

DRAFT Agenda
Woodstock Public Library Board
April 14, 2026

Date: Tuesday, April 14, 2026
Time: 4:15 p.m.
Place: Board Room, 447 Hunter St.

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 March 10, 2026

Recommendation:

That the Board approves the Minutes of the meeting of March 10, 2026, as circulated (or following corrections).

6. Business Arising from the Minutes

None

7. Chairperson's Remarks

8. Delegations/Presentations

None

9. Board Education

a) 2026 FOPL Advocacy Campaign Primer

Verbal Report and Attachment

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

i) Minutes of the meeting of February 11, 2026

ii) Minutes of the meeting of March 11, 2026

Recommendation:

That the Board receives the Minutes of the meeting of February 11, 2026, and March 11, 2026, of the Friends of the Woodstock Public Library as information.

11. Administrative Reports

a) Monthly Report

- i) Report of the Chief Executive Officer
- ii) Report of the Director of Library Services/Deputy CEO

b) Statistics

- i) Library Systems Activities for the month of March, 2026

c) Policy Review

- i) Report – Woodstock Public Library Board By-laws
- ii) Woodstock Public Library Board Procedural By-laws – Notice of Proposed Amendments

12. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

Minutes for February 12, 2026

Recommendation:

That the Board approves the Minutes of the Joint Health and Safety Committee meeting of February 12, 2026.

13. Finance

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

14. New Business

None

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, May 12, 2026, 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 March 10, 2026

A regular meeting of the Woodstock Public Library Board was held on Tuesday, March 10, 2026, at 4:15 pm, in the Board Room at 447 Hunter St.

a) The following Board members were present:

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

b) The following Board members sent regrets:

Lynn Wareing, Vice Chair

c) The following persons were also present:

Lindsay Harris, CEO (recorder)

1. Call to Order

M.A. Silverthorn called the meeting to order at 4:15 pm, noting that Bassel Agroam, Manager of Asset Management for the City of Woodstock, would be in attendance for a presentation on the Library's Asset Management Plan.

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 26-21

MOVED by J. Kent and seconded by D. Tait to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of February 10, 2026

Motion 26-22

MOVED by K. Leatherbarrow and seconded by B. Martin to approve the Minutes of the meeting of February 10, 2026, as amended, to note Jordan Kent as a new member of the Board.

Motion carried.

6. Business Arising from the Minutes

a) Board Legacy Document

L. Harris provided information and an example of what a legacy document could look like for the Board at the end of its current term. It was requested the Board to bring suggestions to the regular meeting in May. The target date for a draft document would be in June or September, 2026.

7. Chairperson's Remarks

M.A. Silverthorn thanked members of the Board for their attendance at the City Council budget presentation.

8. Delegations/Presentations

a) Asset Management Plan – Bassel Agroam, Manager of Asset Management for City of Woodstock

i. Board Report – Asset Management Plan

B. Agroam provided highlights from the draft Asset Management Plan, noting such a plan was mandated in 2017, by the Province, detailing inventory, condition, replacement costs, etc., to prevent municipalities from requesting funds without appropriate documentation.

Discussion was had on the City's updated Plan from 2025, and because both the Police Service Board and Library Board are not directly tied with the City, it was determined that each Board should have its own Plan.

B. Agroam connected with the Library CEO to discuss. The Library Board created and approved the Asset Management Plan Policy in February, 2026.

B. Agroam noted that upon approval of the Board, the Plan would go to City Council for approval.

ii. Asset Management Plan

Motion 26-23

MOVED by D. Tait and seconded by B. Martin that the Board approves the Asset Management Plan as presented.

Motion carried.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

i. Minutes of the Meeting of January 14, 2026

Motion 26-24

MOVED by K. Whiteford and seconded by J. Kent that the Board receives the Minutes of the meeting of January 14, 2026, of the Friends of the Woodstock Public Library as information.

Motion carried.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

In addition to providing additional details in the report, there was discussion around seniors and technology programming and opportunities with Southgate Centre.

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

No report.

b) Statistics

i. Library Systems Activities for the month of February, 2026

L. Harris provided details on the statistics report.

ii. VOLT (Valuing Ontario Libraries Toolkit) 2025

L. Harris provided information on the Tool updates that will offer a better reflection of the data we have now.

c) Policy Review

i. Report – Board Code of Conduct

Discussion was had regarding Board recognition in the policy.

ii. Board Code of Conduct

Motion 26-25

MOVED by J. Kent and seconded by D. Tait that the Library Board approves the Library Board Code of Conduct as presented.

Motion carried.

iii. Report – Woodstock Public Library Board By-laws

Discussion was had regarding dates and processes within the By-laws.

iv. Woodstock Public Library Board By-laws

The By-laws would be reviewed by the Board and discussed at the next meeting.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Harris noted that an update on election-related processes was being worked on by Ontario Library Service and Ontario Library Association.

b) Health and Safety

Motion 26-26

MOVED by D. Tait and seconded by K. Whiteford that the Board approves the Minutes of the Joint Health and Safety Committee meeting of December 11, 2025.

Motion carried.

13. Finance

a) Treasurer's Report

There was no financial report available for this meeting.

14. New Business

a) Board Orientation Structure and Policy

L. Harris provided information taken from discussion with other library systems, the Clerk's office at the City, and OLS. Discussion was had on a plan being worked on in conjunction with the City regarding new board and committee orientation.

M.A. Silverthorn spoke on the CEO's performance review, reflective of the past 4 years, and requested L. Harris submit feedback to the Board Chair. The performance review would be worked on over the summer months with a rough draft being brought back to the Board in September.

15. Notices of Motion

None.

16. Attachments

None.

17. Committee of the Whole In-camera

None.

18. Next Meeting

Tuesday, April 14, 2026, 4:15 pm.

19. Adjournment

M.A. Silverthorn declared the meeting adjourned at 5:06 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.



FOPL 2026 Advocacy Campaign

The Federation of Ontario Public Libraries (FOPL) is launching a province-wide advocacy campaign in April 2026 to:

- Raise awareness among government and the public about growing pressures on libraries
- Reinforce libraries as essential social infrastructure
- Position libraries as partners—not replacements—for social services
- Advocate for stronger provincial investment in upstream supports

The campaign includes media outreach, social media, op-eds, and direct engagement with provincial decision-makers.

