

DRAFT Agenda
Woodstock Public Library Board
May 12, 2026

Date: Tuesday, May 12, 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 April 14, 2026

Recommendation:

That the Board approves the Minutes of the meeting of April 14, 2026, as circulated (or following corrections).

6. Business Arising from the Minutes

a) Board Legacy Document

Verbal Update

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 April, 2026

c) Policy Review

i) Report – Board By-laws

ii) WPL Board Procedural By-laws Notice of Proposed Amendments

12. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

None

13. Finance

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

Recommendation:

That the DRAFT Statement of Revenues and Expenditures for the period ending April 30, 2026, and

the DRAFT Summary of Trust Account for the period ending April 30, 2026, and

the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending April 30, 2026, be received as information.

14. New Business

None

15. Notices of Motion

None

16. Attachments

a) CFLA-FCAB Statement Bill-28; Canadian Federation of Library Associations; May 1, 2026

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, June 9, 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 April 14, 2026

A regular meeting of the Woodstock Public Library Board was held on Tuesday, April 14, 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
Matthew Barabash, Director of Library Services/Deputy CEO (Acting)
Lori Peixoto, recorder

1. Call to Order

The Chair called the meeting to order at 4:09 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

The Chair noted the addition of Staff Development Day Closure to the Agenda under New Business.

Motion 26-27

MOVED by K. Whiteford and seconded by J. Kent to approve the Agenda, as amended.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of March 10, 2026

Motion 26-28

MOVED by B. Martin and seconded by K. Whiteford to approve the Minutes of the meeting of March 10, 2026.

Motion carried.

6. Business Arising from the Minutes

None.

7. Chairperson's Remarks

None.

8. Delegations/Presentations

None.

9. Board Education

a) 2026 FOPL Advocacy Campaign Primer

L. Harris provided a verbal report on FOPL advocacy and information in the document that was included in the agenda package, noting that there was no action required of the Board.

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

Motion 26-29

MOVED by B. Martin and seconded by D. Tait that the Board receives the Minutes of the meetings of February 11, 2026, and March 11, 2026, of the Friends of the Woodstock Public Library as information.

Motion carried.

M. Barabash provided details on the partnership with local business Soulful Spoon receiving donated materials to sell in their shop with proceeds being donated back to the Friends.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris provided further details on the sprinkler work in the Library that caused the four-day closure in March. During that time, Facilities staff were able to do a deep clean of the building. Other staff took advantage of online training during the closure, and the Marketing Librarian was exceptional with engaging social media updates.

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

M. Barabash provided details on successful outreach programs, noting that recently, Public Services staff toured and liaised with other makerspace programmers in the region.

b) Statistics: Library Systems Activities for the Month of March, 2026

L. Harris noted the positive increase in numbers for the month of March, despite the Library being closed for four days during work on the sprinkler system. March Break programming attendance was as high as pre-pandemic numbers. The month, as a whole, proved the Library was heavily used by the community.

c) Policy Review

i. Report – Woodstock Public Library Board By-laws

ii. Woodstock Public Library Procedural By-laws – Notice of Proposed Amendments

Discussion was had regarding wording changes to sections of the By-laws. A full, revised version of the document would be brought back to the Board at the next regular meeting for further discussion.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

Motion 26-30

MOVED by B. Martin and seconded by J. Kent that the Board approves the Minutes of the Joint Health and Safety Committee meeting of February 12, 2026.

Motion carried.

13. Finance

a) Treasurer's Report

There were no financial statements provided.

14. New Business

a) Spring Staff Development Day Closure

L. Harris requested approval of the Board to close the Library on May 22, 2026, for a full day of staff development. Ideas and plans for the day's itinerary were provided.

Motion 26-31

MOVED by K. Whiteford and seconded by D. Tait that the Woodstock Public Library close on Friday, May 22, 2026, for a staff development day.

Motion carried.

15. Notices of Motion

None.

16. Attachments

None.

