

## **Woodstock Public Library Board**

### **DRAFT Meeting Minutes**

**November 12, 2019**

A regular meeting of the Woodstock Public Library Board was held on November 12, 2019 at 4:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Ken Whiteford, Chair  
Ross Gerrie, Vice-chair  
Mary Anne Silverthorn, Trustee  
Vanessa Vogwill, Trustee  
Councillor Connie Lauder

b) The following Board members sent regrets:

Mayor Trevor Birtch  
Councillor Deb Tait

c) The following persons were also present:

David Harvie, Chief Executive Officer  
Lori Peixoto, Recorder

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#### **1. Call to Order/Chairperson's Remarks**

The Chair called the meeting to order at 4:00 pm.

#### **2. Approval of the Agenda**

##### **Motion 19-59**

The CEO requested amendment of the Agenda by adding item 10. c), Corporate VISA.

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to approve the Agenda.

**Motion carried.**

#### **3. Declaration of Conflict of Interest**

None.

**4. Approval of Minutes of the Meeting of October 8, 2019**

**Motion 19-60**

MOVED by Vice-chair Gerrie and seconded by Trustee Vogwill to approve the Minutes of the Meeting of October 8, 2019.

**Motion carried.**

**5. Delegations/Speakers**

None.

**6. Business Arising from the Minutes**

None.

**7. Board Education**

**a) Public Libraries Act (PLA)**

The CEO provided a PowerPoint presentation on the Public Libraries Act.

There were no questions or comments.

**8. Consideration of Correspondence**

**a) Minutes of Friends of the Woodstock Public Library of October 9, 2019**

The CEO stated that he attends the monthly meetings of the Friends, and noted that the Book Sale raised approximately \$2,000.

**9. Administrative Reports**

**a) Monthly Report**

**i) Report of the Chief Executive Officer for October, 2019**

The CEO provided updates on the cyber incident and mandatory cyber training that will be provided to all staff.

The CEO updated the Board on staff training day activities, noting it was a good day.

**ii) Report of the Manager of Public Services for October, 2019**

There were no questions or comments.

**b) Statistics: Library Systems Activities**

Statistics were not available for this meeting.

**c) Southern Ontario Library Service Trustee Council**

Trustee Vogwill attended the Trustee Council meeting on November 2<sup>nd</sup> in St. Thomas, and offered a verbal report.

**d) Health and Safety**

No report.

**10. Finance**

**a) Treasurer's Report**

No financials available.

**b) Capital Budget**

**i) Revised Version**

The CEO noted that after the Capital Budget was submitted, he received a proper quote for an adult change station which increases the Capital request.

Trustee Vogwill requested an update on the Teen Space project. The CEO suggested that the space not be too permanent in case the space feasibility study recommends a building expansion.

The Chair asked if funds for the Capital Budget would be new tax-payer money, and the CEO confirmed that all funds would come from reserve accounts.

**ii) Draft (attached)**

**Motion 19-61**

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill that the Board approve the Capital Budget as amended.

**Motion carried.**

**c) Corporate VISA**

The CEO explained that his corporate VISA had a limit of \$2,000. The CEO requested an increase on the limit to \$4,000 to be closer in line with the Library managers. There would be charges, from time to time, that would exceed the original limit of \$2,000.

**Motion 19-62**

MOVED by Councillor Lauder and seconded by Trustee Vogwill that the Board approve the increase of the CEO's corporate VISA credit limit to \$4,000.

**Motion carried.**

**11. New Business**

**a) Policy Development**

- i) Board Procedural Bylaw Revision Review Report and Draft

The Chair went through the document, and noted some wording changes.

The CEO will revise the document, and bring back to the Board for approval.

**b) Other Business for Which Notice Has Not Been Given**

The Vice-chair asked when the Library's new boiler would be installed.

The CEO noted that the project was to be put out to tender by the City, but hadn't seen it on the Bids and Tender site at the time of this meeting.

**12. Attachments**

- a) Art Gallery/Library MOU – Woodstock Sentinel Review – October 24, 2019
- b) Newspaper article – Toronto Public Library – Meghan Murphy Room Rental
- c) Success of Libraries Within Oxford County

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**13. Committee of the Whole In Camera**

The Board did not move into the Committee of the Whole In-camera.

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**14. Next Meeting**

Tuesday, December 10, 2019

**15. Adjournment**

**MOVED** by Trustee Vogwill that the meeting adjourn at 5:47 pm.

**Dates to Remember**

Oxford Reads Event – Market Centre Theatre Woodstock – November 9, 2019

Library Staff Training Day – Library closed to the public – November 11, 2019

***Vision***

Your Destination for Discovery

***Mission***

A welcoming place to create, connect and explore.