Why This Matters to You

Public libraries are among the most trusted and heavily used municipal services. As elected officials and board members, you play a critical role in ensuring libraries remain safe, welcoming, and sustainable community spaces.

Across Ontario, libraries are experiencing increasing pressure as they respond to complex social challenges linked to mental health, addictions, and housing. These pressures are directly impacting staff capacity, service delivery, and the overall library environment in your communities.

The Core Issue

Libraries are open to everyone—and increasingly, they are serving individuals in crisis. When systems fall short, libraries often become:

- De facto warming/cooling spaces
- Points of first contact for individuals experiencing homelessness
- Safe spaces for those facing mental health or addiction challenges

While library staff respond with compassion, they are not trained or resourced to provide crisis intervention or social services.

Key Campaign Messages

- Libraries are essential social infrastructure worth protecting
- Libraries are welcoming, trusted spaces for everyone
- Libraries are doing more than ever—but are not social service providers
- System gaps in mental health, housing, and addictions are showing up in libraries
- The solution requires coordinated, system-wide investment



The Provincial Ask

FOPL is calling on the province to work with all levels of government to strengthen housing, health, and community supports so people can get help before they end up at the library's front desk.

All Ontario communities are experiencing the impacts of Canada's mental health, addiction and housing crisis first-hand. Every day, libraries open their doors to everyone—families, newcomers, students, job seekers, and increasingly, people with nowhere else to go.

While public libraries have worked hard to build partnerships and connect community members in crisis to supports, public libraries are at the limit of what they can do on their own.

Public libraries are not frontline crisis centers, yet they are being forced to take on parts of that role due to gaps in the available supports. If housing, mental health, and addiction systems fall short, library workers see the impact. Librarians aren't social workers, but they're showing care and compassion where the system has left a gap.

Public libraries have had to redirect limited budgets away from their core mandates to provide frontline crisis training for staff, increase security measures, stretching public library budgets to the limit.

A province-wide strategy is needed to address the intersection of public safety, mental health, and its impact on community infrastructure, with coordinated investments across all levels of government and funding for municipalities to build real crisis response capacity in the community.

What Advocacy Will Be Happening

- Meetings with local MPPs and provincial ministers
- Coordinated media outreach including interviews and opinion editorials
- Province-wide social media campaign amplifying library voices
- Engagement with sector partners to reinforce shared messaging
- Local outreach opportunities for libraries to connect with elected officials

How You Can Support the Campaign

As a municipal councilor or board member, you can help.

- Champion the role of libraries in council discussions and decisions
- Support advocacy efforts with your local MPP
- Amplify campaign messaging through your networks
- Ensure local awareness of pressures facing your library system
- Advocate for integrated community solutions at the municipal level

Libraries are doing more than ever—but they cannot do it alone.

Sustaining safe, welcoming libraries requires coordinated action across all levels of government. Your leadership is essential to ensuring libraries can continue to serve their communities effectively.



Friends of the Woodstock Public Library
February 11, 2026

Present:	Matthew Lloyd – Chair	Diana St. Clair
	Marion Baker - Secretary	September Quierrez
	Gerry Wormald - Treasurer	Jonathan Rutherford
	Laura Schneider	Andie Lennox
	Sarah Snow	Kathie Richards
	Tazhia Fiose-Booker	Lauren Lambkin

Also present: Matthew Barabash, Acting Director of Library Services/Deputy C.E.O.
Susan Earle, Librarian, Woodstock Public Library

Regrets: Susan Hamilton, Karen Leslie, Laurie Swinarton, Sylvia Weiser-Sutherland,
Rick Cole, Christina Cullen

Chair Matthew Lloyd calls the meeting to order at 5:00 p.m., welcoming members to the meeting and invites Librarian Susan Earle to speak to those present regarding the Library's Author's Event to take place at Oxford Gardens in May. Susan has selected four authors who will be considered to attend and spoke about each and their works. She also agrees to provide her list and comments to Secretary Marion to be emailed to each member who will be asked to respond regarding their choice of author speak at the event.

Additions and/or changes to the Agenda:

No additions or changes.

Approval of the Agenda:

Moved by: Andie Lennox
Seconded by: Jonathan Rutherford

That the Agenda for February 11, 2026 be approved. Carried.

Approval of Minutes:

Moved by: Kathie Richards
Seconded by: Andie Lennox

That the Minutes of the January 24, 2026 meeting be approved. Carried.

Updates and Reports:

Financial Report:

Treasurer Gerry Wormald explains the current status of Friends accounts.

Membership Update:

No report.

Library Update:

Matthew Barabash thanks those who volunteered at the Family Literacy Day. He also speaks about Freedom to Read Week and suggests that any banned books donated for our sales be given to Soulful Spoon a local business that would offer these books for sale to their customers.

Motion:

Moved by: Andie Lennox

Seconded by: Sarah Snow

That Friends of the Library provide, from our donated books, Freedom To Read titles to the Soulful Spoon with profits going to Friends of the Library. Carried.

Matthew also speaks about a new printer that has been purchased by the library and asks that Friends of the Library finance the purchase of a stand for the printer.

Motion:

Move by: Taziah Fiose-Booker

Seconded by: Andie Lennox

That Friends of the Library provide funding for the purchase of a printer stand for the library. Carried.

Matthew advises that the library will be closed from March 24 – 27 for a sprinkler update as required.

New and Ongoing Business:

There is a short discussion about the formation of another Book Sale Committee and former committee member Lauren Lambkin gives her thoughts as a previous committee member. Nothing definitive is determined from the discussion. A message will be sent to members asking, if they are interested to serve on the Book Sale Committee, to stay for 15 minutes or so following the March 11th meeting to discuss their participation. The next book sale will be held on May 30th.

Date of Next Meeting:

Wednesday, March 11, 2026 at 5:00 p.m. in the library meeting room.

Adjournment:

Chair Matthew moves that the meeting be adjourned.

The meeting is adjourned at 5:55 p.m.