M. Barabash exited the meeting at 4:42 pm.

17. Committee of the Whole In-camera

Personal matters about an identifiable individual, and labour relations or employee negotiations.

Motion 26-32

MOVED by B. Martin and seconded by D. Tait that the Board moves into Committee of the Whole In-camera at 4:42 pm.

Motion carried.

Motion 26-33

MOVED by D. Tait and seconded by K. Whiteford that the Board moves out of Committee of the Whole In-camera at 4:52 pm.

Motion carried.

Motion 26-34

MOVED by J. Kent and seconded by B. Martin that the Board approves the Agenda for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 26-35

MOVED by B. Martin and seconded by K. Whiteford that the Board approves the Minutes of the Committee of the Whole In-camera for January 13, 2026.

Motion carried.

In closed session, the Board was updated on a situation by the CEO.

18. Next Meeting

Tuesday, May 12, 2026, 4:15 pm.

19. Adjournment

M.A. Silverthorn declared the meeting adjourned at 4:55 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: May 12, 2026

Library Space

Progress continues on the repair of the library elevator with hopes to have it up and running by the middle of May. Staff and patrons have been very understanding and accommodating given the circumstances.

Community Connections and Partnerships

The Library submitted an ask to the Mayor's Task Force to address food insecurity through the construction of a little free pantry to be located outside of the building, removing barriers of time and stigma. The proposal will be brought to City Council for approval in late May.

The Library plans to continue to attend Task Force meetings moving forward in an effort to build partnerships with other agencies to better support the community as a whole.

The joint Library/City Board recruitment education event plan is in progress, with the date set for the evening of Wednesday, September 9, 2026. Members of the current Board are welcome to attend this event to share their experiences with those who are considering applying to be on a board during the upcoming municipal cycle.

The next Friends of the Woodstock Public Library book sale will be held on Saturday, May 30, 2026.

Administrative Priorities

The bi-annual SWOLA (Southwestern Ontario Library Administrators) meeting was held in Stratford at the beginning of May. Multiple sector hot topics were discussed, including the use AI in libraries and training library staff to support members of the public in their

own learning, as well as the upcoming municipal elections. OLS (Ontario Library Service) announced during the meeting that they are developing new governance training for library boards that will launch next spring. This training will be free and in person for any library board that wishes to have them come to a Board meeting. We will pursue this training as part of the onboarding for the new Board in 2027.



Subject: Report for May – Director of Library Services

Action: For Information

Prepared by: Matthew Barabash

Meeting of: May 12, 2026

Community Connections and Partnerships

WPL was invited to participate in the Health and Wellness Bazaar at Cedarview, where staff hosted a booth and engaged with attendees about library services. This continues to be a valuable partnership, offering opportunities to highlight resources and strengthen relationships with this community.

Class Visit request forms were re-designed and distributed to Woodstock school staff in mid-April. By April 30, eight schools had booked visits, including several that have not hosted WPL in recent years. St. Michaels Catholic School registered several classes in May. Some classes will visit the library in person, walking from their schools for a tour of the children's department as part of their presentation.

The Oxford Reads partnership with Oxford Public Library finalized a short list of titles nominated by staff and the public. The list is now open for voting and includes *In the Upper Country*, *Horsefly*, *Gin*, *Turpentine*, *Pennyroyal*, *Rue*, *Vanished Beyond the Map*, and *How to Survive a Bear Attack: A Memoir*.

Administrative staff at Chartwell Oxford Gardens have been incredibly helpful in providing space and resources for the upcoming Friends of the Library Spring Author Event and the final Friends meeting before summer break. The Friends of the Library Spring Book Sale will be on May 30, and will go ahead regardless of the status of the elevator.

Programs and Collections

Teen programming continued to expand with the addition of the Teen Brain Break after-school program. Along with Lunchtime Breakout, these programs remain well

attended and have been effective in building rapport with teens. Seven teen programs were offered last month, and the Brain Break program increased April's total to fifteen. Earth Day programming included a Free Tree Pickup and Squirmy Science with the Worm Wrangler, where participants learned about vermicomposting. The Free Tree program, offered in partnership with Neighborhood Forest, continues to be popular. Staff will explore a Canadian equivalent organization for 2027.

