

Woodstock Public Library Board

Meeting Minutes

October 8, 2019

A regular meeting of the Woodstock Public Library Board was held on Tuesday, October 8, 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

d) The following guests were present:

Mary Reid, Director/Curator Woodstock Art Gallery

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:02 pm.

The Chair noted that Lindsay Harris, newly hired Manager of Operations, was present at the meeting.

Ms. Harris introduced herself to the Board, and briefly discussed her various roles prior to being hired for Woodstock Public Library.

The Board welcomed Ms. Harris to Woodstock Public Library, and the Chair, on behalf of the Board, wished her much success in her new position.

2. Approval of the Agenda

Motion 19-54

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

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Minutes of the Meeting of September 10, 2019

Motion 19-55

MOVED by Trustee Vogwill and seconded by Vice-chair Gerrie to approve the Minutes of the meeting of September 10, 2019.

Carried.

5. Delegations

a) Woodstock Art Gallery

Carol McWilliam, Past Board Chair

Mary Reid, Director/Curator

Memorandum of Understanding – WAG/WPL Partnership

The Director of the Woodstock Art Gallery (WAG) provided regrets on behalf of the WAG Past Board Chair.

The Director of the WAG provided a brief history of the relationship between the Library and the Gallery, and explained the importance of formalizing a partnership between the two organizations by way of signed Memorandum of Understanding of both the Woodstock Art Gallery Board and Woodstock Public Library Board.

Motion 19-56

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to endorse a partnership agreement between the Woodstock Art Gallery and Woodstock Public Library.

Carried.

All Board members agreed that the community benefits from partnerships within the City, and the Board Chair signed the Memorandum of Understanding on behalf of the Woodstock Public Library Board.

The Director of the WAG thanked the Library Board for their support.

6. Business Arising from the Minutes

None.

7. Board Education

The CEO made a presentation to the Board, entitled 'Library Board Orientation'. The CEO noted that the Board should review and revise, if necessary, every policy once through the tenure of the Board. The CEO provided a tentative schedule of Board Education for future meetings.

Trustee Vogwill noted that the Board is tasked with understanding the unique needs of the community. The CEO referred to the Board's Strat Plan as the tool in which to determine the community's needs.

Discussion was had regarding fees that can and cannot be charged for library services. The Act states that circulated materials cannot be charged a fee, and WPL does try to keep programming free of charge. The exception would be for cost-recovery for materials.

Further discussion was had regarding the previous motion to set a fee for wireless hotspots in a past meeting. The CEO discussed the idea behind loaning wireless hotspots in lessening the divide for all to access information equally in the community. The CEO will look into the budget line as well as the past motion approving a fee for wireless hotspots, and bring back to the Board at a future meeting.

8. Consideration of Correspondence

a) Minutes of the Friends of the Woodstock Public Library

i) Meeting of May 8, 2019

ii) Meeting of June 12, 2019

The CEO stated that he would be in attendance at the meeting of the Friends on Wednesday, October 9th.

There were no other questions or comments.

9. Administrative Reports

a) Monthly Report of the Chief Executive Officer for September, 2019

The CEO reported that the brick reappointment work, which falls under the umbrella of the City's Engineering Department, will be rescheduled for next year. The Library's boilers are due for replacement next year, however, Engineering will be requesting of Council that this be moved to this year due to the failure of the heat exchanger in one.

The CEO noted that he has been getting out in the community on a regular basis, and is looking forward to meeting the newly appointed Chief of Police.

The CEO reported that the application has been submitted for the Public Libraries of Ontario Grant.