Matthew Lloyd, Chair _____



Friends of the Woodstock Public Library
March 11, 2026

Present: Matthew Lloyd, Chair
Rick Cole, Vice-Chair
Marion Baker, Secretary
Gerry Wormald, Treasurer
Sylvia Weiser-Sutherland
Laura Schneider
Andie Lennox
Karen Leslie
Diana St. Clair
Sarah Snow
Jonathan Rutherford
Weisan Shao
Taziah Fiose-Booker
Jamina Tieu
Kathie Richards

Also present: Matthew Barabash, Acting Director of Library Services/Deputy C.E.O.

Regrets: Susan Hamilton, Irene Miller, Josh Schaefer, September Quierrez, Lee Mathers, Christina Cullen

Chair Matthew Lloyd calls the meeting to order at 5:01 p.m., welcoming members to the meeting.

Additions and/or changes to the Agenda:

No additions or changes.

Approval of the Agenda:

Moved by: Rick Cole
Seconded by: Kathie Richards

That the Agenda for March 11, 2026 be approved. Carried.

Approval of Minutes:

Moved by: Rick Cole
Seconded by: Sarah Snow

That the Minutes of the February 11, 2026 meeting be approved. Carried.

Updates and Reports:

Financial Report:

Treasurer Gerry Wormald speaks about the current status of Friends accounts.

Membership Update:

Secretary Marion introduces and welcomes new Friends member Weisan Shao to the meeting.

Library Update:

Matthew Barabash advises that the new 3D printer table has been purchased and also that the library will be funding the purchase of a hydroponic growing tower for the library. Seeds will be planted in the tower and the results donated to the local food bank.

New and Ongoing Business:

There is a short discussion regarding the May book sale and Book Sale Committee. Chair Matthew asks members of the Committee to stay for a short discussion regarding the Committee's duties, following the closure of the meeting.

Date of Next Meeting:

Wednesday, April 8, 2026 at 5:00 p.m. in the library meeting room.

Adjournment:

Chair Matthew moves that the meeting be adjourned.

The meeting is adjourned at 5:37 p.m.

Matthew Lloyd, Chair _____



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: April 14, 2026

Library Space

The sprinkler system equipment installation scheduled for the end of March was completed successfully, bringing the Library into compliance with the new County by-law. The work ended early, allowing facilities staff the opportunity to perform a deep clean of the building, which is challenging to accomplish when open to the public.

Programs and Collections

March Break was a great success seeing many visitors both for programming opportunities, but also simply to be at the library and use our space. Staff have commented that it felt very busy, akin to the March Break experience pre-pandemic. The statistics reinforce this observation as 4601 visitors came through the doors during that week.

Customer Service

During the March facility closure, Library staff were provided a number of training opportunities, including updating health and safety training, meeting with vendors to better understand products and services, customer service training, and much more. Our Marketing Librarian created an engaging and often amusing digital campaign to engage our community online even when our doors were closed. This campaign was quite successful as a significant number of community members engaged with and enjoyed the content.



Subject: Director's Report – April 2026

Action: For Information

Prepared by: Matthew Barabash

Meeting of: April 14, 2026

Community Connections and Partnerships

The Library participated in two major outreach events in March. At the Coldest Night of the Year Walk, staff hosted an information booth promoting March Break programming and highlighting resources related to housing issues in Canada. The event saw 489 attendees. The Library also attended the Woodstock Recreation and Leisure Fair, sharing information about library services with 118 community members.

Public Services staff also completed a “Maker Space Road Trip”, visiting three regional libraries to learn about 3D printing service models. Individual reports were submitted with recommendations for how to approach Makerspace services at WPL. This information will be integral as Makerspace services roll out this spring and summer.

Programs and Collections

The Children's team delivered a highly successful Enchanted March Break, featuring an Enchanted Party, a live-action Dungeons & Dragons escape room, visits from the Oxford Renaissance Faire and a DaVinci reenactor, Fairy/Galaxy Jars, and STEM and art-based discovery programs. Community feedback was extremely positive, with families expressing appreciation for the creativity and engagement of staff.

Adult programming also saw strong participation. The Crafty Adults program filled within minutes of registration opening, prompting the addition of extra sessions in both March and April. Seedy Saturday, run in partnership with the Woodstock Environmental Advisory Committee, continued to grow, with 391 attendees and increased participation from local gardening experts and community organizations.

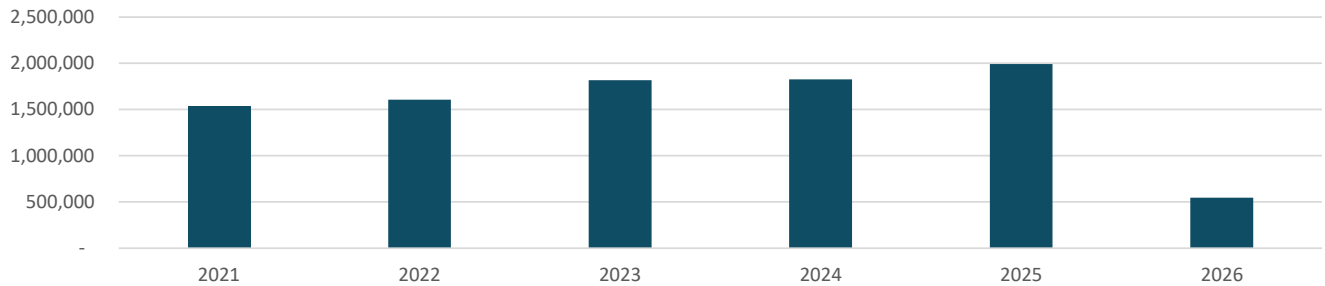
The national One eRead program launches this month, offering a Canada-wide bilingual digital book club. The selected title for 2026 is *What I Know About You* by Éric Chacour.

The eBook and audiobook will be available in English and French through library platforms, with the French audiobook accessible through Radio-Canada's OHdio. Two author conversations will be available for public viewing on April 29 and April 30, providing opportunities for readers to engage with the author and translator. The Library will be livestreaming the April 30 event, beginning at 7 pm.



