Library.

a) The following Board members were present:

Mary Anne Silverthorn, Chair
Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Councillor Deb Tait
Councillor Bernia Martin

b) The following Board members sent regrets:

Danielle Barry, Vice Chair
Lynn Wareing, Trustee

c) The following persons were also present:

Lindsay Harris, CEO
Megan Cook, Director of Library Services/Deputy CEO
Lori Peixoto, recorder

1. Call to Order

The Chair called the meeting to order at 4:17 pm.

2. Indigenous Acknowledgement

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.

3. Approval of the Agenda

Motion 25-39

MOVED by K. Leatherbarrow and seconded by B. Martin to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Delegations/Presentations

a) 2024 Woodstock Public Library Audit

i. Verbal Report – Christene Scrimgeour, CPA, CA, BA, Scrimgeour & Company

M.A. Silverthorn welcomed C. Scrimgeour to the meeting via ZOOM for presentation of the draft audited financial statements.

C. Scrimgeour introduced herself, explaining that although acting as auditor for the City of Woodstock, she also acts as an independent auditor for the Woodstock Public Library Board. Testing methods during the audit were explained, and it was noted that the statements before the Board were in draft form until the Board approved them.

C. Scrimgeour offered explanation to accounts in the statements, pausing for members of the Board to ask questions, if necessary.

ii. DRAFT Audited Statements

Motion 25-40

MOVED by K. Whiteford and seconded by B. Martin that the DRAFT 2024 Woodstock Public Library Board Financial Statements for the year ending December 31, 2024, and the DRAFT 2024 Woodstock Public Library Trust Fund Financial Statements for the year ending December 31, 2024, be approved as presented.

Motion carried.

With no questions from the Board, M.A. Silverthorn thanked C. Scrimgeour for her presentation and the work done during the audit. C. Scrimgeour exited the meeting.

6. a) Minutes of the Meeting of April 8, 2025

Motion 25-41

MOVED by K. Leatherbarrow and seconded by B. Martin to approve the Minutes of the meeting of April 8, 2025.

Motion carried.

b) Minutes of the Meeting of April 17, 2025

Motion 25-42

MOVED by B. Martin and seconded by K. Leatherbarrow to approve the Minutes of the meeting of April 17, 2025.

Motion carried.

7. Business Arising from the Minutes

a) Strategic Plan

L. Harris noted that the Strategic Plan had officially been launched, and provided professionally printed copies to members of the Board. Management would be seeking feedback from the Board on how to bring future reports related to the Plan back to the Board. B. Martin and K. Leatherbarrow noted that Council sees progress through staff reports, and that it would be appropriate to see updates in the CEO monthly report.

M.A. Silverthorn congratulated all involved in the making of the final document.

M.A. Silverthorn invited L. Harris to speak on the Library Impact document before the Board.

L. Harris provided printed copies of the document, noting that it represented a year in review for 2024, and a look ahead to 2025.

8. Chairperson's Remarks

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library
Minutes of the meeting of March 12, 2025

Motion 25-43

MOVED by K. Leatherbarrow and seconded by B. Martin that the Board receives the Minutes of the meeting of March 12, 2025, of the Friends of the Woodstock Public Library as information.

Motion carried.

M. Cook offered an update on the book sale, noting that funds raised were in excess of \$1,700.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris reported that the Board was still on track to review all Library policies during the current term.
Other details were expanded on from the report.

There were no questions from the Board.

ii. Report of the Director of Library Services/Deputy CEO

M. Cook provided details from a meeting with a potential donor who expressed interest in funding a new study pod; something the Library would make great use of.

b) Statistics: Library Systems Activities for the month of April, 2025

Discussion was had on the decrease in numbers that had been enjoyed in the first quarter of 2025.

c) Policy Review

i. Report – Programming & Outreach Policy and Collections Development Policy

L. Harris reminded the Board of the two policies that were brought to the last meeting, but deferred for further investigation of other library systems' policies.

The policies had been re-worded to remove the operational aspects from them, and brought back to the Board for review and approval.

ii. Programming and Outreach Policy

Motion 25-44

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Woodstock Public Library Board approves the revised Programming and Outreach Policy as presented.

Motion carried.

iii. Collections Development Policy

Motion 25-45

MOVED by K. Whiteford and seconded by B. Martin that the Woodstock Public Library Board approves the Collections Development Policy as presented.

Motion carried.

iv. Report – Circulation Policy

L. Harris made note that the above three policies are what drive library services. Revisions to the Circulation Policy included removal of procedural pieces.

v. Circulation Policy

Motion 25-46

MOVED by B. Martin and seconded by K. Leatherbarrow that the Woodstock Public Library Board approves the Circulation Policy as presented.

