

**DRAFT Agenda
Woodstock Public Library Board
January 13, 2026**

Date: Tuesday, January 13, 2026
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 November 18, 2025

Recommendation:

That the Board approves the Minutes of the meeting of November 18, 2025, as circulated (or following corrections).

6. Business Arising from the Minutes

7. Chairperson's Remarks

8. Delegations/Presentations

None

9. Board Education

None

10. Consideration of Correspondence

None

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 December, 2025

c) Policy Review

- i) Report – Health & Safety and Prevention of Workplace Violence and Harassment Policies

- ii) Health & Safety Policy

Recommendation:

That the Library Board approves the Health & Safety Policy as presented.

- iii) Prevention of Workplace Violence and Harassment Policy

Recommendation:

That the Library Board approves the Prevention of Workplace Violence and Harassment Policy as presented.

- iv) Report – Staff Code of Conduct Policy

- v) Code of Conduct Policy

Recommendation:

That the Woodstock Public Library Board approves the Staff Code of Conduct Policy as presented or amended.

- vi) Report – Board Recognition Policy

- vii) Board Recognition Policy

12. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

Minutes for October 9, 2025

Recommendation:

That the Board approves the Minutes of the Joint Health and Safety Committee meeting of October 9, 2025.

13. Finance

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

Recommendation:

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

14. New Business

15. Notices of Motion

None

16. Attachments

- a) **Oxford County Library and Woodstock Public Library partner in new reciprocal borrowing program**; County of Oxford; December 17, 2025
 - b) **New Library Program is Rolling Out**; Heart FM; December 17, 2025
 - c) **Health and Safety Declaration**
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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, February 10, 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 November 18, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, November 18, 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
Lynn Wareing, Vice Chair
Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Councillor Deb Tait
Councillor Bernia Martin

b) The following persons were also present:

Lindsay Harris, CEO
Matthew Barabash, Director of Library Services/Deputy CEO (Acting)
Lori Peixoto, recorder

1. Call to Order

M.A. Silverthorn called the meeting to order at 4:12 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 25-92

MOVED by K. Whiteford and seconded by L. Wareing to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of October 14, 2025

Motion 25-93

MOVED by B. Martin and seconded by K. Whiteford to approve the Minutes of the meeting of October 14, 2025, as amended.

Motion carried.

6. Business Arising from the Minutes

M.A. Silverthorn noted that all documents relating to Motion 25-91 from the In-camera meeting of October 14, 2025, had been authorized and forwarded to City Hall.

a) Reciprocal Borrowing Agreement

i. Report – Reciprocal Borrowing Agreement

L. Harris reported that a meeting was had with herself, the Library's Board Chair, and the CEO and Board Chair of Oxford County Library regarding particulars of a reciprocal borrowing agreement between the two systems. Both parties worked on the agreement, and it was before both library boards this evening for review and approval. Projected roll-out of the agreement would be the beginning of January, 2026.

ii. Letter of Agreement Between WPL and OCL

Motion 25-94

MOVED by B. Martin and seconded by K. Leatherbarrow that the Woodstock Public Library Board approves the reciprocal borrowing agreement and authorizes the Board Chair and CEO to sign the agreement.

Motion carried unanimously.

Discussion was had regarding marketing strategies and provisions in the agreement.

b) Strategic Plan Year-end Update

L. Harris made reference to the document included with the Board package as a summary of goals and objectives tied to the Library's strategic plan thus far.

Discussion was had on a number of items listed in the document.

Motion 25-95

MOVED by D. Tait and seconded by L. Wareing that the Board receives the Strategic Plan Year-end Summary as information.

Motion carried.

7. Chairperson's Remarks

M.A. Silverthorn offered an update from conversation with the City on the lack of response to the vacancy on the Library Board, and asked Trustees if they wished to proceed without a Vice Chair for remainder of the term. K. Whiteford nominated L. Wareing, and upon noting that she could not guarantee to commit to the duties of Chair if called upon, she accepted the nomination of Vice Chair.

Motion 25-96

MOVED by K. Whiteford and seconded by B. Martin that the Board approves the appointment of L. Wareing as Vice Chair.

Motion carried.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

i. Minutes of the meeting of October 8, 2025

Motion 25-97

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board receives the Minutes of the meeting of October 8, 2025, of the Friends of the Woodstock Public Library as information.

Motion carried.

M. Barabash noted that book sale proceeds were slightly higher than last year by a few hundred dollars.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris provided further details of information in her monthly report. Additionally, discussion was had regarding the state of the Men's public washroom that may require significant work to repair the state of the plumbing.

An update was also provided on two neighbouring municipalities that were in receipt of funding to be put toward additional library branches – Stratford and St. Thomas.

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

M. Barabash provided details on the success of the Friends' book sale, the Oxford Reads Gala, and his successful proposal submitted to Ontario Library Association for presentation at the OLA Super Conference in the new year.

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

L. Harris reported that the Library had seen its best month in October since July of 2017; much of the success due to programming and events in addition to increased engagement from the Marketing Librarian.

c) Policy Review

i. Report – Records Retention Policy

L. Harris noted that the Library's Retention Policy would follow the same retention as the City's.

Discussion was had regarding archival records and local history.

ii. Records Retention Policy

Motion 25-98

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Woodstock Public Library Board approves the Records Retention Policy as presented.

Motion carried.

iii. Policy Review Status 2022-2026

L. Harris noted that the policy review document was provided for the Board's interest as to how far they had come with library policies that were outdated or non-existent, all requiring review prior to the end of the term.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

Motion 25-99

MOVED by B. Martin and seconded by K. Whiteford that the DRAFT Statement of Revenues and Expenditures for the period ending October 31, 2025, and the DRAFT Summary of Trust Account for the period ending October 31, 2025, and the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending October 31, 2025, be received as information.

Motion carried.

There were no questions or concerns.

b) Budget 2026

i. Budget Report – Revenue Fund (Operating) Budget

L. Harris noted that the information had not changed since what was reported to the Board at the last meeting, however, the numbers were added to a formal document that was before the Board for review, and if approved, would be forwarded to the City Treasurer. L. Harris noted that the Library was not seeking additions to base budget for 2026.

ii. 2026 Revenue Fund (Operating) Budget

Motion 25-100

MOVED by L. Wareing and seconded by D. Tait that the Board approves the proposed 2026 Draft Revenue Fund (Operating) Budget as presented.

Motion carried.

Discussion was had regarding information that would be published in capital project documentation for 2030, coming from Development Charges. Money was earmarked for a major project at the time the DC Study was completed, and with capital projection showing five years out, the funding would show on the books, but with no plan in the immediate future for such a project.

c) Board Report – Allocation of 2025 Surplus Funds

L. Harris reported the need to look ahead to the future, and focus on moving any surplus at the end of the year to the Automation Reserve for technology.

B. Martin noted that library lockers and self-pickup technology was added to the City's capital report.

L. Harris noted that this was added in the hope there would be a library presence in the development of the new community centre, however, there is no plan for partnering with the City's fleet and additional library personnel at this time.

Motion 25-101

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board submits a request to City Council for the approval of the transfer of surplus funds in the 2025 Revenue Fund (Operating) Budget at the end of the current year; and that the surplus be directed to the Automation Reserve of the Board.

Motion carried.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

- a) **C.O.W. Tales**; What's On Woodstock; October, 2025
- b) **The library is not a department: Why public library boards matter**; Municipal World; November, 2025

17. Committee of the Whole In-camera

None.

18. Next Meeting

Tuesday, January 13, 2026, 4:15 pm.

19. Adjournment

MOVED by K. Whiteford that the meeting adjourn at 5:01 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.



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: January 13, 2026

Library Space

In mid-November, City staff reached out to the Library regarding the creation of a Library Asset Management Plan. This Plan would mirror the asset management plans that the City has in place, and allow the Library to have a strong understanding of the status of our building and operations. The City has begun working on the Plan and intends to bring the draft to the Library Board in February for approval.

Community Connections and Partnerships

The reciprocal borrowing agreement with Oxford County Library officially launched on January 1, 2026. The public has been enthusiastic about the changes, and several media inquiries and interviews are in progress to promote and educate the public on this new endeavour.

Administrative Priorities

The final two months of 2025 offered several opportunities to attend training both within the profession as well as in our broader community. The OLS virtual conference in November, attended by several Library staff members, discussed key issues in the profession and celebrated unique library initiatives throughout the province.