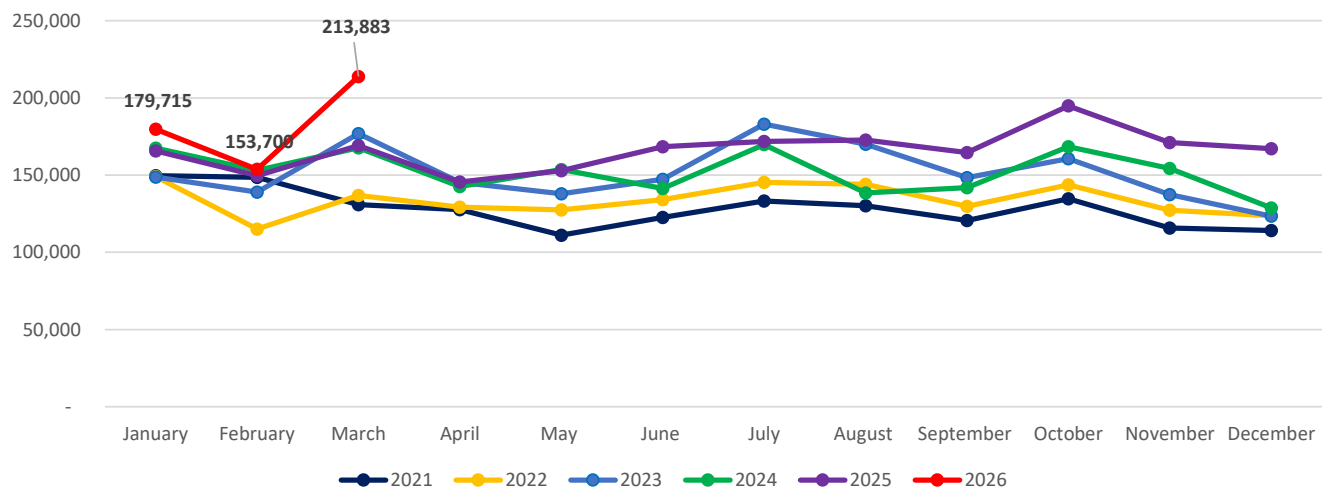
WOODSTOCK Public Library

Total Library Uses 2021 - 2026 YTD



2026	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagements	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	25,629	13,126	91,920	39,923	1,419	1,073	1,544	5,081	179,715
February	23,965	11,862	83,062	27,164	1,255	1,011	1,412	3,969	153,700
March	25,469	12,692	95,445	70,576	2,850	1,266	1,362	4,223	213,883
April									-
May									-
June									-
July									-
August									-
September									-
October									-
November									-
December									-
TOTAL	75,063	37,680	270,427	137,663	5,524	3,350	4,318	13,273	547,298

Total Library Uses by Month 2021-2026





Subject: Woodstock Public Library Board By-laws

Action: For Information and Action

Prepared by: Lindsay Harris

Meeting of: April 14, 2026

Introduction

The Woodstock Public Library Board By-Laws direct the work of the Library Board, and are therefore, an essential guide for the current and future Library Board. While the Library Board can elect to change their by-laws at any point during their term, best practices dictate that the Board makes time to review the by-laws at some point during their tenure.

Discussion

Reviewing and potentially changing the by-laws is a multi-month process outlined within the by-laws themselves. To facilitate this revision, the following schedule has been accepted by the Board.

March 10, 2026 meeting – Call for any proposed by-law amendments.

April 1, 2026 – All proposed by-law amendments to be received by the Library CEO.

April 14, 2026 meeting – Reading and discussion of proposed by-law amendments.

May 12, 2026 meeting – Voting on proposed by-law amendments.

Amendments to the by-laws were received by the April 1, 2026 deadline. The attached by-laws reflect proposed amendments, both removals and additions, in red. Discussion of the proposed amendments is reserved for this meeting, with voting to take place at the next meeting scheduled for May 12, 2026.



Notice of Proposed Amendments

Woodstock Public Library Policy

Policy Name: Board Procedural By-laws

Category: Governance

Version: May 12, 2026

Policy Statement and Rationale

The purpose of this policy is to provide a statement of authority and identify key objectives respecting the procedural by-laws of the Woodstock Public Library Board.

Scope

This policy shall ~~apply~~ **applies** to the Woodstock Public Library and the Woodstock Public Library Board.

DEFINITIONS

~~In reading and interpreting this policy, the following definitions shall apply:~~

~~“Board” means the Woodstock Public Library Board.~~

~~“CEO” means the Chief Executive Officer of the Woodstock Public Library.~~

~~“City” means the Corporation of the City of Woodstock.~~

~~“City Clerk” means the Clerk of the Corporation of the City of Woodstock.~~

~~“Council” means the Council of the City of Woodstock.~~

~~“Library” means the Woodstock Public Library.~~

~~“Supermajority” means a majority that is greater than a simple majority.~~

Policy and Procedure

1.0 Statement of Authority

The Woodstock Public Library Board bears legal responsibility for the Library by ensuring that it operates in accordance with the Public Libraries Act, R.S.O. 1990, c P.44. The purpose of this section is to define the legal authority of the Board.

- 1.1 In accordance with the Public Libraries Act, s. 3(1), the Council of the municipality of the City of Woodstock has established the City of Woodstock Public Library by the adoption of City By-law 8657-11.
- 1.2 The ~~City of~~ Woodstock Public Library ~~Board~~ is appointed by the Council of the City of Woodstock. In accordance with the Public Libraries Act, s. 3(3), the Woodstock Public Library Board is a corporation in its own right and is responsible for the management and control of the City of Woodstock Public Library.
- 1.3 The responsibilities of the Board to Council and Council to the Board are laid out in the Public Libraries Act.
- 1.4 This by-law shall be observed for the order and dispatch of business and shall regulate the conduct and duties of its members and officers. Where there is any conflict between this by-law and the Public Libraries Act as amended or other acts, the relevant legislation shall take precedence.
- 1.5 The Head Office of the Board shall be at the Woodstock Public Library; 445 Hunter Street, Woodstock, Ontario, N4S 4G7, or as amended from time to time.

2.0 Composition of the Board

Where required, the Library Board adheres to the Public Libraries Act, R.S.O. 1990, c. P44 as it relates to its composition. The purpose of this section is to guide City Council's appointment process and the Library Board's appointment of its officers.

- 2.1 The Public Libraries Act, s. 9(1) prescribes a board of no fewer than five (5) members and gives the municipality the power to make appointments. In accordance with City of Woodstock By-law 9251 (November 1, 2018), City Council endorses a board of seven (7) members that consists of:
 - a) four (4) citizen members of the municipality, who are qualified under the Public Libraries Act, and
 - b) three (3) members of City Council.
- 2.2 In accordance with the Public Libraries Act, s. 10(4), City Council will appoint all Library Board members at the first meeting of Council in each term.