Motion carried.

vi. Report – Public Code of Conduct

L. Harris noted that the policy had last been reviewed in 2018, and changes made would now include virtual environments such as social media, virtual programs, and outreach events. As the environment is rapidly changing, response to behaviours in the Library may be more assertive than historically.

vii. Public Code of Conduct

Motion 25-47

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Woodstock Public Library Board approves the Public Code of Conduct as presented.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

Motion 25-48

MOVED by B. Martin and seconded by K. Leatherbarrow that the DRAFT Statement of Revenues and Expenditures for the period ending April 30, 2025, and the DRAFT Summary of Trust Account for the period ending April 30, 2025, and the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending April 30, 2025, be received as information.

Motion carried.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

a) Growing Together: Woodstock Public Library launches new strategic plan; What's on Woodstock; May/June 2025

17. Committee of the Whole In-camera

Labour relations or employee negotiations

Motion 25-49

MOVED by K. Whiteford and seconded by B. Martin that the Board moves into Committee of the Whole In-camera at 5:14 pm.

Motion carried.

Motion 25-50

MOVED by B. Martin and seconded by K. Whiteford that the Board moves out of Committee of the Whole In-camera at 5:20 pm.

Motion carried.

Motion 25-51

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

Motion carried.

Motion 25-52

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board approves the Minutes of the Committee of the Whole In-camera for April 8, 2025.

Motion carried.

Motion 25-53

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board approves the Minutes of the Committee of the Whole In-camera for April 17, 2025.

Motion carried.

18. Next Meeting

Tuesday, June 10, 2025, 4:15 pm.

19. Adjournment

M.A. Silverthorn declared the meeting adjourned at 5:21 pm.

Vision

Growing with our community, embracing the opportunities of tomorrow.

Mission

Woodstock Public Library ignites curiosity and connects our community to a world of ideas, resources, and enriching experiences.



Minutes
Friends of the Woodstock Public Library
April 9, 2025

Present:	Matthew Lloyd – Chair	Christina Cullen
	Rick Cole – Vice-Chair	Ainsley Jeffery
	Marion Baker – Secretary	Tazia Fiose-Booker
	Gerry Wormald – Treasurer	Lee Mathers
	Sylvia Weiser-Sutherland	September Quierrez
	Laura Schneider	Diana St. Clair
	Linda Nelson	Sarah Snow
	Kathie Richards	Peter Rhuelicke
	Andie Lennox	Jonathan Rutherford

Also present: Megan Cook, Director of Library Services/Deputy C.E.O.

Regrets: Susan Hamilton, Karen Leslie

Chair Matthew Lloyd calls the meeting to order at 5:10 p.m. and welcomes those present.

Agenda: Moved by: Sylvia Weiser-Sutherland
Seconded by: Christina Cullen

That the Agenda for the April 9, 2025 meeting be approved. Carried.

Minutes:

Moved by: Karen Leslie
Seconded by: Sylvia Weiser-Sutherland

That the Minutes of the March 12, 2025 meeting be approved. Carried.

Updates and Reports:

Financial:

Treasurer Gerry Wormald presents his Financial report.

Membership Update:

Secretary Marion introduces and welcomes new Friends members Ainsley Jeffery, Linda Nelson, Sarah Snow and Jonathan Rutherford to the meeting.

Library Update - Megan Cook:

Megan Cook distributes copies of a flyer for the May book sale and also visiting author Robert Rotenberg that had been designed by a library. Members are encouraged to take flyers to post in various suitable locations. The flyers will also be posted on the Woodstock Public Library website as well as the Friends Facebook/Instagram sites. If Friends members contact Megan, she will register their attendance to hear Robert Rotenberg speak or they can also register by calling the library.

New and Ongoing Business: A new venture, a Comic Book giveaway day is to be held on Saturday, May 3rd along with other special activities at the library that day. A sign-up sheet is circulated for those who are willing to volunteer for two hours with the handout of the comic books.

Book Sale Committee Report:

Speaking on behalf of Book Sale Committee members, Peter Rhuelicke stresses the need for volunteers to help with the set-up of the sale on Friday, May 9th and to work at the sale on Saturday, May 10th. A sign-up sheet is circulated.

Megan Cook suggests that rather than scan books when setting up for the sale on May 9th, scanning be done with each book at the as patrons pay for their chosen books when checking out.

The amount charged for each book sold to adults and also to children is discussed and determined. Books not sold at the sale will be "tagged" when they are packed into boxes and this will identify them as not having been sold at the previous sale. This will separate them from more recently donated books when placed in the storage area.

Date of Next Meeting:

Wednesday, May 14, 2025 at 5:00 p.m. in the library meeting room.

Adjournment:

Moved by Diana St. Clair that the meeting be adjourned.

The meeting is adjourned at 6:05 p.m.