Also in November, I attended a governance training workshop sponsored by the United Way discussing the legal and practical responsibilities of Board members and CEOs/Executive Directors in non-profit organizations in Ontario. This workshop brought fresh insight into Board development and training.

The Library held its second staff development day of 2025 in December. Staff were provided the opportunity to meet with their individual departments for training and

development opportunities during the day, and our new annual performance review program, and annual health and safety training program were launched to Library employees. In the afternoon, the Library celebrated staff milestones at our annual staff recognition event.



Subject: Director's Report for January

Action: For Information

Prepared by: Matthew Barabash, Director of Library Services

Meeting of: January 13, 2026

Community Connections and Partnerships

A collaboration between the Woodstock Museum, a Grade 10 history class at WCI, and the Library took place on November 3. The goal was to introduce students to Local History resources and guide them through basic research on a World War I soldier named on Woodstock's Cenotaph. After completing their research at the Library, the class visited the Museum for hands-on experience with artifacts in the collection. Teacher feedback was very positive, noting strong student engagement and appreciation for the opportunity to explore additional information about the war and the individuals involved. The visit was successful and has laid the foundation for future collaboration between the Museum, high schools, and the Library.

Our Outreach Librarian was invited to set up a booth at the Cedarview Christmas Bazaar on December 6. Information about library services and resources was shared with attendees. Approximately 300 people visited the bazaar. Monthly visits to Cedarview Retirement Living continue, offering either a book club or a tech-based program for residents.

The Library received a request from an instructor at Gillespie Academy for students to use the Library's OPAC and participate in a scavenger-hunt-style activity. A demonstration was provided on how to use the online catalogue and what to look for once students located the information they needed. Teacher feedback expressed gratitude for the support and noted that students enjoyed the activity and gained insight into developing stronger research skills. The instructor plans to return next year with a new group of students.

Programs and Collections

On November 5, a baby clothing swap was hosted for parents, including a social hour with refreshments and play opportunities for children. The program was planned as part of Climate Action Week, hosted by the BC Library Association. Globally, the fashion industry is responsible for up to 10% of carbon emissions, 20% of wastewater, and 35% of microplastics in oceans. Clothing swaps help reduce environmental impact and support a circular economy.

Leading up to the program, several community members inquired about how the event would work and whether they could bring donations, indicating strong interest. On the day of the event, 29 people (adults and children) attended. Several attendees were first-time visitors to the Library, and one signed up for a library card. Participants shared positive feedback, expressing appreciation for the opportunity to donate and give back to the community. Suggestions for future swaps included children's toys and Halloween costumes. All remaining items were donated to the Oxford County Community Health Centre for distribution to families in need.

On December 10, the Library hosted author Adam Shoalts at the Market Theatre. Despite snowy weather, 200 people attended. A local bookstore was onsite to sell copies of the author's books. The Market Theatre continues to be an excellent venue for these types of events, with staff who are easy to work with. Based on feedback and attendance, programs related to nature and outdoor adventure remain very popular with the Woodstock community.

Inspired by an idea posted on the JBrary blog, a *What to Read Next* menu was developed with input from several staff members. It is now available beside the Children's OPACs as a passive form of reader's advisory.

Training on the Library's new 3D printers was provided to Public Service and Technical Service staff. Public service staff also received training on 3D design and how to incorporate design and CAD into library programs. Staff learned how both printers operate, received troubleshooting tips, and printed their own items. The training inspired staff to consider new ways the printers could be incorporated into future programming.

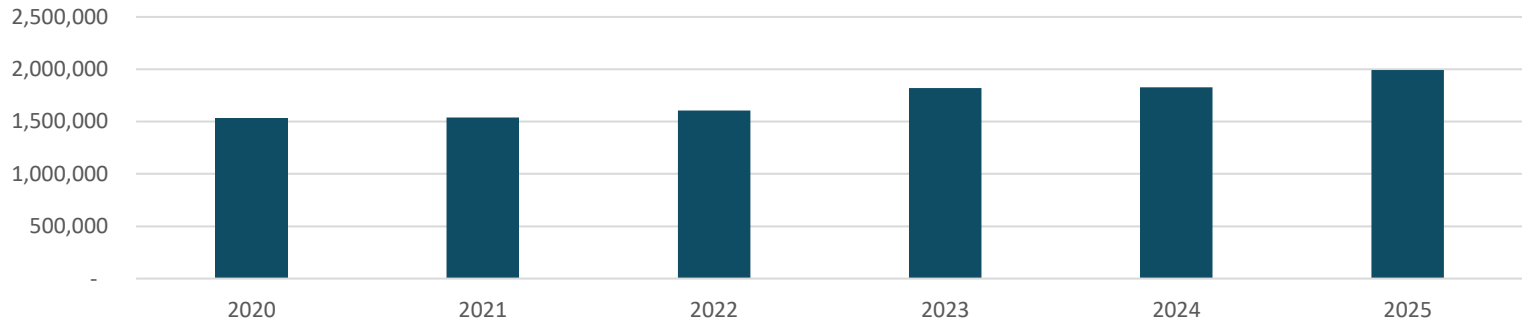
Administrative Priorities

The Library received \$6,552 in funding from United Way Oxford, enabling the reinstatement of programs previously affected by partner funding cuts. This support will allow youth programming to resume in February, 2026, and will provide winter clothing items for the community, as well as nutritional support for the Coldest Night of the Year event. We have many more community programs planned for the spring and summer.