- 2.3 In accordance with Public Libraries Act, s. 10(2)(a), City of Woodstock Council shall not appoint more of its own members to the Library Board than the number that is one less than a majority of the Board.
- 2.4 In accordance with the Public Libraries Act, s. 10 (3), a Library Board member shall hold office for a term concurrent with the term of the appointing City Council, or until a successor is appointed.
- 2.5 A Library Board member may be re-appointed for one or more terms.
- 2.6 A Library Board member seeking re-appointment must follow the same process of application for consideration as for new candidates to the Board.
- 2.7 In accordance with the Public Libraries Act, s. 13, any member of the Library Board will be disqualified, if they:
- a) are convicted of an indictable offence;
 - b) become incapacitated;
 - c) are absent from the meetings of the Board for three (3) consecutive months without being authorized by a Board resolution;
 - d) cease to be qualified for membership under clause 10(1)(c) of the Public Libraries Act; or
 - e) otherwise forfeits his or her seat.
- 2.8 In accordance with the Public Libraries Act, s. 13, if any members of the Library Board are disqualified from holding office, the remaining Board members shall forthwith declare the seat vacant, and notify City Council accordingly.
- 2.9 In accordance with the Public Libraries Act, s. 12, when a vacancy arises in the membership of the Library Board, City Council shall promptly appoint a person to fill the vacancy, and to hold the office for the unexpired term, except where the unexpired term is less ~~then~~ than forty-five days. The new appointment's term will be concurrent with the term of the Library Board.
- 2.10 Resignations from the Board should be presented in writing to Library Board Chair, with a copy for the City Clerk.

3.0 Purpose of the Board

The purpose of the Woodstock Public Library Board is to govern the affairs of the public library in service to the community. The purpose of this section is to set out the work of the Library Board, and the ways in which the Board achieves its purpose.

- 3.1 The Library Board oversees the development of a comprehensive and efficient public library service by:
- a) expressing the Library's philosophy and values;
 - b) articulating the Library's vision, mission, and priorities;
 - c) evaluating results of activities and services used to achieve goals;
 - d) setting policies on governance and service;
 - e) delegating authority to the Chief Executive Officer (CEO) and evaluating ~~her/his~~ their performance;
 - f) planning for further library development;
 - g) securing the resources to achieve the intended results; and
 - h) advocating for Library service.
- 3.2 The Library Board governs effectively by:
- a) representing the interests of the community;
 - b) engaging the community in determining responsive and dynamic library services;
 - c) acting as a ~~bridge liaison~~ between the Library and ~~the City~~ Council;
 - d) working collaboratively with the CEO and ~~the Council~~; fellow Board members.
 - e) setting an annual Board agenda that reflects current goals and strategic issues;
 - f) working proactively and making decisions that focus on the Library's future and place in the community; and
 - g) evaluating the Library Board's own performance.

4.0 Powers and Duties of the Board

The Library Board bears the legal responsibility for the City of Woodstock Public Library. The powers and duties of the Board are prescribed in the Public Libraries Act, R.S.O. 1990, c. P44, to which this By-law adheres.

- 4.1 In accordance with the Public Libraries Act, s. 20, the Woodstock Public Library Board:

- a) shall seek to provide a comprehensive and efficient public library service that reflects the community's unique needs;
- b) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations;
- c) may operate special services in connection with a library as it considers necessary;
- d) shall fix times and places for Board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
- e) shall make annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time;
- f) shall make provision for insuring the Board's real and personal property;
- g) shall take proper security for the treasurer; and
- h) may appoint such committees as it considers expedient.

5.0 Duties and Responsibilities of Individual Board Members

The Woodstock Public Library Board expects its members to understand the extent of their authority, and to use it appropriately. The purpose of this section is to set out the obligations of individual Library Board members. Additional information concerning the code of conduct and executive limitations of Board members are detailed in the Library Board Members' Code of Conduct Policy.

- 5.1 Each Board member is expected to become a productive participant in exercising the duties of the Board as a whole.
- 5.2 Individual members of the Board are responsible for exercising a Duty of Diligence as follows:
 - a) be informed of legislation under which the Library exists, Board by-laws, mission, vision and priorities;
 - b) be informed about the activities of the Library and the community and issues that affect the Library;
 - c) attend Board meetings regularly and contribute from personal, professional and life experience to the work of the Board;
 - d) be prepared for all Board meetings and use meeting time productively; and

- c) adhere to the regulations of the Municipal Conflict of Interest Act R.S.O. 1990, c. M50.

5.3 Individual members of the Board are responsible for exercising a duty of loyalty to the Board.

5.4 Individual members of the Board are responsible for exercising a “Duty of Care”, as follows:

- a) promote a high level of library service;
- b) consider information gathered in preparation for decision making;
- c) assume no authority to make decisions outside of Board meetings;
- d) know and respect the distinction in the roles of the Board and the staff;
- e) respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information; and
- f) resist censorship of library materials by groups or individuals.

6.0 Terms of Reference of Officers

The Woodstock Public Library Board elects and appoints officers. The officers must ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with the appropriate legislation and prescribed rules of procedure. The officers are the Chair, the Vice-Chair, the Secretary, the Treasurer, and the Chief Executive Officer (CEO). This By-law outlines the responsibilities of these officers.

6.1 Terms of Reference of the Chair

6.1.1 In accordance with the Public Libraries Act, R.S.O. 1990, c. P44 s. 14(3), a Board shall elect one of its members as Chair at its first meeting in a new term.

6.1.2 The term of the office for the Chair of the City of Woodstock Public Library shall be for the term of the Board.

6.1.3 The Chair leads the Board, acts as an official representative of the Library, ensures the proper functioning of the Board, and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the Board.