Matthew Lloyd, Chair _____



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: June 10, 2025

Library Space

The Library has agreed to a donation of approximately \$32,000.00 for the purchase and installation of a quiet study pod to be situated on the second floor. The pod has been ordered, and there are plans for a fun reveal to the public once we are closer to an opening date. Our donor will also be visiting the Library in the near future to look at our children's space with the possibility of further furniture donations to freshen up the space.

Hiring of additional facilities staff is in progress. We have a successful internal candidate for the new Manager of Facilities position and are currently working to backfill the now-vacant position.

We recently received this lovely comment from a member of the public:

"I call the Woodstock Library 'my second home'. Enough said? The library is VERY RICH in a variety of resources and the staff is beyond SUPER knowledgeable and helpful. Thank you everyone!"

Community Connections and Partnerships

The Library held a staff development day on May 26. We were fortunate to have a representative from the Alzheimer's Society attend the event and provide staff with education about the disease as well as best practices for interactions with patrons who are exhibiting Alzheimer's symptoms.

The Library is entering a new partnership with Upper Thames River Conservation Authority this summer. In the coming weeks, patrons will be able to borrow day passes for Pittock, Fanshawe, and Wildwood conservation areas from us. This initiative

compliments the similar partnership we have with Ontario Parks in circulating day passes for provincial parks.

Programs and Collections

The Friends of the Library held their second annual author event at Chartwell Oxford Gardens in May. The event featured author Robert Rotenberg with music from members of the Oxford Winds.

Our summer students started May 26, and were able to meet and socialize with staff at our staff development day. They are preparing for a fun and busy summer which kicks off with our “Get Your Summer Read On!” family event on June 21.

Customer Service

I attended the Woodstock Accessibility Advisory Committee meeting in May, and discussed the Library’s new Strategic Plan and our continued commitment to accessibility in our programs, spaces, and services, which is now imbedded in our values statements.

Marketing and Communications

The team is putting the finishing touches on a digital welcome campaign for new library card holders. New patrons will receive a series of welcome emails that will highlight library programs and services to help engage and encourage library use.

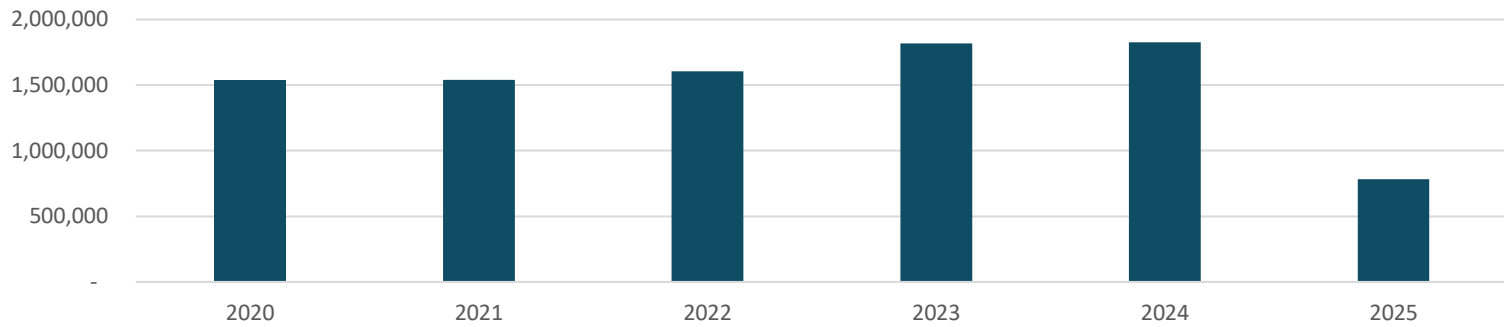
Administrative Updates

A large portion of the May staff development day focused on brainstorming and staff engagement with the new Strategic Plan. Senior Team is working through the comments, suggestions, insights, and dreams that staff brought to the table during these discussions, and will be implementing much of the feedback into how we address the goals and objectives within the plan.



