

Woodstock Public Library Board

Meeting Minutes

January 14, 2020

A regular meeting of the Woodstock Public Library Board was held on January 14, 2020 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
Councillor Connie Lauder
Councillor Deb Tait
Mayor Trevor Birtch

b) The following Board members sent regrets:

Dr. Vanessa Vogwill, Trustee

c) The following persons were also present:

David Harvie, Chief Executive Officer
Lori Peixoto, Recorder

d) The following guests were present:

Lindsay Harris, Manager of Operations

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 3:55 pm.

2. Approval of the Agenda

Motion 20-01

The CEO noted that there were no financials from Treasury at the time of the meeting due to the year-end process, and would likely be available for the next meeting.

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

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes of the Meeting of December 10, 2019

Motion 20-02

MOVED by the Vice-chair and seconded by Councillor Lauder to approve the Minutes of the Meeting of December 10, 2019.

Motion carried.

5. Business Arising from the Minutes

None.

6. Board Education

Library Website Orientation

Manager of Operations, Lindsay Harris, offered a presentation on the Library's website. The presentation to the Board lasted approximately 15 minutes.

7. Consideration of Correspondence

Email from K. Finnerty, Ministry of Heritage, Sport, Tourism and Cultural Industries

Re: Ontario passes changes to Public Library Act

Received for information.

8. Administrative Reports

a) Monthly Reports

i. Report of the Chief Executive Officer for December, 2019

The CEO noted that library usage typically trails off during the holidays.

The CEO stated that he was interviewed by the Woodstock Sentinel Review and Toronto Star. The articles were provided to the Board.

The CEO provided information on a new process being worked on with Oxford County Library system; making use of a courier system with local groups in an effort to keep costs low for everyone.

ii. Report of the Manager of Public Services for December, 2019

The CEO noted that the Library has hired new Public Services staff to fill current vacancies.

iii. Cyber Incident Report – Manager of Operations

No questions or comments from the Board.

b) Statistics

The CEO noted that due to the cyber incident, total Library uses were down. The Library's WiFi allowed us to carry on with circulation processes.

The Manager of Operations noted that data on Consumer Reports would not be supplied to the Library until January due to the way in which they are collecting statistics.

c) Policy Review

i. Library Board Code of Conduct (Revised Draft)

The CEO noted that minor changes were made with punctuation since reviewing at the previous meeting.

There were no further questions or revisions requested by the Board.

Motion 20-03

MOVED by Mayor Birtch and seconded by Councillor Tait to approve the revised draft of the Library Board Code of Conduct.

Motion carried.

ii. CEO Job Description (Revised Draft)

The CEO noted that revisions to the document included grammatical errors and punctuation.

Motion 20-04

MOVED by Trustee Silverthorn and seconded by Councillor Lauder to approve the revised draft of the CEO Job Description.

Motion carried.

iii. CEO Evaluation Policy (Revised Draft) & Library CEO Evaluation Form

The CEO noted that there were slight changes made to the evaluation form marking scheme to a more descriptive format. The Chair states that the version in front of the Board provides more meaning to the

categories, and the document is a good starting point as a tool for the Board to use in this process.

Motion 20-05

MOVED by Councillor Lauder and seconded by Councillor Tait to approve the CEO Evaluation Policy and Evaluation Form package.

Motion carried.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

No update.

b) Health and Safety

The CEO noted points of interest for the Board, and confirmed that since meetings are quarterly, there is a lag from when Minutes are approved by the Health & Safety committee, and when the Board receives those approved Minutes.

Motion 20-06

MOVED by Mayor Birtch and seconded by Councillor Tait to receive the Minutes of the Joint Health & Safety Committee as information.

Motion carried.

c) Grievance

No report.

10. Finance

a) Treasurer's Report (not received by Treasury at the time of the meeting)

11. New Business

a) Gender Reporting at the Library

The CEO remarked on the article about Newmarket Library that was included with the Board package. The trend is moving away from gender reporting, and since Woodstock Public Library does not use this information, the Library ceased to collect gender data in mid-December.

b) Meeting Dates for 2020

Recent changes to the Public Libraries Act only require Boards to meet a minimum of eight times per year. Currently, the Board is scheduled to meet ten times in 2020. The meetings are scheduled for the second Tuesday of each month, except July and August, when there are no meetings scheduled.

Motion 20-06

MOVED by Mayor Birtch and seconded by the Vice-chair to approve the suggested meeting dates for 2020.

Motion carried.

c) Other Business for Which Notice Has Not Been Given

None.

12. Attachments

- a) *"Newmarket Library stops collecting gender data after girl's gender challenged by employee"; Toronto Star; December 6, 2019*
- b) *"Library looks to further reach community"; Woodstock Sentinel Review; January 6, 2020*

13. Committee of the Whole In Camera

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

14. Next Meeting

Tuesday, February 11, 2020, at 4:00 pm in the Library Program Room.

15. Adjournment

MOVED by Mayor Birtch that the meeting adjourn at 4:42 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.