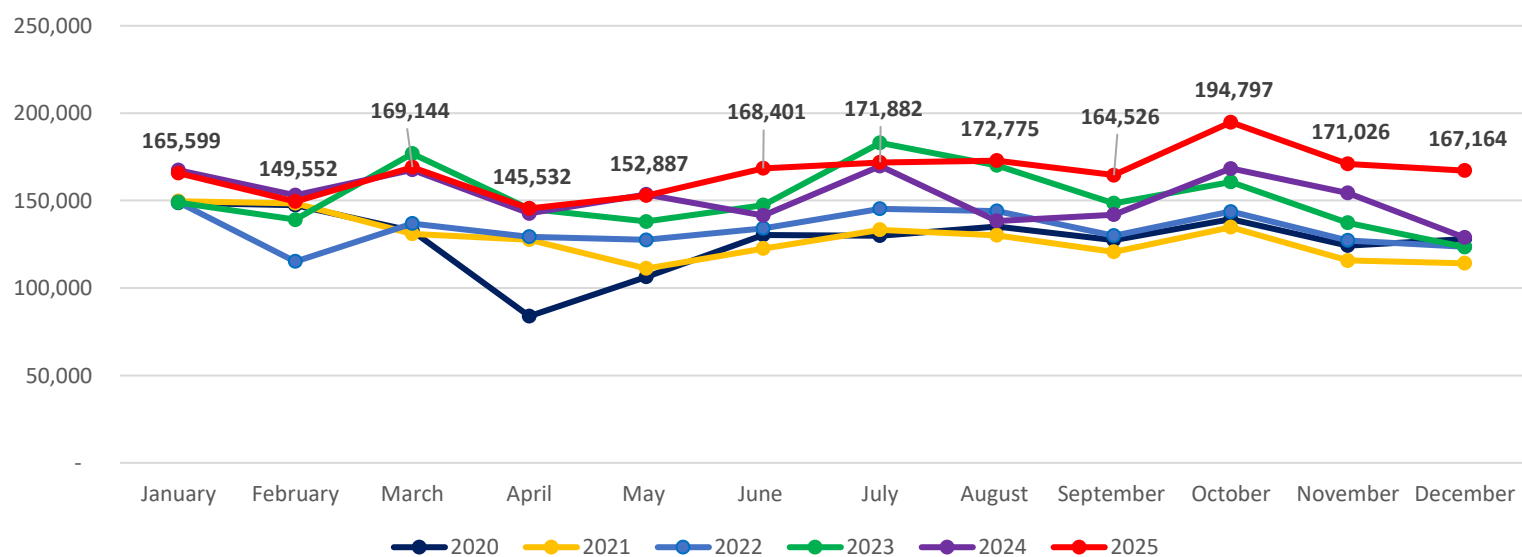
WOODSTOCK Public Library

Total Library Uses 2020 - 2025 YTD

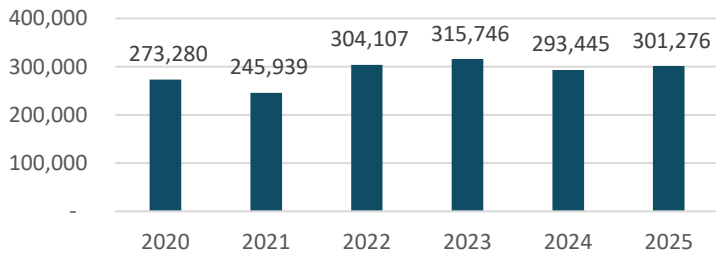


2025	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	24,960	12,270	99,524	21,869	1,136	1,099	1,629	1,820	164,307
February	24,965	11,214	88,962	15,178	2,610	932	1,605	4,086	149,552
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	1,766	145,529
May	23,830	11,345	83,746	27,449	2,025	1,302	1,792	1,398	152,887
June	24,274	10,570	87,502	35,212	3,082	1,252	1,667	4,842	168,401
July	29,240	12,416	96,205	24,222	3,859	1,477	1,531	2,932	171,882
August	27,806	11,027	89,933	37,147	2,261	1,201	1,409	1,991	172,775
September	24,744	11,403	90,286	31,319	1,437	1,193	1,742	2,402	164,526
October	25,762	12,474	99,470	49,427	2,480	1,271	1,890	2,023	194,797
November	22,759	11,339	84,194	46,283	1,596	1,183	1,803	1,869	171,026
December	21,790	9,901	83,273	45,613	1,265	919	1,450	2,953	167,164
TOTAL	301,276	140,519	1,083,678	377,112	25,190	14,385	19,892	29,938	1,991,990

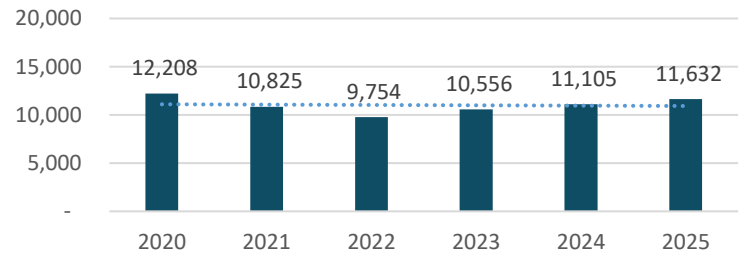
Total Library Uses by Month 2020-2025



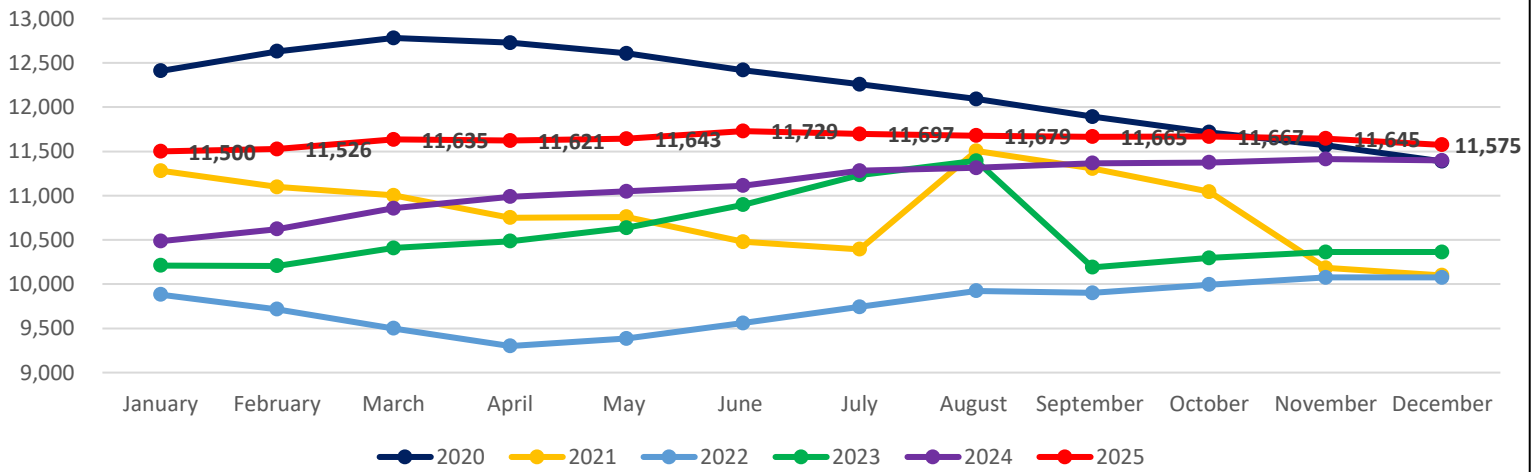
Annual Library Circulation Total 2020-2025



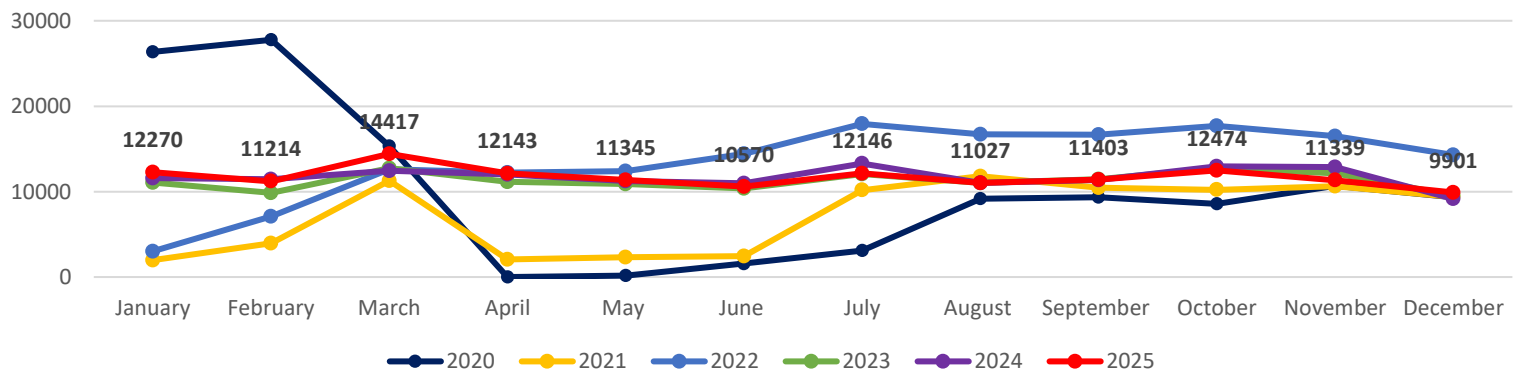
Monthly Average Active Users Count 2020-2025 YTD



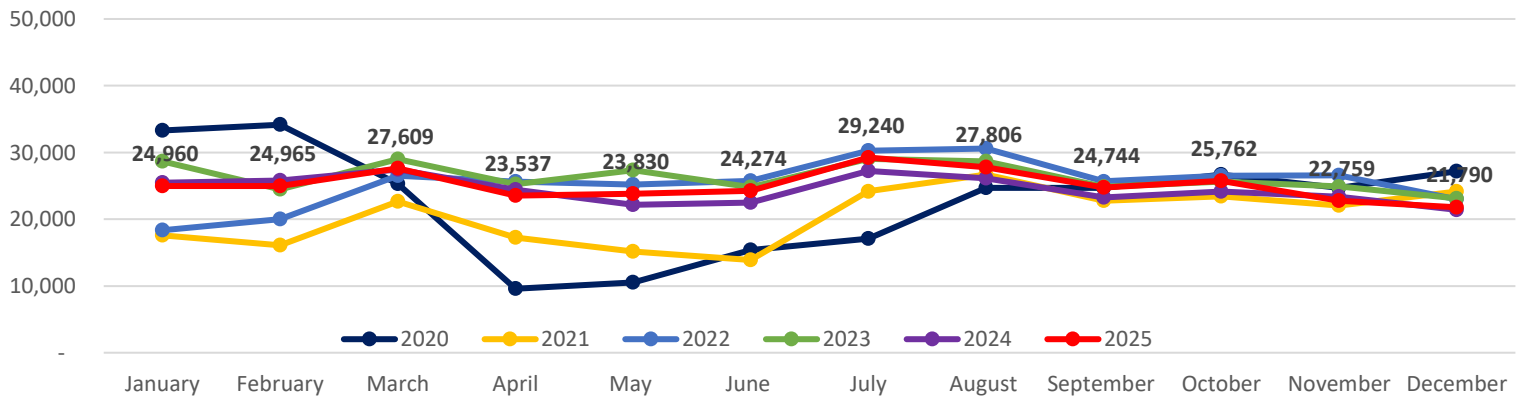
Active Cardholders 2020-2025



In Person Visits - 2020-2025



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





Subject: **Health & Safety and Prevention of Workplace Violence and Harassment Policies**

Action: **For Review and Approval**

Prepared by: **Lindsay Harris**

Meeting of: **January 13, 2026**

Recommendations

That the Library Board approves the Health & Safety Policy as presented.