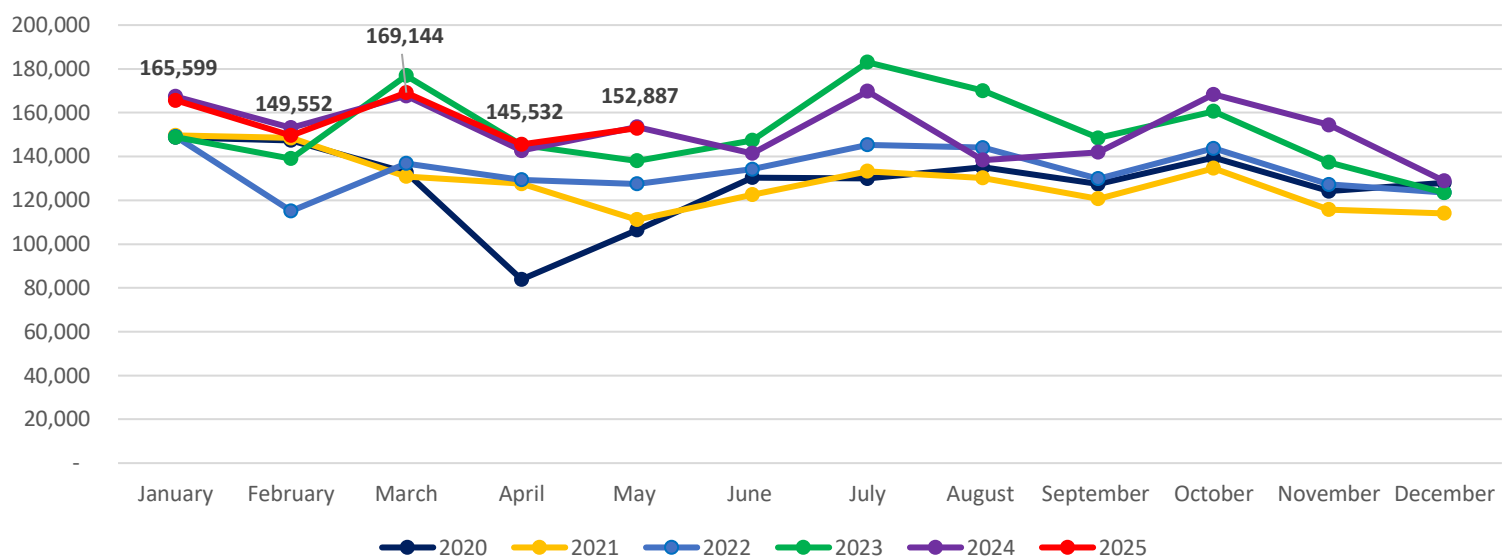
WOODSTOCK Public Library

Total Library Uses 2020 - 2025 YTD

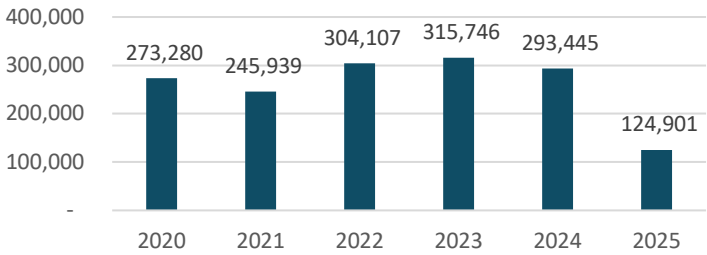


2025	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	24,960	12,270	99,524	21,869	1,136	1,099	1,629	3,112	165,599
February	24,965	11,214	88,962	15,178	2,610	932	1,605	4,086	149,552
March	27,609	14,417	92,962	27,490	2,077	1,034	1,699	1,856	169,144
April	23,537	12,143	87,621	15,903	1,362	1,522	1,675	1,769	145,532
May	23,830	11,345	83,746	27,449	2,025	1,302	1,792	1,398	152,887
June									-
July									-
August									-
September									-
October									-
November									-
December									-
TOTAL	124,901	61,389	452,815	107,889	9,210	5,889	8,400	12,221	782,714