6.1.4 The Chair will:

- a) preside at regular and special meetings of the Board;

- b) ~~set the agenda in consultation with the CEO; consult with the CEO on agenda items and structure~~
- c) ensure that business is dealt with expeditiously, and help the Board work as a team;
- d) in accordance with the Public Libraries Act, s. 16(6), vote on all questions;
- e) act as an authorizing signing officer of all documents pertaining to Board business;
- f) co-ordinate the CEO evaluation process;
- g) share with the CEO the responsibility for conducting Board orientation;
- h) co-ordinate the Board's self-evaluation process;
- i) represent the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board; and
- j) not commit the Board to any course of action in the absence of the specific authority of the Board.

6.2 Terms of Reference of the Vice-chair

6.2.1 The election of the Vice-chair shall take place at the first meeting in a new term of the Board.

6.2.2 The term of the office of the Vice-chair of the Woodstock Public Library Board shall be for the term of the Board.

6.2.3 In accordance with the Public Libraries Act, s. 14(4), the Board, in the absence of the Chair, may appoint an acting Chair. The Vice-chair is deemed to be appointed acting Chair in the absence of the Chair.

6.3 Terms of Reference of the Secretary

6.3.1 The Chief Executive Officer of the Woodstock Public Library shall serve as Secretary to the Board.

6.3.2 In accordance with the Public Libraries Act, s. 15(3), the Secretary will: conduct the Board's official correspondence; and keep minutes of every meeting of the Board. In addition, the Secretary will:

- a) ~~prepare the agenda prior to each Board meeting, in cooperation with the Board Chair;~~

- a) distribute the agenda, with all reports and enclosures, to all Board members prior to the relevant Board meeting; and
- b) distribute the minutes to all Board members not less than three days prior to the next Board meeting.

6.4 Terms of Reference of the Treasurer

6.4.1 In keeping with the degree of financial integration of the Woodstock Public Library Board with the City of Woodstock, the City of Woodstock ~~Treasurer~~ **Director of Administrative Services (Treasurer)** shall be the Treasurer to the Board.

6.4.2 The Treasurer is responsible for all the financial record-keeping of the Board. In accordance with the Public Libraries Act, s. ~~14(4)~~ **15(4)**, the Treasurer will:

- a) receive and account for all the Board's money;
- b) open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board;
- c) deposit all money received on the Board's behalf to the credit of that account or accounts; and
- d) disburse the money as the Board directs.

6.4.3 In addition, the Treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the Board.

6.5 Terms of Reference of the Chief Executive Officer (CEO)

6.5.1 In accordance with the Public Libraries Act, s. 15(2), the Woodstock Public Library Board appoints the CEO, who shall attend all board meetings.

6.5.2 The Board delegates the authority for management and operations of services to the CEO.

6.5.3 As an officer of the Board, the CEO:

- a) does not vote on Board business;
- b) sits ex-officio on all the committees of the Board, and acts as a resource person;
- c) assists and supports the Board at the presentation of the Library budget before the Council;
- d) reports directly to the Board on the affairs of the Library, and makes recommendations he or she considers necessary; and

- e) interprets and communicates the Board's decisions to the staff.

7.0 Meetings of the Board

Board members must meet regularly to ensure the proper governance of the Library, and to conduct the business of the Board. Since the Board 'as a whole' has the authority to act, and not individual members, the Board meeting is the major opportunity for the Board to do its work – to make decisions, solve problems, educate Board members, ~~and~~ plan for the future, and review monitoring or evaluation material submitted by staff. This policy sets procedures to follow for meetings and ensures compliance with the Public Libraries Act, R.S.O. c. P44.

7.1 Types of Meetings

- 7.1.1 In accordance with the Public Libraries Act, s. 16.1(2), Board meetings will be open to the public unless the subject matter being considered falls within the parameters of the Public Libraries Act, s. 16.1(4) as stated in section 7.1.5 or 7.1.6 of this by-law.
- 7.1.2 In accordance with the Public Libraries Act, s. 16(1), the Woodstock Public Library Board shall hold regular meetings once a month, at least ~~ten (10)~~ **seven (7)** months each year, and at such other times as ~~its~~ considers necessary.
- 7.1.3 In accordance with the Public Libraries Act, s. 14(1), the first meeting shall be called by the Chief Executive Officer (CEO) of the Woodstock Public Library Board, in each new term, upon receipt of the confirmation of appointments from the City Clerk. This inaugural meeting shall be held as soon as possible, after the appointments are made by City Council. At this first meeting, the CEO oversees the election of the officers. The elections begin with the position of Chair.
- 7.1.4 In accordance with the Public Libraries Act, s 16(2), the Chair or any two (2) members of the Board may ~~summon~~ a special meeting by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting.
- 7.1.5 In cases where a prompt decision is required and scheduling a meeting may not be practical or expeditious, the Chair may choose to seek an electronic vote via email or other electronic means. Electronic votes may only be held once all Board members have responded to the call for the vote in writing (by email). Votes will be decided by a simple majority. Motions pertaining to changes to this bylaw shall not be conducted by electronic voting. Decisions made by electronic voting will be reported as part of the next scheduled Board meeting for ratification and inclusion in the minutes.
- 7.1.6 In accordance with the Public Libraries Act, s. 16.1(4), a meeting or part of a meeting may be closed to the public if the subject matter being considered 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 communications necessary for that purpose; and
- g) a matter in respect of which a Board or committee of a Board may hold a closed meeting under another Act.

7.1.7 In accordance with the Public Libraries Act, s. 16.1(5), a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56, if the Board or committee of the Board is the head of an institution for the purposes of that Act.

7.1.8 In accordance with the Public Libraries Act, s. 16.1(6), before holding a meeting or part of a meeting that is to be closed to the public, a Board or committee of the Board shall state by resolution:

- a) the purpose of the holding of the closed meeting; and
- b) the general nature of the matter to be considered at the closed meeting.

7.2 Order of Proceedings

7.2.1 Parliamentary authority

The rules contained in the current edition of *Bourinot's Rules of Order* shall govern the proceedings of the Library Board in a case where there are no By-laws of the Board in place.

7.2.2 Call to Order

- a) Meetings shall be called to order by the Chair on the hour fixed for the meeting.
- b) In the absence of the Chair, the Vice-chair will preside over the meeting.