That the Library Board approves the Prevention of Workplace Violence and Harassment Policy as presented.

Introduction

The Woodstock Public Library Board is committed to providing and promoting a safe working environment for its employees. The Health & Safety, and Prevention of Workplace Violence and Harassment Policies act as the cornerstone of the Library's annual health and safety review.

Discussion

The Library's Health & Safety, and Prevention of Workplace Violence and Harassment policies are required to be reviewed and approved on an annual basis.

There have not been any legislative changes in regard to these two policies since the changes that were adopted in 2025, and as such, no changes have been made to the contents of these policies.

Additionally, the policies were reviewed by the Joint Health and Safety Committee in December, 2025, with no further comments or suggested changes.



Woodstock Public Library Policy

Policy Name: Health & Safety

Category: Personnel

Version: 13 January 2026

POLICY STATEMENT AND RATIONALE

The Woodstock Public Library Board is committed to the health and safety of its workers. The protection of all workers from injury or occupational disease is a major continuing objective. The Woodstock Public Library Board makes every effort to provide and maintain a safe and healthy work environment by abiding by all applicable legal requirements. All supervisors and workers must be dedicated to the continuing objective of reducing injury and risk to health.

SCOPE

This policy shall apply to all Library staff, including but not limited to, workers, contractors, volunteers, and members of the Woodstock Public Library Board.

DEFINITIONS

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

Employer means a person who employs one or more workers or contractors for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services, and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

Library means the Woodstock Public Library.

Library Board means the Woodstock Public Library Board.

Worker means any of the following: a person who performs work or supplies services for monetary compensation; a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates that school in which the student is enrolled; a person who performs work or supplies services for no monetary compensation under a program

approved by a college of applied arts and technology, university, private career college or other post-secondary institution; or such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Workplace means any land, premises, location, or thing at, upon, in, or near which a worker works. For the purpose of this policy, this includes all Library facilities, sponsored events, and meetings, travel while on Library business, virtually through the use of information and communications technology, and any other location where Library business is being conducted.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 Responsibility

- 1.1 The *Ontario Occupational Health and Safety Act* (25(2)(J)) requires employers to prepare and review, at least annually, a written occupational health and safety policy, and to develop and maintain a program to implement the policy.
- 1.2 The Woodstock Public Library Board, as Employer, is ultimately responsible for Worker health and safety. The Library Board and its management will take all reasonable steps to prevent injury and create a safe and healthy workplace.
- 1.3 To achieve this, the Library will include health and safety concerns in our organizational activities through ongoing consultation and interaction with the Joint Health and Safety Committee, and Health and Safety Representatives. The Board is dedicated to this through ongoing assessments and annual review of the Library's health and safety program.
- 1.4 Supervisors must be accountable for the health and safety of workers under their direct supervision. Supervisors are responsible for ensuring that workers are aware of potential or actual workplace hazards and follow established safe work practices and procedures. Workers are to receive training in their work tasks to protect their health and safety before commencement of the job.
- 1.5 Every Worker is to protect, and is responsible for, his or her own health and safety by working in compliance with the legislative requirements, safe work practices, procedures, standards, safety rules, and rules of conduct as established by the Library.
- 1.6 It is in the best interest of all levels of the Library to consider health and safety in every activity. Commitment to health and safety is an integral part of this organization, from workers to senior management.

RELATED DOCUMENTS AND POLICIES

Ontario Occupational Health and Safety Act

DOCUMENT REVISION RECORD

Adoption Date: 12 May 2020
Review Cycle: Annually
Last Reviewed: 13 January 2026
Resolution No.: 26-__



Woodstock Public Library Policy

Policy Name: Prevention of Workplace Violence and Harassment

Category: Personnel

Version: 13 January 2026

POLICY STATEMENT AND RATIONALE

This Policy recognizes that workplace harassment and violence may occur between the following:

- Library co-workers
- Library workers and visitors
- Library workers and clients/contractors
- Library workers and members of the public
- Library workers and family members

This policy applies to all work-related duties and activities which may occur at or away from the workplace, including virtually through the use of information and communications technology.

Every employee of the Woodstock Public Library has the responsibility to ensure a healthy, safe, and respectful work environment.

SCOPE

This policy shall apply to all Library staff, including but not limited to, workers, contractors, volunteers, and Board members of the Woodstock Public Library Board.

DEFINITIONS

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

Complainant means a person or persons filing a complaint against another person or persons.

Domestic Violence means a pattern of abusive behaviours by one or both partners in an intimate relationship such as marriage, dating, family, cohabitation, or friends.

Domestic violence may include but is not limited to:

- a) Physical aggression (i.e. hitting, kicking, biting, shoving, restraining, throwing objects), or threats thereof,
- b) Sexual abuse, emotional abuse, controlling or domineering behaviour, intimidation,
- c) Stalking (i.e. unwelcome visits to the workplace, threatening phone calls and/or emails), neglect, and economic deprivation.

Employer means a person who employs one or more workers or contractors for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services, and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

HSR means Health and Safety Representative.

JHSC means Joint Health and Safety Committee.

Library means the Woodstock Public Library.

Library Board means the Woodstock Public Library Board.

MLTSD means Ministry of Labour, Training, and Skills Development.

OHRC means Ontario Human Rights Commission.

Respondent means a person or persons who have a complaint filed against them.

Supervisor means Department Heads, Directors, Managers, Superintendents, and Supervisors.

Worker means a person who performs work or supplies services for monetary compensation; a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates that school in which the student is enrolled; a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution; or such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Workplace means any land, premises, location, or thing at, upon, in, or near which a worker works. For the purpose of this policy, this includes all Library facilities, sponsored events, and meetings, travel while on Library business, virtually through the use of information and communications technology, and any other location where Library business is being conducted.

Workplace Harassment means:

- a) Engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known or ought reasonably to be known to be unwelcome; or
- b) Workplace sexual harassment includes:
 - i. Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
 - ii. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome; or
- c) Workplace harassment can involve unwelcome words or actions, or a pattern of behaviours that are known or should be known to be offensive, embarrassing, humiliating, or demeaning to a worker or group of workers. It can also include behaviour that intimidates, isolates, or even discriminates against the targeted individual(s).

Examples of Workplace Harassment may include but aren't limited to:

- i. Making remarks, jokes, or innuendos that ridicule or intimidate.
 - ii. Displaying or circulating offensive pictures or material in print or electronic form.
 - iii. Bullying.
 - iv. Repeated offensive or intimidating phone calls or electronic messages.
 - v. Inappropriate sexual touching, advances, suggestions, or requests.
 - vi. Any offensive or harassing conduct based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation, disability, age (18 and over, 16 and over in occupancy of accommodation), marital status (including same sex partners), family status, receipt of public assistance (in accommodation only), and record of offences (in employment only).
- d) Not considered to be Workplace Harassment:

Reasonable action or conduct by an employer, manager, or supervisor relating to the management and direction of workers or the workplace would not normally be considered workplace harassment. This is the case even if there are sometimes unpleasant consequences for a worker.

Examples can include but aren't limited to:

- i. Changes in work assignments, scheduling, job assessment and evaluation, workplace inspection.
- ii. Implementation of dress code, and disciplinary action.
- iii. Differences of opinion or minor disagreements between co-workers would also not generally be considered workplace harassment.
- iv. In addition, any behaviour that would meet the definition of *Workplace Violence* would not be considered to be *Workplace Harassment*.