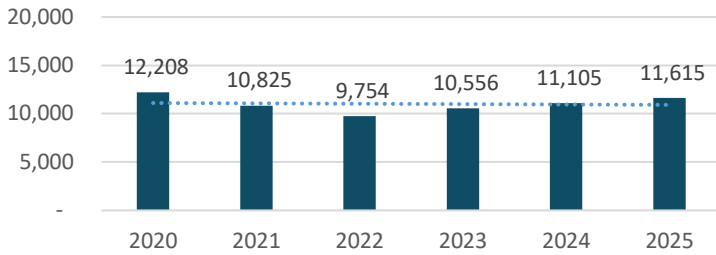
Total Library Uses by Month 2020-2025



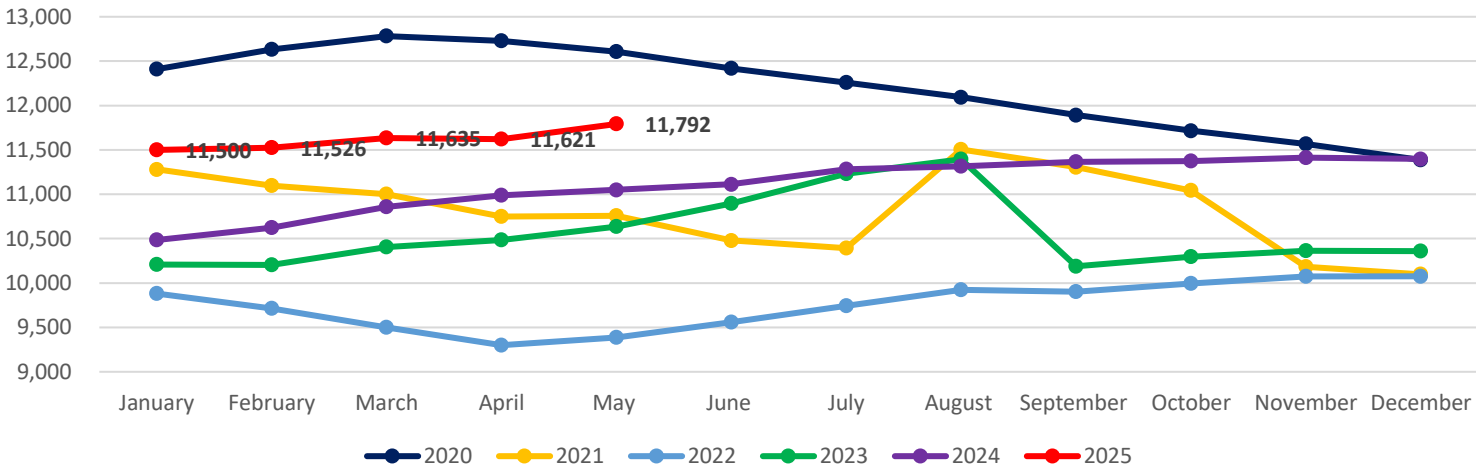
Annual Library Circulation Total 2020-2025



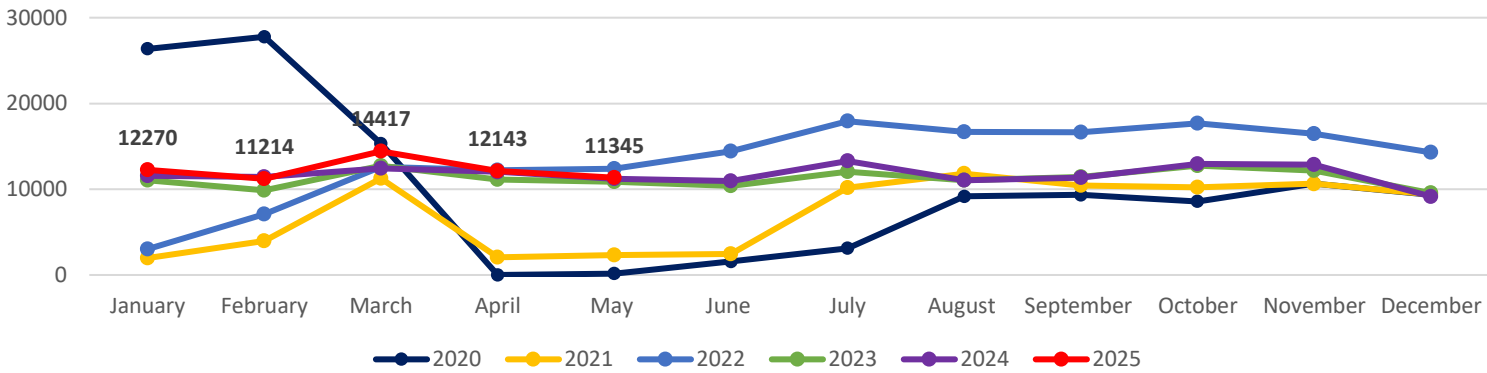
Monthly Average Active Users Count 2020-2025 YTD



