

**Woodstock Public Library Board**  
**Meeting Minutes**  
**June 9, 2020**

A regular meeting of the Woodstock Public Library Board was held on June 9, 2020 at 4:00 pm, virtually via Zoom technology (link provided publicly).

**a)** The following Board members were present:

Ken Whiteford, Chair  
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:

Councillor Deb Tait

**c)** The following persons were also present:

David Harvie, CEO  
Lori Peixoto, Recorder

---

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

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

**2. Approval of the Agenda**

**Motion 20-32**

MOVED by the Vice-chair and seconded by Mayor Birtch to approve the Agenda.

**Motion carried.**

**3. Declaration of Conflict of Interest**

None.

**4. Minutes of the Meeting of May 12, 2020**

**Motion 20-33**

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to approve the Minutes of the Meeting of May 12, 2020.

**Motion carried.**

**5. Business Arising from the Minutes**

None.

**6. Board Education**

None.

**7. Consideration of Correspondence**

**a) Thank-you Card**

From Christine Losee (WPL Retiree) to the Board

**b) FOPL Statement of Solidarity with Black Community against Systemic Racism**

Trustee Vogwill noted the importance of the Board endorsing the statement.

**Motion 20-34**

MOVED by Trustee Vogwill and seconded by the Vice-chair to endorse the statement of solidarity with the black community against systemic racism.

**Motion carried.**

The CEO stated that he would notify FOPL of the Woodstock Public Library Board's endorsement of the statement.

**8. Administrative Reports**

**a) Monthly Reports**

**i. Report of the Chief Executive Officer for May/June, 2020**

The CEO updated the Board on the Pandemic Recovery Plan, and noted that curbside service had begun. The CEO went through statistics with the Board for curbside service thus far, and gave accolades to the Library's managers and staff for implementing this service for patrons.

Councillor Lauder stated that she's received positive comments regarding Library staff and the implementation of curbside service.

**ii. Report of the Manager of Public Services for May/June, 2020**

The CEO reported on the increase of digital programming offered by the Library, and how successful it has been.

**iii. Report of the Manager of Operations – Curb-side Pick-up Report for May, 2020**

The CEO offered more detail regarding the curb-side service.

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

The CEO noted that most statistics are down due to the closure of the Library during the pandemic. There was an increase in eResources and social media, as expected.

**c) Policy Review**

**i. Bulletin Boards and Distribution of Free Materials Policy**

**Motion 20-35**

MOVED by Councillor Lauder and seconded by the Vice-chair to approve the Bulletin Boards and Distribution of Free Materials policy.

**Motion carried.**

**ii. Public Use of Library Facilities Policy**

**Motion 20-36**

MOVED by Trustee Silverthorn and seconded by Mayor Birtch to approve the Public Use of Library Facilities Policy.

**Motion carried.**

**9. Committee Reports**

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

Trustee Vogwill reported on the webinar she attended at the end of May, discussing the role of libraries and their boards post-pandemic.

**b) Health and Safety**

None.

**c) Grievance**

None.

**10. Finance**

**a) Treasurer's Report**

**Motion 20-37**

MOVED by Trustee Vogwill and seconded by the Vice-chair

that the DRAFT Statement of Revenues and Expenditures for the period ending May 31, 2020, and

the DRAFT Summary of Trust Account for the period ending May 31, 2020, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending May 31, 2020, be approved.

**Motion carried.**

The CEO noted that revenue is down due to Library closure during the COVID-19 pandemic. Due dates had been waived from March, 2020, to June 1, 2020, so there will be a loss of Fines/Fees revenue. Caretaking Supplies is overspent due to COVID-related expenses. Overall, the Library is in good financial position with the exception being COVID-related expenses.

**11. New Business**

None.

**12. Notices of Motion**

None.

**13. Attachments**

- a)** *Woodstock library to add curb-side pick-up; Woodstock Sentinel Review; May 21, 2020*

<https://www.woodstocksentinelreview.com/news/local-news/woodstock-library-to-add-curbside-pick-up>

- b)** Q+A: Library CEO on the library during COVID-19 and coming months; Woodstock Sentinel Review; May 25, 2020

<https://www.woodstocksentinelreview.com/news/local-news/qa-library-ceo-on-the-library-during-covid-19-and-coming-months>

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

**Motion 20-38**

MOVED by Trustee Silverthorn and seconded by Councillor Lauder that the Board move into Committee of the Whole In-camera at 4:39 pm.

**Motion carried.**

**Motion 20-39**

MOVED by Mayor Birtch and seconded by Trustee Vogwill that the Board move out of Committee of the Whole In-camera at 5:07 pm.

**Motion carried.**

**Motion 20-40**

MOVED by Trustee Silverthorn and seconded by Councillor Lauder that the Board adopts report IC-2020-002.

**Motion carried.**

**15. Next Meeting**

Tuesday, September 8, 2020, at 4:00 pm.

**16. Adjournment**

**MOVED** by Councillor Lauder that the meeting adjourn at 5:08 pm.

***Vision***

Your Destination for Discovery

***Mission***

A welcoming place to create, connect and explore.