

Woodstock Public Library Board
Meeting Minutes
November 10, 2020

A regular meeting of the Woodstock Public Library Board was held on November 10, 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
Gary Wade, Trustee
Councillor Connie Lauder
Councillor Deb Tait

b) The following Board members sent regrets:

Mayor Trevor Birtch

c) The following persons were also present:

David Harvie, CEO
Lindsay Harris, Manager of Operations
Lori Peixoto, Recorder

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:04 pm.

Councillor Lauder offered regrets on behalf of the Mayor.

The Chair welcomed new Board Trustee, Gary Wade, and noted that Trustee Wade had an orientation with the CEO on the previous day.

2. Approval of the Agenda

Motion 20-56

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 October 13, 2020

Motion 20-57

MOVED by Councillor Lauder and seconded by Trustee Wade to approve the Minutes of the Meeting of October 13, 2020.

Motion carried.

5. Business Arising from the Minutes

None.

6. Board Education

None.

7. Consideration of Correspondence

a) Notice to Bargain – CUPE Letter

October 7, 2020

The CEO noted that the City typically begins negotiations with the City outside workers first, followed by the inside workers, and the Library after that. Negotiations would likely go well into the new year.

There were no questions or comments from the Board.

b) SOLS/OLS-North Announcement

October 26, 2020

The Chair provided some background on SOLS to Trustee Wade. The CEO added that the merger comes after budget cuts forced the cessation of the ILLO Courier service last year.

8. Committee of the Whole In Camera

Motion 20-58

MOVED by Trustee Silverthorn and seconded by the Vice-chair that the Board move into Committee of the Whole In-camera at 4:10 pm.

Motion carried.

Motion 20-59

MOVED by Councillor Lauder and seconded by Trustee Silverthorn that the Board move out of Committee of the Whole In-camera at 4:22 pm.

Motion carried.

Motion 20-60

MOVED by the Vice-chair and seconded by Councillor Lauder that the Board approve the Agenda for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 20-61

MOVED by Trustee Silverthorn and seconded by the Vice-chair that the Board approve the Minutes of the meeting of October 13, 2020, for Committee of the Whole In-camera.

Motion carried.

Motion 20-62

MOVED by the Vice-chair and seconded by Councillor Lauder that the Board approve the recommendation in Report IC-2020-003.

Motion carried.

9. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer for November, 2020

The CEO elaborated on what was in the report, including the signed contract with Thier+Curran to start the Building Expansion Feasibility Study process in January, 2021. The CEO also noted additional services being offered to the public including print/photocopy, microfilm station, and some internet stations; another step forward during the pandemic.

ii. Report of the Manager of Public Services for November, 2020

The CEO noted that it was evident that the Library had been pivoting from physical programming to a digital realm; showing how the Library has been adapting during the pandemic.

There were no questions or comments from the Board.

b) Statistics: Library Systems Activities

The CEO reported that statistics were getting better, but during uncertain times, patron behavior would be difficult to predict. The Library would continue to safely provide services however possible.

c) Policy Review

i. Report – Board Member Recognition (re-issued)

The Chair stated that this was presented to the Board at the previous meeting, however, it was agreed the Board would revisit at the meeting of November, 2020, prior to approval.

Motion 20-63

MOVED by the Vice-chair and seconded by Councillor Lauder that the Board receive the report on Board Member Recognition, acknowledging the seven recommendations to the Board noted in the report.

Motion carried.

ii. Board Member Recognition Policy (Draft)

Motion 20-64

MOVED by Trustee Silverthorn and seconded by Councillor Lauder to approve the Board Member Recognition Policy.

Motion carried.

10. Committee Reports

a) Southern Ontario Library Service Trustee Council

The Chair noted that he had forwarded all Board members a copy of the material that was discussed at the most recent SOLS Trustee Council meeting that he attended.

The Chair explained the role of the Trustee Council to Trustee Wade, and noted that his predecessor was the Library Board's representative, and if Trustee Wade felt as though he'd like to take it on, the Board would be appreciative. The invitation was extended to other Board members, if interested, by all means, to consider it. The Chair reported that the next meeting would be held in the spring, and he would remind the Board in December or January.

There were no further questions or comments.

b) Health and Safety

None.

c) Grievance

None.

11. Finance

a) Treasurer's Report

Motion 20-65

MOVED by Councillor Lauder and seconded by the Vice-chair

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

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

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

The CEO noted that the City had not yet indicated the tax levy of \$2.5 million or the transfer from reserves of \$28,000 on the financial report.

Discussion was had regarding the timing of request to Council for moving surplus funds into reserves. The CEO confirmed this would be forwarded to Council with the Board's approval.

Motion carried.

b) Budget

i. 2020 Budget Surplus Carry-over

Motion 20-66

MOVED by Councillor Lauder and seconded by Vice-chair Gerrie that the Board requests City Council approval to move funds from the 2020 year-end surplus into the Library's reserve accounts.

Motion carried.

ii. 2021 Revenue Fund (Operating) Budget

The CEO reported that the draft budget is 'status quo', but does reflect the COVID-19 impact including ongoing and future expenses for PPE, cleaning products, and upgraded HVAC filters. Revenues would see a shortfall in room rentals, non-resident fees, and late fines/fees.

Motion 20-67

MOVED by Trustee Silverthorn and seconded by Trustee Wade that the Board approve the proposed 2021 Revenue Fund (Operating) Budget to be forwarded to City Council for final approval.

Motion carried.

iii. Library Reserves

The CEO noted that the report on Library Reserves was included for information.

12. New Business

a) Traditional Territory Acknowledgement

i. Report

The CEO stated that this was going to be presented to City Council, and felt it appropriate to give the Board opportunity to consider similar acknowledgement as well.

ii. Acknowledgement (Draft)

Motion 20-68

MOVED by Trustee Silverthorn and seconded by Councillor Lauder to approve the reading of an indigenous peoples traditional territory acknowledgement at the beginning of all Board meetings and Library events.

Motion carried.

13. Notices of Motion

None.

14. Attachments

- a) *Some 'Fright' Reading*; Woodstock Sentinel Review; October 21, 2020
- b) *Woodstock library embracing Ontario Public Library Week*; Woodstock Sentinel Review; October 21, 2020

15. Next Meeting

Tuesday, December 8, 2020, 4:00 pm.

16. Adjournment

MOVED by Vice-chair Gerrie that the meeting adjourn at 4:59 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.