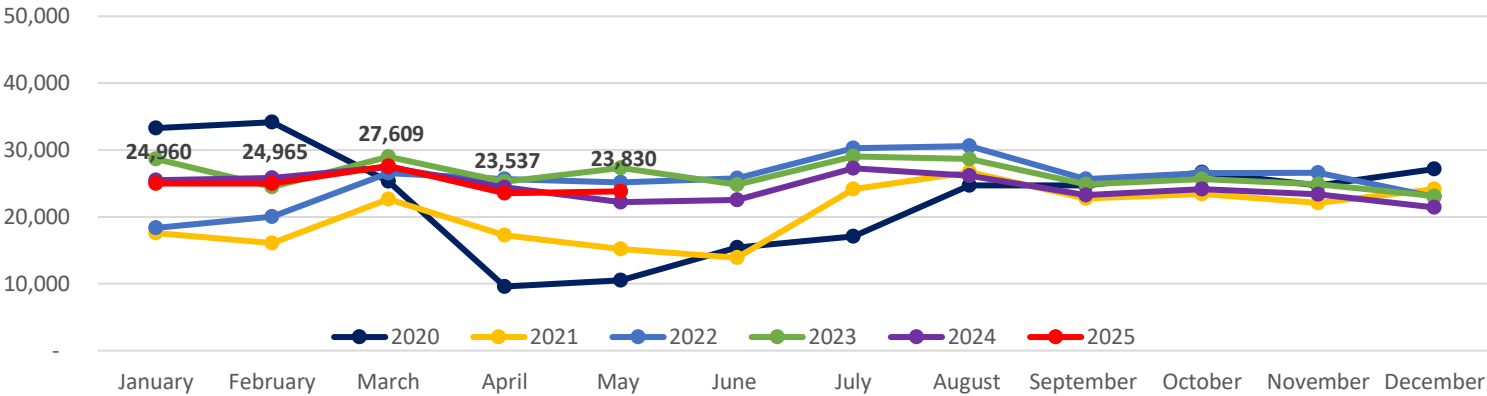
Active Cardholders 2020-2025



In Person Visits - 2020-2025



Total Circulation by Month - 2020-2025 (Physical & Digital)





Subject: **Access to Information, Protection of Privacy, and Electronic Messaging Policy**

Action: **For Review and Approval**

Prepared by: **Lindsay Harris**

Meeting of: **June 10, 2025**

Recommendations

That the Woodstock Public Library Board approves the Access to Information, Protection of Privacy, and Electronic Messaging Policy as presented or amended.

Introduction

The Access to Information, Protection of Privacy, and Electronic Messaging Policy outlines the Library's compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Canada's Anti-Spam Legislation (CASL). This policy further outlines the methods for individuals to make formal and informal requests for information from the Library.

Discussion

MFIPPA and CASL are fundamental Acts that govern the information the Library gathers, how that information is used and protected, and how and when the Library can connect with patrons in an electronic medium.

Further to the legislation, this policy outlines the responsibility structure within the Library for the privacy of public data, how a breach of confidentiality would be handled, and how members of the public can request information from the Library. Additionally, the policy outlines which documents the Library Board provides public access to and how individuals can request access to those documents should they be older than what is currently available on the Library's website.

The policy also outlines how and when the Library can communicate with individuals electronically, including messaging about library accounts, services, programs, and announcements.

The policy is closely tied to the Library's Trespass Policy, Video Surveillance Policy, Patron Code of Conduct, and Circulation Policy, all of which contain references to the collection and/or release of personal information.

The policy has been updated to provide clarity to both staff and the public on what information is being collected and the purpose of that information. Furthermore, the policy has been reorganized to allow for easier navigation.



Woodstock Public Library Policy

Policy Name: Access to Information, Protection of Privacy, and Electronic Messaging

Category: Library Administration

Version: June 10, 2025

POLICY STATEMENT AND RATIONALE

The Woodstock Public Library recognizes that all people have the right to privacy and confidentiality regarding their use of library services, collections, and online spaces, and in the collection of personal information in the library. In matters related to privacy and access to information, the Woodstock Public Library is guided by the Ontario ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O 1990, c. M.56 (MFIPPA).

Scope

This policy applies to all services and operations of the Woodstock Public Library Board, its staff, Board members, and volunteers.

The Library and Privacy

The Woodstock Public Library Board will protect the privacy of all individuals' personal information in its custody or control, in keeping with the privacy provisions of MFIPPA and other applicable legislation.

1. Collection of Information

- a. Personal information is defined in ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O 1990, c. M.56 (MFIPPA), in part, as "recorded information about an identifiable individual." This could include, in the library context, information on an individual's borrowing habits, as well as information related to computer use or program registration.

- b. The Woodstock Public Library collects the following identifiable pieces of information:
 - i. Name, address, birthdate, telephone number, and email address of each registered library user (i.e. patron),
 - ii. Information about what an individual library user has on loan or items placed on hold,
 - iii. Information about fees,
 - iv. Information about a public meeting room space booked by a specific individual,
 - v. Information about programs an individual has registered to attend,
 - vi. Information about when an individual booked a public computer and/or their internet search history,
 - vii. Information about an individual's request for material through inter-library loan. As part of a provincial network, some of this information resides on external servers and the Library cannot guarantee the use or protection of this information.
- c. The Library and patrons have the right to request a correction of personal information if erroneous data is identified. The Library has a right to request supporting documentation from a patron.
- d. The Library collects comment forms, registration forms, requests for materials and program reconsideration, and correspondence. All received correspondence to the Library Board is part of the Board's public documents, except for correspondence related to a closed meeting as permitted under the Ontario **Public Libraries Act**, R.S.O. 1990, c.P.44. The library system collects images and video through security cameras. Images are used to ensure the security and safety of staff and individuals using the library.
- e. Identifiable information may be given to authorized agencies in any of three formats – in person, in writing, electronically – and this privacy policy covers all three circumstances.
- f. The Library provides access to third-party service providers, whose policies concerning privacy and user information may differ from the Woodstock Public Library. Each service provider must include a statement in their contract that states the personal information they have access to can only be used for the purpose of carrying out the intended library service. Use of these services is optional and any additional information provided by the patron to a third-party vendor is considered voluntary and not within the scope of this policy.