Workplace Violence means:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of Workplace Violence may include but aren't limited to:

- i. Verbally threatening to attack a worker.
- ii. Leaving threatening notes at or sending threatening electronic messages to a workplace.
- iii. Shaking a fist in a worker's face.
- iv. Wielding a weapon at work.
- v. Hitting or trying to hit a worker.
- vi. Throwing an object at a worker.
- vii. Sexual violence against a worker.
- viii. Kicking an object a worker is standing on; *i.e.* ladder, step-stool.
- ix. Trying to run down/over a worker using a vehicle or equipment; *i.e.* book cart.

Workplace Violence is NOT an accidental violent situation such as a worker tripping over an object and falling into/pushing a co-worker as a result.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 GENERAL POLICY STATEMENT

The Woodstock Public Library Board is committed to the principle of equal rights and opportunities for all employees and to providing and promoting a safe work environment. The Library will take all reasonable steps and abide by all applicable legal

requirements to ensure that the workplace is free of violence, harassment, sexual harassment, fear of violence or harassment, threatening acts, and bullying conduct.

The Library Board recognizes a positive work environment is built upon mutual respect, inclusion, and a culture committed to health and safety. The Library will include risks of harassment and/or violence in job hazard assessments.

The Library Board is dedicated to this through an annual review of our program in consultation with the Joint Health & Safety Committee and Health & Safety Representatives.

The Library Board has a zero-tolerance policy toward harassment of any kind, violence, threatening behavior, and bullying in the workplace. Workers in violation of this policy are accountable for their behaviour and may be subject to disciplinary action up to and including termination. External parties in violation of this policy may have their contract terminated and be refused access to the workplace.

The Library maintains a zero-tolerance policy for any verbal, non-verbal or physical behaviour that is threatening or harassing to self, others, property, or physical behaviour that causes or threatens harm to self, others, or property that is initiated by any employee, Library worker family member, client, customer, visitor, contractor, or member of the public.

The Library does not tolerate reprisals or retaliation toward **any person** for complying with this policy. This includes those who report concerns and/or violent incidents, witness violent or inappropriate conduct, and/or cooperate with an investigation. Anyone who initiates reprisals or retaliation will be subject to disciplinary action, up to and including dismissal.

The Library educates and informs all supervisors and workers of their rights and obligations and has developed procedures for reporting and enquiring.

2.0 APPLICATION

2.1 Responsibility

2.1.1 The CEO is responsible for implementing the appropriate procedures to ensure that Library staff understand and adhere to the intent of the policy.

2.2 Confidentiality

2.2.1 Information about complaints and incidents shall be kept confidential to the extent possible by all parties. Information obtained about an incident or complaint of workplace harassment and/or workplace violence, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary:

- a) to protect workers,

- b) to investigate the complaint/incident,
- c) to take corrective action or otherwise as required by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and/or other applicable legislation.

2.2.2 All parties involved in the investigation, or who reported or witnessed the alleged behaviour, shall maintain strict confidentiality of all information except for reporting of an investigation, participating in an investigation, and providing information to law enforcement or other governing body as required; both throughout the investigation and afterward.

2.2.3 The person(s) conducting the investigation may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation. All records of the investigation will be kept confidential, subject to MFIPPA and the OHRC.

2.3 Employer Responsibilities

2.3.1 The responsibilities of the employer include:

- a) Ensure that the working environment is maintained free of violence and harassment for every person.
- b) Conduct risk assessments as needed to identify actual and/or potential workplace violence and harassment issues.
- c) Inform workers and/or the Joint Health & Safety Committee (JHSC) and Health & Safety Representatives (HSR) of the results of the hazard assessment.
- d) Review all applicable legal requirements and take all reasonable precautions to minimize or eliminate violence and harassment-related issues.
- e) Establish procedures for preventing, reporting, investigating, documenting, and mitigating incidents of violence and harassment.
- f) Ensure workers are provided with information and instruction that is appropriate for the worker on the contents of the policy and procedure with respect to the prevention of workplace violence and harassment.
- g) Provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if a worker can be expected to encounter that person during his or her work and the risk of workplace violence is likely to expose that worker to physical injury.

- h) Review the violence and harassment prevention program at minimum annually in consultation with the JHSC and HSRs.

2.4 Supervisor Responsibilities

2.4.1 The responsibilities of supervisors include:

- a) Act respectfully toward others at work and while conducting work-related activities.
- b) Promote and encourage reporting incidents of violence and harassment.
- c) Maintain records of violence and harassment-related complaints, issues, concerns, and investigations.
- d) Assist in investigating claims of violence, harassment, and domestic violence.

2.5 Worker Responsibilities

2.5.1 The responsibilities of workers include:

- a) Report all instances of workplace violence, harassment, or discrimination of which they are aware; immediately or within 24 hours of the incident, to ensure timely response and corrective action.
- b) Act respectfully at work and while conducting work-related activities.
- c) Attend training and education sessions when required.
- d) Immediately report to supervisor incidents and/or knowledge of workplace violence or harassment.
- e) Cooperate with investigations.
- f) Follow the measures and procedures set out in the Library's violence and harassment prevention program.

3.0 REPORTING PROCEDURE

3.1 Self Help

- a) If you feel that you are being harassed or threatened, and you feel comfortable and confident and it is appropriate, the first step is to tell the person their conduct is unwelcome. Do so as soon as you receive any unwelcome comments or conduct.
- b) Report the incident to the supervisor regardless of the outcome.

- c) If you believe that someone who is not an employee has harassed, discriminated, or threatened to commit a violent act against you (*this may include Domestic Violence*), immediately report the harassment to your supervisor.

3.2 Management Intervention

- a) Report directly to your supervisor if:
 - Step 3.1 is not appropriate in the situation;
 - You are not comfortable with step 3.1; or
 - You witness an incident and are not directly involved.
- b) The supervisor will address the matter as appropriate to the situation (which may include a documented discussion, investigation, conflict resolution, or other corrective action).
- c) If the supervisor deems that the situation requires more formal resolution and the decision and expertise of a higher authority or specialist, the supervisor shall report the incident to Management.
- d) It is important to report your complaint as soon as possible so that the issue can be investigated to prevent escalation or reoccurrence.

3.3 Formal Report

- a) You are directed to file a formal written report:
 - i. If you are not comfortable reporting the incident to your supervisor;
 - ii. If informal means of resolution are inappropriate or ineffective;
 - iii. If requested by Management; or
 - iv. If the supervisor is the alleged perpetrator.
- b) Individuals initiating a formal complaint shall use the violence and harassment report, or provide the information in a written letter that includes:
 - The name(s) of the offending person(s) and any witnesses,
 - The location, date and time of the incident, and
 - Details of the incident, behaviour, circumstances.
- c) Submit the report to the supervisor, or if the supervisor is the alleged perpetrator, to the next highest level of authority in the workplace.

If Management or the Board are the alleged perpetrators, submit your report to the designated independent third party:

- Ward & Uptigrove Human Resources Solutions at: HRresults@w-u.on.ca

4.0 INVESTIGATION PROTOCOL

- 4.1.1 Upon receipt of a formal report an investigation will commence.
- 4.1.2 The services of an impartial external investigator who possesses appropriate knowledge, experience, and/or qualifications may be used to conduct the investigation if deemed necessary/appropriate by the Library, or the Ministry of Labour.

- 4.1.3 The investigation may include but is not limited to:

- Interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint,
- Obtain date(s), time(s) and locations of alleged complaint,
- Interview witnesses (if any),
- Review any related documentation, and
- Compile detailed notes of the investigation and maintain them in a confidential manner.

Note: Union representation may be invited to attend during the investigative interview at either side's request.

- 4.1.4 Management shall make all reasonable efforts to complete the investigation as soon as reasonably possible, and attempt to complete the investigation within 45 days, as dependent on the specific circumstances.
- 4.1.5 Upon completion of the investigation, a detailed report of the findings will be prepared and forwarded to the appropriate Management personnel and including the Library CEO and the Board as suitable in the circumstances.
- 4.1.6 The Library will communicate the findings of the investigation with the complainant and the respondent once the investigation is completed.
- 4.1.7 Full-time and part-time employees affected by an incident will be encouraged to use the free counselling services provided by the Library's *Employee and Family Assistance Program (EFAP)*.