The rollout of Envoy Connect continued, with procedures finalized, cataloguing completed in collaboration with Tech Services, and print and web instructions developed. One device is currently signed out.

Customer Service

Staff now have backend access to the new Bibliocommons Launch Page, which highlights Staff Picks lists created by Public Services staff. Work is underway to update the existing Staff Picks procedure to include steps for maintaining this page and ensuring content remains current and engaging.

Positive feedback this month reflected strong community connections and meaningful service experiences. Community partners expressed appreciation for inclusive programming, successful outreach events, and the welcoming environment provided to participants.

Marketing and Communications

Promotion of Earth Day events, teen programming, and the Envoy Connect launch supported strong engagement across multiple audiences. Outreach at the Health and Wellness Bazaar also provided an opportunity to highlight library services and reinforce WPL's role as a community resource.

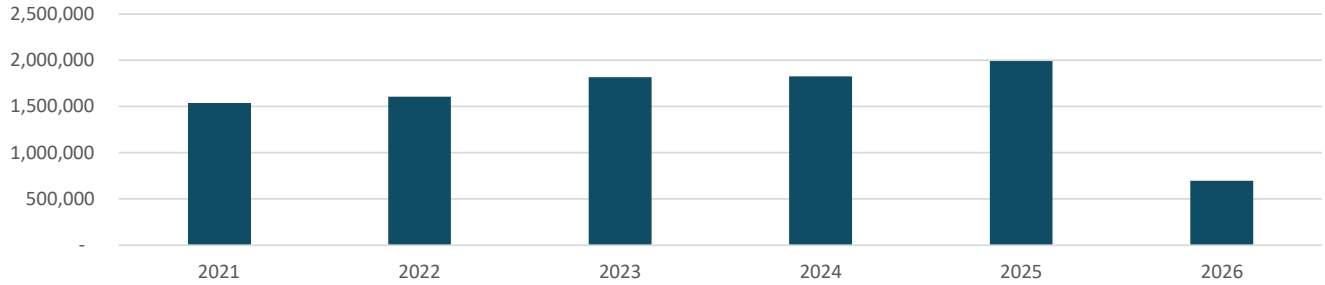
Administrative Priorities

Public Services staff met to discuss AI literacy training for staff and to review low-cost options. The plan is for our Emerging Technologies Librarian to spearhead AI literacy training for staff and patrons and have subject experts visit WPL (such as Toronto Public Library hosting AI literacy on staff training day). Staff will also have the opportunity to attend online AI literacy training through Acadia University and Google. This work supports ongoing efforts to strengthen internal capacity and ensure staff are prepared to assist the community as AI-related questions and needs continue to grow.