7.2.3 Chairing the Meeting

The function of the Chair is to act in a leadership role to the Board, ensuring that business is dealt with expeditiously, and to help the Board work as a team. It is the duty of the Chair of the Woodstock Public Library Board to:

- a) open meetings of the Board by calling the members to order;
- b) announce the business before the Board in the order in which it is to be acted upon;
- c) receive and submit, in the proper manner, all motions presented by the members of the Board;
- d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results;
- e) decline to put to vote motions, which infringe the rules of procedure;
- f) restrain the members, when engaged in debate, within the rules of order;
- g) exclude any person from a meeting for improper conduct;
- h) enforce the observance of order and decorum among the members;
- i) authenticate, by signing, all By-laws, resolutions, and minutes of the Board;
- j) instruct the Board on the rules or order;
- k) represent and support the Board, declaring its will, and implicitly obeying its decisions in all things;
- l) receive all messages and communications on behalf of, and announce them to, the Board; and
- m) ensure that the decisions of the Board are in conformity with the Laws and By-laws governing the activities of the Board.

7.3 Quorum

- a) In accordance with the Public Libraries Act, s. 16(5), the presence of a majority of the Board is necessary for the transaction of business at a meeting.
- b) Where a quorum is not present within fifteen (15) minutes of the hour fixed for a meeting, the Secretary shall record the names of the Board

members present and the meeting shall stand adjourned until the next meeting, or until a special meeting is called.

- c) Nothing in the foregoing shall prohibit the members in attendance at a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the Board.
- d) If notified by a majority of Board members of their anticipated absence from a meeting, the Secretary shall notify all members of the Board that the meeting is cancelled.
- e) When the number of members disabled by Conflict of Interest from participating in the meeting is such that the remaining members are not of sufficient numbers to constitute a quorum, the remaining number of members shall be deemed to constitute a quorum providing they are not fewer than two (2).

7.4 Attendance at Meetings

7.4.1 In accordance with the Public Libraries Act, s. 13(c), should a member be absent for three (3) consecutive months without being authorized by a Board resolution, the Board shall consider the member disqualified from the Board, and notify the appointing council that the seat is vacant.

7.4.2 Members shall notify the Board Secretary **and Board Chair** if they are unable to attend the regular meeting. Meeting attendance shall be recorded.

7.4.3 Board members may attend library board meetings remotely via teleconference or Internet video conferencing call.

- a) As all board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
- b) A member of the library board or a committee may attend, participate and vote at an open or closed meeting remotely, if the member is prevented from physically attending because of:
 - i. personal illness or disability; or
 - ii. employment purposes or the business of the public good; or
 - iii. a family or other emergency.

- c) Members who wish to attend a meeting remotely must give ~~notice two (2) hours~~ **four (4) hours** before the commencement of the meeting to the Board Secretary so that the equipment can be made ready.
- d) Meeting minutes will reflect that a member is participating remotely
- e) The Vice-Chair chairs the meeting, when the Chair of the library board attends the meeting remotely.
- f) Quorum applies to the members attending in person and remotely.

7.5 Public Conduct at Board Meetings

7.5.1 Members of the Public will be courteous and not engage in any action that disturbs the meeting.

7.5.2 Members of the public will not:

- a) make any noise or disturbance that prevents members from being able to participate in a meeting;
- b) address the Board without a prior appointment, or without Board permission at the meeting;
- c) use unparliamentarily or offensive language.

7.5.3 In accordance with the Public Libraries Act, s. 16.1 (3) the Board Chair may expel any person for improper conduct at a meeting.

7.6 Delegations

7.6.1 Delegations wishing to make a presentation to the Board regarding a specific issue must notify the CEO of their intention at least one (1) week prior to the meeting. Delegations will be scheduled at the beginning of the public portion of the meeting.

7.6.2 Presentations will be limited to five (5) minutes ~~to each~~ with five (5) more minutes for questions from the Board members. The matter addressed by the delegation will be discussed by the Board as a regular part of the agenda.

7.6.3 Delegations can be added to the agenda at the meeting by amending the agenda at the pleasure of the Board.

7.7 Agenda

- a) The agenda focuses the discussion in order to make good use of the Board's time. Meetings of the Board 'as a whole' do not re-do the work of the staff or of the committees.

- b) Prior to each regular meeting, the CEO, under the guidance of the Chair, shall prepare or cause to be prepared an agenda of all the items planned for the meeting and shall ensure that the agenda, supporting documentation and the minutes of the last regular meeting, including the minutes of any special or committee meeting held no less than three (3) days before the planned regular meeting, are delivered to every Board member not less than three (3) days before the time appointed for the commencement of such meeting.
- c) Notice of all Board meetings will be ~~posted on the staff bulletin board in the Library and~~ made available on the Library's website.
- d) Board members may be notified of Committee or special meetings ~~by telephone electronically~~.
- e) The order of business for all regular meetings of the Board shall be as determined by the Board.

7.8 Motions

7.8.1 All formal decisions of the Board will be made on the basis of motions.

7.8.2 Moving a Motion: To make a motion, a member must first have the floor. A motion properly moved before the Board must be dealt with before any other motion can be received, except a motion to amend or adjourn.

7.8.3 Seconding a Motion: Every motion must be seconded by a different member than the mover. A motion will not be debated until it has been moved and seconded and put on the floor by the Chair. The Chair will not put any matter to the vote, and a member will not move a procedural motion to have the vote taken, until every member who wishes to speak has spoken at least once. After members debate the motion, the Chair puts the question to a vote and announces the voting result.

7.8.4 Notice of Motion: A notice of motion shall be defined as a resolution that a member of the Board brings forward for consideration by the Board, when the context of the resolution is not urgent. Members of the Board may submit a notice on any item which may be dealt with at the next meeting of the Board, in order to provide time for the preparation of a staff report or added time for the Board to consider the matter further. If possible, motions should be submitted in writing at the meeting of the Board, but should not be debated, or otherwise dealt with until the next regular Board meeting.

7.8.5 Amending a Motion: only one motion to amend the main motion will be allowed.

7.8.6 Rescinding a Motion: Motions to rescind previous resolutions require at least seventy-two (72) hours written notice. A supermajority vote (~~one vote more than a simple majority~~) is necessary to rescind a previously approved motion.

7.9 Voting

- 7.9.1 All motions at Board meetings are decided by a majority of votes cast. A motion to add, amend or remove this By-law shall require a supermajority vote of the members in order to be carried.
- 7.9.2 In accordance with the Public Libraries Act, s. 16(6), the Chair or acting Chair of the Board may vote with the other members of the Board upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.
- 7.9.3 All votes and elections shall be by show of hands.