5.0 INVESTIGATION RESULTS AND CORRECTIVE ACTIONS

5.1 Substantiated Evidence Following Investigation

- 5.1.2 The Library will take appropriate corrective measures, regardless of the respondent's seniority or position.

5.1.3 The responsible supervisor, manager, CEO, or the Board, shall determine the most appropriate actions for resolution, as per the investigation findings.

5.1.4 Corrective measures may include but aren't limited to:

- a) Discipline, such as a verbal warning, written warning, suspension, up to and including termination, as appropriate.
- b) Referral for mandatory counselling (i.e. anger management or sensitivity training).
- c) Updating security measures and protocols.
- d) Training and education for staff.
- e) Removal of a customer or contractor from the premises.

Note: Disciplinary action for violations of this policy and program will be considered by the nature and impact of the violations and be in accordance with the Library's Progressive Discipline policy.

5.1.5 The results of the investigation including corrective action that has been taken (if any) will be furnished in writing to the complainant and the respondent, as appropriate, and respecting MFIPPA and other confidentiality obligations.

5.2 Unsubstantiated Evidence Following Investigation

5.2.1 In the event the claim(s) is unsubstantiated, Management may implement corrective actions, appropriate to the situation, to maintain a respectful and productive workplace.

5.2.2 Unsubstantiated allegations will not result in negative consequences to the complainant, witnesses, or alleged harasser.

5.3 False Allegations

5.3.1 Deliberate false and malicious accusations are serious and will result in disciplinary action up to and including termination. An unsubstantiated claim does not mean that there was a deliberate false allegation.

6.0 NOTIFICATIONS

6.1 Notify the Police if there is immediate danger to any person from violent behaviour.

RELATED DOCUMENTS AND POLICIES

Occupational Health and Safety Act (OHSA)

Ministry of Labour Guideline – *Workplace Violence and Harassment: Understanding the Law*

Ontario Human Rights Code

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

MLTSD Code of Practice to Address Workplace Harassment under Ontario's Occupational Health and Safety Act

DOCUMENT REVISION RECORD

Adoption Date:	12 May 2020
Review Cycle:	Annually
Last Reviewed:	13 January 2026
Resolution No.:	26-__



Subject: Staff Code of Conduct Policy

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: January 13, 2026

Recommendations

That the Woodstock Public Library Board approves the Staff Code of Conduct Policy as presented or amended.

Introduction

Following industry best practices, the Staff Code of Conduct Policy is a new policy for the Library. The policy sets basic expectations regarding staff behaviour, professionalism, attire, and potential conflicts of interest. It also outlines behaviours prohibited in the workplace.

Discussion

The Staff Code of Conduct Policy sets expectations for staff that are often delivered verbally to staff but are not yet formalized in a document. As such, the new policy ensures that all staff receive the same message in a transparent manner. Furthermore, the policy allows the Board and members of the public to readily understand what experiences with Library staff should look and feel like. Provisions for non-compliance with the policy are also included.

Additionally, the policy codifies the Library's Customer Service Commitment into policy, further strengthening this commitment from the Board level.



Woodstock Public Library Policy

Policy Name: Staff Code of Conduct

Category: Personnel

Version: 13 January 2026

Scope

This Code of Conduct applies to all Woodstock Public Library employees, including but not limited to permanent, temporary and contract employees, volunteers, students and interns (collectively referred to as “Employees” or “Staff”).

Definitions

Fit for Duty – a worker is able to safely and/or acceptably perform assigned duties without any limitations resulting from, but not limited to: the use or after-effects of illicit drugs, alcohol, and/or medications; the misuse of and/or failure to take prescribed medications; and/or extreme fatigue/stress. It is a condition where a worker is physically, physiologically, and psychologically capable and competent of performing their task safely.

Prohibited Grounds – discrimination against people on the basis of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, marital status, place of origin, race, record of offenses, sex/gender identity, and sexual orientation.

Policy Statement

The Code of Conduct is an essential part of the Library’s commitment to maintaining a positive and professional work environment and ensuring that all individuals associated/representing the Library act with integrity and professionalism at all times.

The Code of Conduct is designed to promote ethical decision-making and behaviour among employees and volunteers. It is intended to encourage employees and volunteers to consider how ethics and integrity should guide their actions and decisions. Employees are required to exercise good judgement and adhere to all of the Library’s values, standards, policies, and procedures.

Core Values

The core values of Woodstock Public Library are: Literacy and Lifelong Learning; Community Engagement and Collaboration; Diversity, Equity, Inclusion, and Accessibility; and Intellectual Freedom. Each employee occupies a position of trust in dealing with others inside and outside of the Library. Whatever the area of activity or degree of responsibility, the Library Board expects each employee to act in a manner which will enhance the Library's reputation for ethical performance and professionalism in all its dealings.

Expectations

The Woodstock Public Library is an organization funded primarily by the City of Woodstock and is charged with the management of public funds and programs, and therefore, employees must avoid not only actual conflicts of interest and breaches of trust, but also the appearance of conflicts of interest or breaches of trust.

Library employees often work in spaces where their actions are visible to members of the public. Staff need to ensure that both their actions and appearance of their actions reflect well on the Woodstock Public Library. Focusing on meeting the needs of members, including making them feel welcome in our spaces, is essential to building trust and confidence in the Woodstock Public Library.

Employees of the Woodstock Public Library (WPL) are guided by the following principles:

1. We understand that we all have a role to play in ensuring the community has confidence and trust in WPL. We will behave with high ethical and customer service standards and be accountable for our actions.
2. We will dress professionally and appropriately for the expected work of our respective roles. We will adhere to the highest standards of health and safety in our dress and our daily work. We will not use/apply scented products while working in the library.
3. We will be respectful of each other and toward members of the community. We will treat all with dignity, respect, and without discrimination.
4. We will act with honesty and integrity in all communications, both within the Library and externally.
5. We will adopt the perspective of advocate for our members, ensuring we understand their needs and assist them to the best of our ability. If we are in doubt that we have not given a full answer or solution, we will get appropriate assistance from other staff.
6. We will promote and foster a safe, secure, and healthy work environment and public space for all.
7. As public servants, we will not engage in any conduct or business practice which might bring the reputation of WPL into ill-repute or damage or diminish the reputation of the Library in the eyes of members of the community.
8. We will avoid actual and potential conflicts of interest or breaches of trust. We will be proactive in disclosing actual or potential conflicts with the appropriate individuals and seek proper advice if we are unsure.

9. We will abide by the law and adhere to all Woodstock Public Library policies and procedures. In following policies and procedures, we will follow good judgement and consider the individual needs of members.

Woodstock Public Library Customer Service Commitment

The Woodstock Public Library is committed to providing service excellence with every interaction. We will achieve this by:

1. Providing courteous and efficient customer service.
2. Fostering respectful relationships.
3. Creating a community space for all.

Prohibited Actions

1. **Insubordination:** The deliberate and willful refusal to comply with a reasonable order or instruction.
2. **Disorderly Conduct:** Acts that include loud and abusive language, intimidation, or coercion of other employees, lack of courtesy when dealing with the public, fighting, violence, gambling, and indecency.
3. **Dishonesty, Fraud, or Illegal activities:** Acts such as falsifying records, theft of Library property or materials, engaging in criminal conduct, or similar acts.
4. **Personal Work:** Conducting personal work unrelated to Library duties or business during work time.
5. **Policy Violation:** The willful disregard of Library policies and procedures.
6. **Alcohol and/or Drug Use:** Reporting to work or conducting business under the influence of drugs or alcohol. This includes any substance that may impair judgement or the ability to perform job duties safely. Employees are expected to report to work Fit for Duty
7. **Unauthorized Solicitation:** Requesting money, services, gifts, or other personal favours from patrons, donors, and/or other employees without proper authorization or approval.
8. **Abuse of Work Hours:** Deviating from scheduled work hours without approval, including leaving work before a designated lunch period or end of shift, arriving late to work, or exceeding the allowable time for breaks. Employees who require modifications to work hours due to a medical condition can seek an accommodation.
9. **Abuse of Library Property, Technology, and Equipment:** Damaging or misusing any library collections, computers, furniture, supplies, and equipment. Library property is not to be used by employees or volunteers for personal use except where permitted by policy or with prior approval obtained from the CEO. Employees will not allow others not authorized to use library property entrusted to their care.
10. **Carelessness and Willful Violation of Safety Rules:** Any negligent or intentional disregard for safety rules and procedures, including but not limited to engaging in horseplay, smoking in prohibited areas, failure to report, or misuse of safety equipment and any other rule specified in the Ontario Health and Safety Act, R.S.O 1990, c.O.1.
11. **Discrimination:** the unjust or prejudicial treatment of people, especially on the grounds of ethnicity, age, sex, disability, or any other prohibited grounds.

