

Woodstock Public Library Board
Meeting Minutes
October 13, 2020

A regular meeting of the Woodstock Public Library Board was held on October 13, 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
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
Darlene Pretty, Manager of Public Services
Lori Peixoto, Recorder

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:06 pm.

The Chair updated the Board on a meeting he had with the Chair of the Oxford County Library system. Discussion was had regarding the results of the Regional Review recommendations, and both parties agreed that although no change in services would occur, continuation of cooperation between both systems would continue.

2. Approval of the Agenda

Motion 20-46

MOVED by Mayor Birtch and seconded by Councillor Lauder to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Minutes of the Meeting of September 8, 2020

Motion 20-47

MOVED by Trustee Silverthorn and seconded by Mayor Birtch to approve the Minutes of the Meeting of September 8, 2020.

Motion carried.

5. Business Arising from the Minutes

a) Building Expansion Feasibility Study

i. Board Report – RFP Award

ii. Presentation – Thier+Curran Architects Inc./Dysart & Jones Associates

Bill Curran, TCA Architects; and Rebecca Jones, Dysart Jones

The Chair directed the Board's attention to the report, and asked if there were questions for Mr. Curran and Ms. Jones. The CEO noted that there were three (3) conditions of interest for the Board that were included in the Board Report and letter of correspondence – start date flexibility, ways to mitigate COVID-19, and cost. The CEO invited Mr. Curran and Ms. Jones to elaborate as needed.

Ms. Jones stated that the price provided in the Proposal was firm. With regard to start time, all agreed to delaying until January, 2021. By March, the firm would be ready for face-to-face meetings with physical distancing protocols being followed. These dates would allow for project completion in August, 2021.

With no further questions or comments from the Board, the Chair thanked Mr. Curran and Ms. Jones for attending the meeting to discuss the Proposal.

Motion 20-48

MOVED by the Vice-chair and seconded by Mayor Birtch that the Board enter into a contract with Thier+Curran Architects Inc. to conduct the Building Expansion Feasibility Study, with work to commence in January, 2021, at the cost confirmed by the firm in their Proposal.

Motion carried.

6. Board Education

None.

7. Consideration of Correspondence

a) Letter from Thier+Curran Architects Inc.

September 22, 2020

b) Letter from Vanessa Vogwill

September 19, 2020

c) Letter from Ontario Library Service North/Southern Ontario Library Service

September 24, 2020

d) Communique from Canadian Federation of Library Associations

October 1, 2020

The CEO noted that the information acknowledges Canada Library Month, and Library Week is the 3rd week of October. On behalf of the Board, something would be arranged for staff as a small token of 'thanks'.

8. Administrative Reports

a) Monthly Report

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

The CEO discussed the report, noting the success of virtual programs continuing to be offered by the Library.

The CEO stated that the City had advertised the WPL Board vacancy, and the likelihood of a new member of the Board for the December meeting.

Discussion was also had regarding a software upgrade for the Library that would affect the budget for 2022.

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

The Manager of Public Services answered questions and offered detailed information regarding virtual programs offered at the Library.

iii. Activity Report – Library Taskforce on Inclusion and Diversity

The Chair invited the Manager of Public Services to offer additional information on the work of the Taskforce.

The Manager of Public Services reported that all members of the taskforce are dedicated and passionate about the work involved, and at the next meeting, the group would be looking at existing policies, identifying the need for diversity if not already addressed.

b) Statistics: Library Systems Activities for September, 2020

There were no questions or comments from the Board.

c) Policy Review

i. Report – Board Member Recognition

ii. Board Member Recognition Policy (Draft)

The CEO stated that upon speaking with the City Treasurer, any monetary gifts would be taxable, therefore, the recommendation is offering a gift of thanks at the end of the term(s) for Library Board members.

The Mayor noted that the Library would be included at the Mayor's Dinner, recognizing the City's committee and board members.

All members of the Board agreed to add this item to the next meeting in November for review and approval.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

No report.

b) Health and Safety

Motion 20-49

MOVED by Trustee Silverthorn and seconded by Mayor Birtch to accept the Minutes of the Joint Health & Safety Committee meeting of May 6, 2020, as information.

Motion carried.

c) Grievance

No report.

10. Finance

a) Treasurer's Report

Motion 20-50

MOVED by Councillor Lauder and seconded by the Vice-chair

that the DRAFT Statement of Revenues and Expenditures for the period ending September 30, 2020, and

the DRAFT Summary of Trust Account for the period ending September 30, 2020, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending September 30, 2020, be approved.

Motion carried.

The CEO reported that revenues would be much lower this year, as anticipated, due to COVID-19. At the time of the meeting, the Library was underspent by 10%. COVID-related expenditures have been posted to the Caretaking Supplies expense account, which is now overspent.

b) 2021 Budget

i. 2021 Library Budget Timelines

There were no questions or comments from the Board.

ii. 2021 Library Capital Budget Report

The CEO noted that in addition to requesting that the remaining Capital projects be moved to 2021, there would be an additional ask of purchasing new security gates for the entrance/exit of the Library. The project could be financed through Library reserves.

Motion 20-51

MOVED by Councillor Lauder and seconded by Trustee Silverthorn that the Board approve the 2021 Capital Budget as presented, and request City Council's permission to carry over the unused allocated 2020 Capital funds to 2021.

Motion carried.

11. New Business

None.

12. Notices of Motion

None.

13. Attachments

None.

14. Committee of the Whole In Camera

Motion 20-52

MOVED by the Vice-chair and seconded by Councillor Lauder that the Board move into Committee of the Whole In-camera at 4:52 pm.

Motion carried.

Motion 20-53

MOVED by Trustee Silverthorn and seconded by Councillor Lauder that the Board move out of the Committee of the Whole In-camera at 5:34 pm.

Motion carried.

Motion 20-54

MOVED by the Vice-chair and seconded by Councillor Lauder that the Board approve the Agenda of the Committee of the Whole In-camera for October 13, 2020.

Motion carried.

Motion 20-55

MOVED by Trustee Silverthorn and seconded by Councillor Lauder that the Board approve the Minutes of the Committee of the Whole In-camera for June 9, 2020.

Motion carried.

15. Next Meeting

Tuesday, November 10, 2020, 4:00 pm.

16. **Adjournment**

MOVED by Councillor Lauder that the meeting adjourn at 5:36 pm.

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Mission

A welcoming place to create, connect and explore.