7.10 Minutes

- 7.10.1 Once approved, minutes of meetings are the official record of decisions, and provide direction for officers and employees in their subsequent actions.
- 7.10.2 Minutes are approved at the next meeting of the Board, ~~and signed by the Chair.~~
- 7.10.3 Minutes (excluding in-camera minutes) are public documents and shall be made available to the public **via the library website.**
- 7.10.4 Minutes of closed meetings are kept separately and held to be confidential.

8.0 Committees of the Board

Section 20(i) of the Public Libraries Act, empowers the Board to strike committees as it considers expedient in order to further the work of the Board.

8.1 Duties of Committees

- 8.1.1 The purpose of committees is to facilitate the business of the Board.
- 8.1.2 Committees shall operate within the terms of reference established and approved by the Board.
- 8.1.3 Committees shall appoint a committee chair and recording secretary.
- 8.1.4 Committees shall coordinate their work, do research, and draft documents to be reviewed and recommended to the Board as a whole for approval.

8.2 Types of Committees

- 8.2.1 Standing Committees will be permanent committees that deal with a specific issue.
- 8.2.2 Ad Hoc Committees may be established by motion of the Board to deal with matters before the Board. Ad Hoc Committees shall:

- a) operate for a defined period of time and have a specific purpose which must be defined in a written terms of reference; and
- b) be discharged by motion of the Board once their work has been completed.

8.3 Committee Membership

8.3.1 Standing Committees membership will consist of Board members.

8.3.2 Ad Hoc Committee membership will consist of Board members and may include non-Board members.

8.3.3 The CEO will be an ex officio member of all committees and shall do all those things necessary to further the work of the committee.

9.0 Amendments of By-laws

By-laws are the fundamental governing rules of the Board. The purpose of this By-law is to state the conditions under which By-laws are amended.

9.1 By-laws may be amended in response to legislation or when circumstances change.

9.2 Any member of the Board can propose a review or an amendment for a By-law.

9.3 All members of the Board will receive notice and details of changes at the Board meeting prior to the meeting at which time a motion for amendment may be tabled.

9.4 A motion to add, amend or remove a By-law shall require a supermajority vote (**one vote more than a simple majority**) of the members in order to be carried.

9.5 By-laws or amendments are effective at the time of approval by Board motion.

RELATED DOCUMENTS AND POLICIES

Public Libraries Act, R.S.O. 1990, c. P.44

Municipal Act, 2001, S.O. 2001, c. 25

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

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

Woodstock Public Library – Board Members’ Code of Conduct

DOCUMENT REVISION RECORD

~~Developed By: D. Harvie~~
~~Date: 25 November 2019~~
~~Adoption Date: 10 December 2019~~
~~Effective: 10 December 2019~~
~~Resolution No.: 19-67, 22-43~~
~~Review Cycle: Once Per Term~~
~~Last Reviewed: 10 December 2019~~
~~Last Amended: 14 June 2022~~

Adoption Date: 10 December 2019
Review Cycle: Once per Term
Last Reviewed: 12 May 2026
Resolution No.: 26-

Minutes
Woodstock Public Library
Joint Health & Safety Committee
February 12, 2026

Employer Representatives: J. Wachowiak, Manager of Facilities
L. Peixoto, Administrative Assistant (regrets)

Employee Representatives: N. Bailey (recorder)
S. Bean

Location: Meeting Room at WPL

The meeting of the Joint Health & Safety Committee (JHSC) was called to order on February 12, 2026, at 2:15 pm.

1. Agenda

There were no additions, and therefore, the Agenda was approved.

2. Minutes

Meeting of December 11, 2025

The Minutes of December 11, 2025, were not available for the meeting, and would be circulated to the JHSC via email for review and approval.

3. Workplace Inspections

a) Inspection of December 19, 2025

Discussion was had on the state of the icicles above the staff entrance, and J. Wachowiak explained how they are removed by Facilities staff.

b) Inspection of January 19, 2026

There were no questions or comments.

c) Inspection of February 12, 2026

Discussion was had on the inspection done earlier in the day. Icicles were building above the staff entrance again, and J. Wachowiak confirmed that Facilities staff would take care of the issue.

4. Co-chair Report – L. Peixoto

a) Training

S. Bean reported on awaiting a date for JHSC re-certification.

5. Branch Communication/Concerns

a) Regulatory Information

None.

b) Email to Library Employees, dated February 11, 2026

Re: CEO Updates

J. Wachowiak explained that regulations require the Library's sprinkler system to have a backflow management system. The contractor expects the work to take four days, and Facilities staff will be onsite to monitor the work being performed.

c) Boxes in Staff Elevator Area

It was noted that there was concern about the number of boxes left in the area of the staff elevator, but the issue has since been resolved.

6. Incident Summary

a) Injuries/Lost Time

None.

7. New Business

a) Strengthening Exercises

An employee asked if the Library would provide strengthening exercises for staff; specifically Page staff.

An email would be sent to the City's Health and Safety Manager to inquire about such exercises.

8. Next Inspection

a) March, 2026 – S. Bean, L. Peixoto

b) April, 2026 – N. Bailey, L. Peixoto

c) May, 2026 – S. Beach, J. Wachowiak

d) June, 2026 – N. Bailey, J. Wachowiak

9. Next Meeting

The next meeting of the JHSC is scheduled for April 9, 2026, at 2:15 pm in the Meeting Room at the Library.

With nothing further, the meeting adjourned at 2:26 pm.



Subject: Spring Staff Development Day

Action: For Information

Prepared by: Lindsay Harris

Meeting of: April 10, 2026

Recommendation

That the Woodstock Public Library close on Friday, May 22, 2026, for a staff development day.

Background

The Library continues to build on the semi-annual staff development days and highly values this dedicated staff development time. Furthermore, the Library's Senior Team remains committed to providing a minimum of two full-day staff development days during each calendar year as part of its ongoing commitment to supporting staff education needs.

Discussion

The Library will provide adequate notice to the public regarding the closure through our various communication channels.

Ongoing learning is important for Woodstock Public Library staff. Dedicating time without disruption will enhance our ability to provide exceptional customer service to the public and support our staff team.