12. **Harassment:** Any behaviour that creates a hostile or unpleasant work environment through unwelcome verbal or physical conduct.
13. **Sexual Harassment:** Making unwanted comments, gestures, or actions that are sexual in nature that makes someone feel afraid, embarrassed, uncomfortable, or ashamed.
14. **Absenteeism:** Any unauthorized absence from work without proper leave or being absent from the work premises during work hours without permission. Any employee who is ill or has experienced a personal emergency is required to report through official communication methods as soon as possible prior to the start of their shift, and failure to do so will result in being deemed absent without leave.

The above prohibited actions are presented by way of illustration and shall not be deemed to exclude the Library's right to discipline or dismiss employees for other just causes.

Compliance

Employees collectively benefit from an overall atmosphere of high ethical conduct that flows from this commitment. Employees acknowledge and accept responsibility to act and behave in a manner that is consistent with the expectations prescribed in the Policy as outlined in their letter of offer. Employees who are found to be non-compliant with this policy will be dealt with seriously, and disciplinary action up to and including termination will be taken.

Employees are reminded of the importance of disclosure. In most cases, prompt and early disclosure of potential conflict of interest will permit the problem to be resolved.

Related Documents and Policies

Woodstock Public Library Policy – Computer and Technology Acceptable Use
Woodstock Public Library Policy – Health and Safety
Woodstock Public Library Policy – Nepotism
Woodstock Public Library Policy – Prevention of Workplace Violence & Harassment
Woodstock Public Library Policy – Purchasing and Disposal Policy
Woodstock Public Library Policy – Staff Expenses

Ontario Occupational Health and Safety Act

DOCUMENT REVISION RECORD

Adoption Date:
Review Cycle: Once per Term
Last Reviewed:
Resolution No.:



Subject: Board Recognition Policy

Action: For Review and Direction

Prepared by: Lindsay Harris

Meeting of: January 13, 2026

Introduction

The Woodstock Public Library Board Recognition Policy was written and approved in 2020, and is now in need of review and updating.

Discussion

The Library Board Recognition Policy requires Board review once per term. This policy, included in the package, was written in 2020, and requires some revisions to formatting and minor edits.

Board members are asked to provide feedback on any changes they would like to see made to this policy. Once feedback is received during the January Board Meeting, the revised version will be brought to the Library Board at the February, 2026 meeting for final review and approval.



Woodstock Public Library Policy

Policy Name: Library Board Recognition

Category: Governance

Version: 13 October 2020

POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide a statement of philosophy and identify key objectives with respect to recognizing the contributions of a resigning or retiring Library Board member according to their years of service.

SCOPE

This policy shall apply to the Woodstock Public Library Board.

DEFINITIONS

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

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

“Board Member” means a member of the City of Woodstock Public Library Board.

“Library” means the Woodstock Public Library.

“Library Board” means the Woodstock Public Library Board.

“Term” means a period of four years on the Library Board.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 General Principles

- 1.1 The Library recognizes that Library Board Members are volunteers and devote a considerable amount of personal time dealing with library affairs without compensation. This policy is intended to provide an appropriate method of

recognizing the contributions made to the Library Board when members leave the Board.

2.0 Responsibility

- 2.1 The CEO is responsible for ensuring that the appropriate procedures are implemented in order to adhere to this policy.

3.0 Recognition

- 3.1 Members will not be charged overdue fines for library materials during their tenure on the Board.
- 3.2 Members on resignation or retirement from the Board, will be recognized for their contributions based on the following:
- a) When any member of the Board resigns or retires, a book with a book plate that commemorates their service to the Library, will be added to the collection. The book will be chosen in consultation with the Board member to reflect their interests.
 - b) When a Board member resigns before the completion of one term, the recognition shall consist of a small library framed print, and a letter of appreciation from the Board Chair.
 - c) When a Board member resigns or retires at the end of one term, the recognition shall consist of a small library framed print, a small gift valued at \$50.00, and a letter of appreciation from the Board Chair.
 - d) When a Board member resigns or retires after two or more terms of service, the recognition shall consist of a large library framed print, a small gift valued at \$50.00 for each term served, and a letter of appreciation from the Board Chair.
 - e) When the Chair of the Library Board resigns or retires, whether at the end of a term or during a term, the recognition shall consist of a large library framed print, a small gift valued at \$75.00 for each term served as Chair, and a letter of appreciation from the Library Board.
 - f) Special recognition of an outstanding contribution to the Library by a resigning or retiring board member may be made by special resolution of the Library Board, regardless of the length of service. The nature and the level of recognition will be at the discretion of the Library Board.

4.0 Province of Ontario Volunteer Service Awards

- 4.1 The Library will submit nomination applications for Volunteer Service Awards on behalf of non-elected Board Members in recognition of continuous periods of service on the Board, according to the milestones established by the Province.

RELATED DOCUMENTS AND POLICIES

- A. Library Board Code of Conduct

DOCUMENT REVISION RECORD

Developed By:	D. Harvie
Date:	17 August 2020
Adoption Date:	13 October 2020
Effective:	13 October 2020
Resolution No.:	20-64
Review Cycle:	Once per Term
Last Reviewed:	13 October 2020

**Minutes
Woodstock Public Library
Joint Health & Safety Committee
October 9, 2025 2:15 pm**

Employer Representative: J. Wachowiak, Manager of Facilities
L. Peixoto, Administrative Assistant (recorder)

Employee Representatives: N. Bailey
S. Bean

Location: Meeting Room

The meeting of the Joint Health and Safety Committee (JHSC) was called to order on Thursday, October 9, 2025, at 2:15 pm in the Meeting Room.

1. Agenda

With the additions of New Lighting and Carpet Cleaning under New Business, the Agenda was approved.

2. Minutes

a) Minutes of the Meeting of August 14, 2025

There were no errors or omissions, and therefore, the Minutes of the meeting of August 14, 2025, were approved.

3. Workplace Inspections

a) Inspection of August, 2025

Discussion was had regarding stains and damage to carpet tiles on the second floor.

b) Inspection of September, 2025

Discussion was had regarding the Workplace Inspection Report from September.
S. Bean provided further details and resolutions of the items noted.

c) Inspection of October, 2025

No hazards noted.

4. Co-chair Report – L. Peixoto

a) Verbal Update

Discussion was had regarding recertification for JHSC members. S. Bean and N. Bailey will stagger their recertification so that a worker rep will continue to be certified.

There were no other updates.

5. Branch Communication/Concerns

a) Regulatory Information

There was no updated regulatory information to report.

b) Email to JHSC Members, dated September 8, 2025

Re: new study pod safety concerns

Questions were raised about the new study pod and its locking mechanism. Response from M. Barabash, Director of Library Services, confirmed that the pod has no locking mechanism. Instructions will be provided for removing the front panels in the unlikely event that the door handle jams.

c) Email to Library Employees, dated September 17, 2025

Re: accessible parking and intersection changes

Information was provided to all employees about the change in location of the accessible parking spot in front of the Library due to the installation of additional stop signs at the intersection of Graham and Hunter streets, making this a four-way stop.

6. Incident Summary

a) Injuries/Lost Time

None.