The CEO was asked to provide further information regarding services for patrons with print disability. The CEO discussed services offered by both NELS and CELA, and noted that the Library is in partnership with CELA due to its very efficient system. The Library currently has 29 patrons using this service, and the borrowed items last year totaled around 2,000.

i) Update on Cyber Incident on City and Library Networks

The CEO reported that on the afternoon of September 19, 2019, an email was sent to all City staff to turn their computers off immediately due to a high level of unusual network activity. The City confirmed they were the target of a cyber incident, and the Library's network files and email had also been affected. All computers are currently in quarantine, and staff have since been working off of the public wifi, using clean computers and laptops, although staff continue to have no access to network files and email to date. The CEO reported that the Library is waiting on the City and IT Consultants to install scanning software on all systems to ensure they are clean. The CEO stated that no personal data was transferred or lost. Library software resides in the Cloud, and is maintained offsite. The Library systems were not breached, but could have been infected. The Library is continuing to provide service to the community as best we can, but we have had to cancel some tech programs.

b) Report of the Manager of Public Services for September, 2019

The CEO reported on a new round of programming for the Library. The CEO attended the Teen Advisory Group (TAG) meeting this week, and discussed a new 'reading buddy' program being offered by the group.

c) Statistics

There is no report on statistics due to the cyber incident.

10. Committee Reports

a) Southern Ontario Library Service Trustee Council

Trustee Vogwill stated that there is nothing new to report. There is a SOLS Trustee Council meeting next month in St. Thomas ON, and Trustee Vogwill will attend.

b) Health and Safety

Motion 19-57

MOVED by Vice-chair Gerrie and seconded by Trustee Vogwill to receive the Minutes of the Joint Health & Safety Committee of June 21, 2019.

Carried.

11. Finance

a) Treasurer’s Report

There is no financial report due to the cyber incident.

12. New Business

a) Work Plan 2020

The CEO further discusses the information noted in the Work Plan Board Report, and seeks Board direction on what they would like to see achieved in the next year. Discussion was had regarding approximate costs of various items.

b) 2020 Budget – New Initiatives & Projects (Draft)

The CEO directs Board members’ attention to the draft report outlining costs for capital projects.

Discussion was held regarding the Teen Space, and the need to start with having discussion with teens that would be using the space. With a feasibility study and the need for expansion in the future, the focus should be on temporary changes made to create a space.

The CEO notes the need for an additional position in an Outreach Librarian. The Library cannot provide additional outreach with current staffing numbers. The Library needs to be in the community more, promoting our services. There are opportunities begging for the Library to be present. This position would also assist with external agencies.

The CEO presented the following items for consideration of the Board for the 2020 Capital Budget:

Building Expansion Feasibility Study	\$100,000
Teen Space Renovation	\$50,000
Children’s Area Carpeting	\$27,000

Lobby Tile Repair	\$10,000
Self-check Stations Replacement	\$47,000
Adult Change Station.....	\$10,000
Less 2019 Consulting Surplus	-\$90,000
TOTAL	\$154,000

Funding source for the above items is Library Reserves.

Motion 19-58

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill that the Board approve the total request of \$154,000 for the 2020 Capital Budget.

Carried.

Trustee Silverthorn noted that the Board will have to make a motion in November/December to direct Treasury to move funds from the Reserves.

c) Other Business For Which Notice Has Not Been Given

The Chair asked Trustee Vogwill for an update on the Downtown Improvement Plan.

Trustee Vogwill reported that both she and the Library’s Manager of Public Services attended consultation and outcome meetings. The City’s Economic Development commissioned this project. The consultants conveyed that keeping interest in the downtown equates to events. People need to have a reason to go downtown, and turn it into a destination. The consultant will submit a formal report to Council, and that’s where the process has been left.

13. Committee of the Whole In-camera

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

14. Next Meeting

November 12, 2019

15. Adjournment

Moved by Councillor Lauder that the meeting adjourn at 5:45 pm

VISION

Your Destination for Discovery

MISSION

The Woodstock Public Library is a community based accessible centre that responds to changing needs by providing up-to-date resources in a welcoming environment.

Dates to Remember:

Oxford Reads Gala Event – Saturday, November 9 at 7:00 pm – Marketplace Theatre
Staff Training Day – November 11th – Library closed