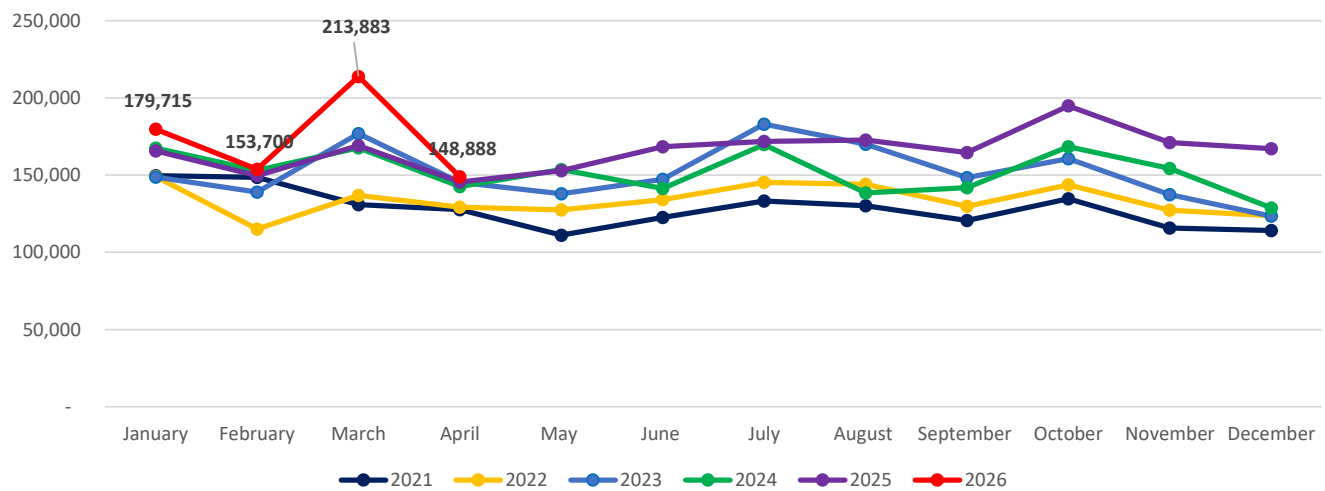
WOODSTOCK Public Library

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	24,324	12,271	85,444	18,606	1,555	1,086	1,396	4,206	148,888
May									-
June									-
July									-
August									-
September									-
October									-
November									-
December									-
TOTAL	99,387	49,951	355,871	156,269	7,079	4,436	5,714	17,479	696,186

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: May 12, 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 and updated 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: Reading and discussion of by-law amendments proposed during the April 14 meeting.
- June 9, 2026 meeting: Voting on proposed by-law amendments.

Amendments to the by-laws were received by the April 1, 2026, deadline, as well as during discussions on April 14, 2026. The attached by-laws reflect proposed amendments received by April 1 in red. Additional proposed amendments from the April 14 meeting are in blue, and can be found on pages 1, 13, and 16. Discussion of the proposed amendments is reserved for this meeting, with voting to take place at the next meeting scheduled for June 9, 2026.



Notice of Proposed Amendments

Woodstock Public Library Policy

Policy Name: Board Procedural ~~By-laws~~ **By-law**

Category: Governance

Version: **June 9, 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, **if necessary**.
- 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-law

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

9.1 ~~By-laws~~ The By-law 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 the~~ 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~~ add or amend the 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~~ By-law 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

Woodstock Public Library – Board Members’ Code of Conduct

Collective Agreement – CUPE Local 1146 – Library Unit

DOCUMENT REVISION RECORD

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CFLA-FCAB Statement Bill-28

Statement of the Canadian Federation of Library Associations- Fédération canadienne des associations de bibliothèques (CFLA-FCAB) on Alberta's Bill 28

May 1, 2026

Whereas the Government of Alberta has justified Bill 28 by claiming the need to restrict "visual depictions of sex" from youth aged 15 and under, a claim that mischaracterizes the role and practices of public libraries and asserts a systemic problem where none has been demonstrated.

Whereas Alberta's public libraries have served their communities effectively and accountably for decades, with a recent poll confirming that 82% of Albertans trust their local libraries to make appropriate collection decisions.

Whereas Bill 28 would strip decision-making autonomy from local library boards despite municipalities providing the majority of library funding and hand unprecedented control to the Minister of Municipal Affairs.

Whereas concentrating this authority threatens the privacy of library users by allowing minister-appointed inspectors to potentially examine private borrowing records, risks discouraging free access to information, and introduces political interference.

Whereas there is no evidence of systemic failure in Alberta's public libraries to justify this level of government overreach.

CFLA affirms that local governance, trained library professionals, and community accountability are what make Alberta's public libraries work. Trust is earned through consistency and transparency, not government overreach.

Therefore, CFLA calls on the Government of Alberta to withdraw all sections of Bill 28 that apply to the Libraries Act.

CFLA calls on municipal leaders and library boards to defend local governance and speak up for the communities they fund and serve.

CFLA calls on library users across Canada to exercise and defend their fundamental right to privacy, and their right to seek information freely.

CFLA calls on all parties to ground dialogue in evidence, accountability, and respect for the communities that public libraries exist to serve.