7. New Business

a) Proposed 2026 Schedules

i. Workplace Inspection Schedule

January, 2026 – J. Wachowiak, S. Bean

February, 2026 – J. Wachowiak, N. Bailey

March, 2026 – L. Peixoto, S. Bean

April, 2026 – L. Peixoto, N. Bailey
May, 2026 – J. Wachowiak, S. Bean
June, 2026 – J. Wachowiak, N. Bailey
July, 2026 – L. Peixoto, S. Bean
August, 2026 – L. Peixoto, N. Bailey
September, 2026 – J. Wachowiak, S. Bean
October, 2026 – J. Wachowiak, N. Bailey
November, 2026 – L. Peixoto, S. Bean
December, 2026 – L. Peixoto, N. Bailey

ii. Meeting Schedule

February 12, 2026
April 9, 2026
June 11, 2026
August 13, 2026
October 8, 2026
December 10, 2026

All agreed to the proposed meeting and inspection schedules. If conflicts arose with any date/time, adjustments would be made.

b) New Lighting

J. Wachowiak provided information regarding an eventual project involving the replacement of all recessed lighting due to the phasing-out of ballasts currently used in the Library's light fixtures. Grants would be sought in the large scale project.

c) Carpet Cleaning

J. Wachowiak provided an update on the status of the carpet cleaning scheduled for the Library's closure on November 11, 2025. The work would be done during the closure so as not to disrupt the work of employees and business of library patrons. J. Wachowiak will be onsite during the carpet cleaning.

8. Next Inspection

- a) November, 2025 – L. Peixoto, S. Bean
- b) December, 2025 – L. Peixoto, N. Bailey
- c) January, 2026 – J. Wachowiak, S. Bean
- d) February, 2026 – J. Wachowiak, N. Bailey

9. Next Meeting

December 11, 2025, at 2:15 pm in the Meeting Room.

With nothing further, the meeting of the JHSC adjourned at 2:44 pm.

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Oxford County Library and Woodstock Public Library partner in new reciprocal borrowing program

🕒 12/17/2025

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County residents will be able to borrow materials from both library systems in Oxford starting January 1, 2026

Oxford County Library and Woodstock Public Library are pleased to announce the launch of a new reciprocal borrowing program on January 1, 2026. The program allows patrons of either library to register for cards and borrow materials from both systems at no cost, meaning Oxford County Library cardholders can borrow from Woodstock Public Library, and Woodstock Public Library cardholders can borrow from any Oxford County Library branch.



library card and identification. A valid Oxford County Library or Woodstock Public Library card is required. Library cards are free and information on how to register for a card is available online at www.ocl.net or www.mywpl.ca.

An Oxford County Library card provides access to all 14 Oxford County library branches located in Brownsville, Burgessville, Embro, Harrington, Ingersoll, Innerkip, Mount Elgin, Norwich, Otterville, Plattsville, Princeton, Tavistock, Thamesford and Tillsonburg. A Woodstock Public Library card provides access to the Woodstock Public Library.

Comment

Lisa Marie Williams, CEO, Chief Librarian, Oxford County Library

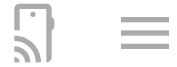
"Oxford County Library's 2024-2028 Strategic Plan identified 'Universal Access' as one of the library's key values. Partnering with the Woodstock Public Library on this new program offers residents greater access to library materials, ensuring that no matter where you are in the County, information is easily accessible."

Lindsay Harris, CEO, Woodstock Public Library

Community connection and partnerships are a key priority in the Woodstock Public Library's 2025-2028 Strategic Plan, and Oxford County Library has been a valued partner for many years. We look forward to widening access to library resources across the County and growing our relationship with the Oxford County Library.

About Oxford County Library

With a vision to "connect, discover, share, become," Oxford County Library provides Oxford's communities with excellent, responsive services in a welcoming and inclusive environment. Services encompass free lending of books, DVDs and other materials; access to online catalogues, databases and lifelong learning tools; community information; local history and genealogy support; children's, teen, and adult programming; literacy services; job search



Otterville, Plattsville, Princeton, Tavistock, Thamesford and Tillsonburg. For more information, visit www.ocl.net.

About Woodstock Public Library

Woodstock Public Library ignites curiosity and connects our community to a world of ideas, resources and enriching experiences. Located in downtown Woodstock, the iconic Carnegie library opened its doors to the public in 1909 and has remained on the same site through several renovations and expansions. Today, the Library meets the varied needs of Woodstock residents by providing welcoming and inclusive spaces, engaging programming, outreach, events, and lending of library materials.

About Oxford County

Located in southwestern Ontario at the crossroads of Highways 401 and 403, Oxford County has a population of approximately 140,000 people across [eight area municipalities](#) that are “growing stronger together.” A partnership-oriented, two-tier municipal government, Oxford County is committed to 100% renewable energy, zero waste, zero poverty, and being 100% housed. Oxford County is situated in one of Ontario’s richest areas for farmland, with a diversified local economy that is home to an innovative agricultural industry, leading automotive manufacturers, and the [Oxford County Cheese Trail](#). Oxford also offers a thriving local arts and culinary community, as well as conservation parks, natural areas and more than 100 kilometres of scenic trails. The County’s [Strategic Plan](#) puts forward a vision of “Working together for a healthy, vibrant, and sustainable future.” The Oxford County Administration Building is in Woodstock, Ontario. Visit www.oxfordcounty.ca, follow us on [social media](#), or download our [Facts and Stats](#) to learn more.





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CONTACT

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New Library Program is Rolling Out

 News Home

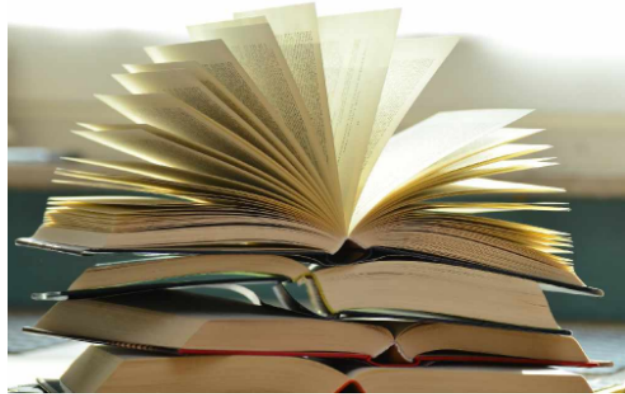
 More from Local News

Wednesday, 17 December 2025 14:52

By Kyle Freel  @KFreelHeartFM



The Oxford County Library and Woodstock Public Library have partnered to create a new reciprocal borrowing program.



OXFORD/WOODSTOCK - Borrowing at the library will get a whole lot easier.

The Oxford County Library and Woodstock Public Library have partnered to create a new reciprocal borrowing program.

The program allows patrons of either library to register for cards and borrow materials from both systems at no cost, meaning Oxford County Library cardholders can borrow from Woodstock Public Library, and Woodstock Public Library cardholders can borrow from any Oxford County Library branch.

CEO and Chief Librarian of Oxford County Library, Lisa Marie Williams, explains why it is so important for this program to be rolled out.

"Oxford County Library's 2024-2028 Strategic Plan identified 'Universal Access' as one of the library's key values. Partnering with the Woodstock Public Library on this new program offers residents greater access to library materials, ensuring that no matter where you are in the County, information is easily accessible."

CEO of Woodstock Public Library, Lindsay Harris, speaks to the importance of the program.

"Community connection and partnerships are a key priority in the Woodstock Public Library's 2025-2028 Strategic Plan, and Oxford County Library has been a valued partner for many years. We look forward to widening access to library resources across the County and growing our relationship with Oxford County Library."

Library cards are free, and information on how to register for a card is available online at www.ocl.net or www.mywpl.ca.



Woodstock Public Library Board

Health & Safety Policy Declaration

The Management of the Woodstock Public Library Board is committed to the health and safety of its employees. Protection of all employees from injury or occupational disease is a major continuing objective. The Woodstock Public Library Board makes every effort to provide a safe and healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing injury and risk to health.

As an **Employer**, we are ultimately responsible for worker health and safety. The Board and its management will take all reasonable steps to prevent personal injury and to maintain workplace health and safety. To achieve this, we include health and safety concerns in our organizational activities through ongoing consultation and interaction with our Joint Occupational Health & Safety Committee. We are dedicated to this through ongoing assessments and annual review of our health and safety program.

Supervisors must be accountable for the health and safety of workers under their direct supervision. Supervisors are responsible to ensure that machinery and equipment are safe and in good working order, and that workers comply with established safe work practices and procedures. Workers are to receive adequate training in their work tasks to protect their health and safety before commencement of the job.

Every **worker** is to protect, and is responsible for, his or her own health and safety by working in compliance with the legislative requirements and the safe work practices and procedures as established by the Board.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety forms an integral part of this organization.

Responsibility: Board, C.E.O., supervisors and workers

Board Chair
Woodstock Public Library Board

Lindsay Harris
Chief Executive Officer

DOCUMENT REVISION RECORD

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