

Woodstock Public Library Board

Meeting Minutes

February 11, 2020

A regular meeting of the Woodstock Public Library Board was held on February 11, 2020 at 4:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Ross Gerrie, Vice-chair
Mary Anne Silverthorn, Trustee
Dr. Vanessa Vogwill, Trustee
Councillor Connie Lauder
Mayor Trevor Birtch

b) The following Board members sent regrets:

Ken Whiteford, Chair
Councillor Deb Tait

c) The following persons were also present:

David Harvie, Chief Executive Officer
Lori Peixoto, Recorder

1. Call to Order/Chairperson's Remarks

Vice-chair Gerrie called the meeting to order at 4:03 pm.

2. Approval of the Agenda

Motion 20-07

MOVED by Trustee Vogwill and seconded by Mayor Birtch to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Minutes of the Meeting of January 14, 2020

Motion 20-08

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to approve the Minutes of the Meeting of January 14, 2020.

Motion carried.

5. Business Arising from the Minutes

None.

6. Board Education

a) Ontario Library Association Super Conference 2020 Report – Dr. V. Vogwill

Trustee Vogwill attended the OLA Super Conference, and provided a summary of her time spent there. Trustee Vogwill noted that she was very appreciative for the opportunity to attend, and the information provided at the Conference was very valuable.

7. Consideration of Correspondence

a) Letter – United Way Oxford, dated January 8, 2020

Further discussed in item 11 c) 'Teen Space'.

8. Administrative Reports

a) Monthly Report

i) Report of the Chief Executive Officer for January, 2020

The CEO provided an update on the library's computer systems since first writing his report. Public access to three online catalogue stations is still in progress. Scanning to USB drives on the new public printer/photocopier have been enabled.

ii) Report of the Manager of Public Services for January, 2020

The CEO noted that homelessness training is ongoing with staff, and Literacy Day was a great success.

b) Statistics: Library Systems Activities for the Month of January, 2020

The CEO noted that due to the fact that not all public internet computers were fully operational, usage stats are down again for the month of January.

Policy Review

i) Proctoring Policy

The CEO reported that the Library did not have a policy on this service, and due to the increased number of requests for exam invigilation, a policy was created for the Board's review and approval.

Motion 20-09

MOVED by Mayor Birtch and seconded by Trustee Silverthorn to amend the Proctoring Policy in s. 3.2 to state: “The Library does not generally charge a fee for proctoring. However, when the Library is offered a fee for proctoring services, it will be accepted.”, and subsequently approve.

Motion carried.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

None.

b) Health and Safety

None.

c) Grievance

None.

10. Finance

a) Treasurer’s Report

Motion 20-10

MOVED by Mayor Birtch and seconded by Councillor Lauder

that the DRAFT 1 Statement of Revenues and Expenditures for the period ending December 31, 2019, and

the DRAFT Summary of Trust Account for the period ending December 31, 2019, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending December 31, 2019, be approved.

Motion carried.

The CEO stated that there was a surplus at year-end that was approved to go back into reserve accounts.

11. New Business

a) Self-check Station Replacement Report

The CEO noted that this project is on the 2020 Capital Budget. Due to the specialized nature of our integrated library automation system software and other requirements, only one vendor can provide the necessary replacement units. The CEO requested single-source approval to purchase the units.

Motion 20-11

MOVED by Trustee Silverthorn and seconded by Councillor Lauder that the Board approve single-source purchasing from Bibliotheca Canada for the self-check station replacements.

Motion carried.

b) Staff Training & Library Closures

The CEO requested more than one day of training for staff; preferably not Remembrance Day.

Motion 20-12

MOVED by Trustee Silverthorn and seconded by Councillor Lauder that the Board approve the request to close the Library for 2-3 days during the year, dates determined by the CEO, for staff training.

Motion carried.

c) Teen Space Project

The CEO reported that this is being brought back to the Board to determine if there is support in the Teen Space initiative.

Discussion was had around the process and whether or not consultations had been done with youth in the past.

The CEO stated that he would be meeting with the Library's Teen Advisory Group after the Board meeting, and would be joined by Wellkin's Teen Advisory Group to discuss what the needs of youth are in the Library.

Motion 20-13

MOVED by Councillor Lauder and seconded by Trustee Silverthorn that the Board receive the CEO's report as information and provide further direction after public consultation with various youth groups in the community.

Motion carried.

d) Federation of Ontario Public Libraries (FOPL)– *Investing in the Modernization of Ontario’s Public Libraries – 2020 Pre-budget Submission*

Discussion was had regarding FOPLs’ submission to the provincial government that seeks to maintain the current level of operating grants, investing in a proposed Ontario Digital Library, and increasing the reimbursement fund for Interlibrary Loan postage.

The CEO asked if the Board would like to advocate directly with our local MPP. The CEO will consult with the Board Chair about sending a letter on behalf of the Board to our local MPP. Councillor Lauder suggested that a motion request be sent to City Council in support of the FOPL submission. The CEO was asked to contact FOPL to get a copy of their motion.

e) Economic Benefits of the Woodstock Public Library 2018 Study

The CEO discussed the template used in the Economic Benefits report. Stats from 2018 were used rather than 2019, due to the cyber incident.

The CEO felt it was best to bring forward to the Board prior to launching to the public.

12. Attachments

None.

13. Committee of the Whole In Camera

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

14. Next Meeting

Tuesday, March 10, 2020 at 4:00 pm.

15. Adjournment

MOVED by Councillor Lauder that the meeting adjourn at 5:15 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.