2. Use of Information

- a. The collection of personal information is limited to that which is necessary for the administration of the library and the provision of library services and programs.
- b. The purpose for which personal information is collected from an individual is identified by the library at, or before, the time the information is collected, and that consent is given by the individual at that time.
- c. As using personal information for other purposes than originally intended is not permitted by MFIPPA, if the Library wishes to use an individual's personal information for a purpose that is not consistent with the one for which it was originally obtained or compiled, it must first acquire the individual's written consent to use the personal information for that new purpose.

3. Disclosure of Information

- a. The Library will not disclose personal information related to a visitor or library patron to any third party without obtaining consent to do so, subject to certain exemptions as provided in section 32 of MFIPPA. Disclosure is permitted in some situations with the approval of the CEO, which are covered by the Library's Trespass Policy, Video Surveillance Policy, Safety of Children in the Library Policy, and the Library's Public Code of Conduct.

4. Retention of Information

- a. The Library will not retain personal information related to the items borrowed or requested by a patron, or pertaining to a patron's online activity, longer than is necessary for the provision of library services and programs.

5. Responsibility for Privacy

- a. The Library Board is responsible for personal information under its control and designates the Chief Executive Officer (CEO) as the individual accountable for the library's compliance with legislation. The CEO ensures that the requirements around the collection, use, and disclosure of information are followed.
- b. All Woodstock Public Library staff and volunteers will be made aware of the importance of maintaining the confidentiality of personal information.

- c. Any library patron who feels their privacy has not been protected may challenge library practices, in writing, to the CEO. A patron who is not satisfied with the result of a challenge submitted may appeal, in writing, to the Library Board, maintaining either that the current policy has been violated or that the current policy needs to be changed to address a perceived issue.
- d. A breach is any unauthorized or illegal collection, use, or disclosure of personal information. In the event of a breach, the CEO or designate will:
 - i. Contain the breach and repatriate the information (if possible to do so),
 - ii. Assess the severity of the breach,
 - iii. Notify affected parties and the Information and Privacy Commissioner, as required,
 - iv. Investigate the cause of the breach,
 - v. Implement corrective actions.

The Library And Access to Information

1. The Woodstock Public Library is committed to making access to information about the operations of the Library available to the public. Library Board agendas and minutes, annual reports, policies, and a variety of other information are made a matter of public record through the Library's website and through Library publications and postings. In accordance with the Public Libraries Act, the public can inspect any records that the Board's secretary has on file except where exemptions are allowed under Section 6-16 of MFIPPA.
2. Responding to requests for library information is a statutory obligation and will be completed in a timely manner.
3. All Library patrons have the right to access their personal information as well as information regarding library operations. The request may be submitted on an informal or formal basis, depending on the nature of the request. All requests are subject to the exemptions outlined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
 - a. Informal Requests
 - i. Patrons must provide appropriate identification before personal information will be provided. For example, upon presentation of his/her library card or other approved photo identification, a patron may query his/her records and/or the records of his/her minor age children or wards.

b. Formal Requests

- i. Information from the Library's database files shall only be released to the police or government agencies upon the presentation of a proper and valid warrant. In the absence of a warrant, the information requested must be in accordance with Section 32(g) and 32(i) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). In such cases, the CEO or designate has the authority to release personal information to the police or government agencies in Canada to aid an investigation leading or likely to lead to a law enforcement proceeding or in compassionate circumstances to facilitate contact with next of kin of an individual who is injured or deceased. All such requests must be documented.
- ii. All formal requests for personal or operational information must be done in writing. Freedom of Information (FOI) forms are available through the Woodstock Public Library's Freedom of Information Coordinator, or via the City's website. For more information or to submit a formal request, patrons should contact:

FOI Coordinator
City Clerks Department
Woodstock City Hall
P.O. Box 1539
Woodstock ON N4S 0A7
519-539-1291

The Library and Electronic Messages under CASL

1. All electronic messaging sent by the Library is consistent with Canada's Anti-Spam Legislation (CASL).
2. The Library will ensure that all electronic messages clearly identify the:
 - a. Subject of the communication,
 - b. Sender (Woodstock Public Library),
 - c. Library's mailing address and contact information,
 - d. Mechanism that an individual may unsubscribe from receiving further messages.
3. At the time of registration for a library card, specific pieces of information are collected. Obtaining a library card implies the individual's consent to authorize the Library to send electronic notifications regarding personal borrowing, transactional activities, and library service information if an email address was provided at time of registration. Individuals may request not to receive these

notifications, although such an action may affect their ability to use certain library services.

4. The Library may use electronic means to promote services, share information, or announce special events. The Library will provide an opportunity for individuals to sign up for this communication, as well as provide options to easily unsubscribe from these services or to change their preferences at any time.

RELATED DOCUMENTS AND POLICIES

Woodstock Public Library – Circulation Policy

Woodstock Public Library – Patron Code of Conduct

Woodstock Public Library – Safety of Children in the Library

Woodstock Public Library – Trespass Policy

Woodstock Public Library – Video Surveillance Policy

Canada's Anti-Spam Legislation (CASL), 2014

Municipal Freedom of Information and Protection of Privacy Act, RSO, 1990, c. M.56 (MFIPPA)

Public Libraries Act, 2011, S.O. 2001, c. P. 44

DOCUMENT REVISION RECORD

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**Minutes
Woodstock Public Library
Joint Health & Safety Committee
March 20, 2025, 2:15 pm**

Employer Representative: M. Cook, Director of Library Services (recorder)
L. Peixoto, Administrative Assistant – regrets

Employee Representatives: N. Bailey
S. Bean

Location: Office of M. Cook

The meeting of the Joint Health and Safety Committee (JHSC) was called to order on Thursday, March 20, 2025, at 2:15 pm at the Library.

1. Agenda

After adding two more communication items to section 5, and an item to New Business in section 7, the Agenda was approved.

2. Minutes of the Meeting of December 12, 2024

There were no errors or omissions, and therefore, the Minutes of the JHSC meeting of December 12, 2024, were approved.

3. Workplace Inspections

a) Inspection of December 12, 2024

The report was reviewed, and there were no questions, and no hazards were noted.

b) Inspection of January 23, 2025

An employee voiced concern of lack of a place to sit down to change footwear in the staff entrance corridor. The recommendation would be for employees to sit on the chair at the Page workstation since there is not a suitable option in the corridor of the staff entrance.

c) Inspection of February 12, 2025

There were some potential slip/trip areas that were noted during the inspection. These areas would be checked again at the inspection in March.

4. Co-chair Report – M. Cook

a) Training

It was noted that L. Peixoto had completed JHSC certification. If there was anything to note coming from the training, it would be discussed at the next JHSC meeting.

L. Harris would be completing JHSC training next week.

M. Cook reported that first aid training would be continuing until the end of March for those Library employees who registered for such. A list of certified staff would be posted on the health and safety bulletin board.

M. Cook made note of the website, Canadian Centre for Occupational Health and Safety (CCOHS), that the City's Health and Safety Department uses for internal training, and the Library would look into using the same. For now, the site would be used for training new employees on WHMIS.

b) Meeting with City Health and Safety Reps – Update

M. Cook reported that the Manager of Health and Safety would forward some Safety Talk sheets that the JHSC could review at the next meeting.

It was noted that decibel level testing would be done on machinery that the Library's Facilities staff would use in order to determine the appropriate ear protection for those employees. This testing would be conducted by the City's Health and Safety representatives.

S. Kovachik, Manager of the City's Health and Safety Department, recommended that the JHSC Terms of Reference be reviewed at the start of the new year. This would be done at the JHSC's next meeting.

5. Branch Communication/Concerns

a) Regulatory Information

None.

b) Email to Library Employees, dated February 24, 2025

Re: Staff door safety – falling snow and ice

Discussion was had, and it was noted that staff used the front door as much as possible, and the Building Maintenance Supervisor had kept the walkways and ramp well-salted.

c) Email to Library Employees, dated March 4, 2025

Re: Measles exposures in the community

- d) **Email to Library Employees, dated March 17, 2025**
Re: Measles exposure at Woodstock Hospital

6. Incident Summary

- a) **Injuries/Lost Time**

None.

7. New Business

- a) **Employee concern – scents**

Discussion was had, and the staff member who expressed concern noted that students were wearing heavily scented products more often, and at times, the women's washroom had lingering remnants of scented product spray. It was agreed that signage posted in the washrooms requesting patrons refrain from scented products may help. Staff would be encouraged to take breaks from any area triggering to their sensitivities, and to call their supervisor for desk relief, if needed.

- b) **Floor outlets in Adult New Material section**

Discussion was had, and upon conclusion of the meeting, the JHSC members would investigate the areas to determine a possible recommendation for Facilities staff, if necessary.

8. Next Inspection

- a) March, 2025 – L. Peixoto, S. Bean
- b) April, 2025 – L. Peixoto, N. Bailey
- c) May, 2025 – M. Cook, S. Bean

9. Next Meeting

April 10, 2025, at 2:15 pm in the Meeting Room.

With nothing further, the meeting adjourned.