

# **Woodstock Public Library Board**

## **Meeting Minutes**

**February 9, 2021**

A regular meeting of the Woodstock Public Library Board was held on February 9, 2021 at 4:00 pm, virtually via Zoom technology (link provided publicly).

The following Board members were present:

Ken Whiteford, Chair  
Mary Anne Silverthorn, Trustee  
Gary Wade, Trustee  
Councillor Connie Lauder, Trustee  
Mayor Trevor Birtch, Trustee

The following Board members sent regrets:

Councillor Deb Tait, Trustee  
Ross Gerrie, Vice Chair

The following persons were also present:

David Harvie, CEO (recorder)  
Jim Seale, Librarian (Presenter – Board Education)

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

The Chair called the meeting to order at 3:57 p.m.

### **2. Indigenous Acknowledgement**

The Chair read the Indigenous Acknowledgement statement.

### **3. Approval of the Agenda**

#### **Motion 21-014**

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

**Motion carried.**

#### **4. Declaration of Conflict of Interest**

None.

#### **5. Minutes of the Meeting of January 12<sup>th</sup>, 2021**

##### **Motion 21-015**

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to approve the Minutes of the Meeting of January 12<sup>th</sup>, 2021.

**Motion carried.**

#### **6. Business Arising from the Minutes**

None.

#### **7. Board Education**

##### **a) Presentation – Intellectual Freedom – J. Seale, Information Services Librarian**

Mr. Seale made a presentation on the topic of intellectual freedom and censorship. He provided examples of book challenges, and answered questions from Board members. The Board was reminded that they are the final arbitrators on complaints concerning items in the collection.

#### **8. Consideration of Correspondence**

##### **a) Letter – OLS-N/SOLS Re: Appointment of OLS Assembly Representatives**

Correspondence from the Ontario Library Service North (OLSN) and the Southern Ontario Library Service (SOLS) requesting the appointment of a Board Trustee to the new Ontario Library Service (OLS) Trustee Assembly was reviewed. Trustee Wade volunteered to take on the position as a representative of the Board.

##### **Motion 21-016**

Moved by Mayor Birtch and seconded by Councillor Lauder that Trustee Gary Wade be appointed as the Library Board's representative on the OLS Assembly.

**Motion carried.**

#### **9. Administrative Reports**

## **a) Monthly Reports**

### **i) Report of the Chief Executive Officer for January, 2021**

The CEO commented on recent updates from the Province concerning the move back to the pandemic colour coded restrictions framework on February 16<sup>th</sup>, 2021. While further details are still pending from the government and local health unit, the Library may be in a position to re-open the building to the public and re-institute its “browse, borrow and go” service model.

### **ii) Report of the Manager of Public Services for January, 2021**

The CEO made additional comments based on the report. He noted that local schools were contacting the Library for information concerning the Library’s digital resources, such as our virtual I Spy and virtual Escape Room. The CEO also noted that all library staff have been offered training on burn-out and stress. The Ryan Dowd webinar entitled “Burn-out and Stress: Just in Case 2021 is as Bad as 2020” is very timely, as staff continue to work in a challenging COVID-19 environment.

## **b) Statistics: Library Systems Activities**

The CEO conveyed a number of insights made by Ms. Lindsay Harris, Manager of Operations, concerning the January 2021 statistics:

The overall use of the library in January 2021 (149,632) surpassed the overall use of the library in January 2020 (148,719) by almost 1,000 uses. The usage has clearly swung to online engagement, as last January the library was fully open. It is clear that the Library is reaching and engaging with patrons just as much as before, but in different ways.

January 2021 posted the highest circulation of physical materials during a curbside service month, with 12,430 items borrowed. Clearly patrons are capitalizing on their ability to get materials from the library during the stay-at-home order.

Database use was also up in January 2021, once again reflecting an increase in student use of library resources during the school closures.

The new statistic report also includes a breakdown of circulation between physical and digital items.

**c) Policy Review**

- i) Report – Use of Library Resources during an Election Policy**
- ii) Policy – Use of Library Resources during an Election (Draft)**

The CEO reviewed key points of his report concerning the need to implement a policy on the use of library resources during an election. He recognized and thanked Ms. Amy Humphries, City Clerk, City of Woodstock for reviewing the draft policy and providing comments.

**Motion 21-017**

MOVED by Councillor Lauder and seconded by Trustee Wade that the policy on the Use of Library Resources during an Election be approved by the Board.

**Motion carried.**

**10. Committee Reports**

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

None.

**b) Health and Safety**

None.

**c) Grievance**

None.

**11. Finance**

**a) Treasurer's Report**

The CEO noted that this was a draft statement for December 2020, and that Treasury is still making final adjustments, as there are still invoices pending. The unpredictability of the year due to COVID-19 made it difficult to budget. Total Revenues came in at 99.66% with the shortfall attributed to losses in fines, fees and rental revenue due to the pandemic. Line items in expenditures could be underspent or overspent due to the impact of the COVID-19. The expenditures demonstrate the Library's move from physical to digital

programming, cost of personal protective equipment, safety precautions, and enhanced cleaning procedures.

**Motion 21-018**

MOVED by Mayor Birtch and seconded by Trustee Silverthorn

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

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

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending December 31, 2020, be approved as information received.

**Motion carried.**

**12. New Business**

**a) Motion to Approve the Absence of Trustee R. Gerrie**

**Motion 21-019**

Moved by Trustee Silverthorn and seconded by Mayor Birtch that the absence of Trustee R. Gerrie from the last three Board meetings be approved.

**Motion carried.**

**b) Appointment of Acting-Vice Chair**

The Board discussed the need to appoint an acting Vice Chair while the current Vice Chair is unavailable. Trustee Silverthorn agreed to be nominated for the position.

**Motion 21-020**

Moved by Mayor Birtch and seconded by Council Lauder that Mary Anne Silverthorn be appointed as Acting Vice Chair in the absence of Vice Chair Ross Gerrie.

**Motion carried.**

**13. Notices of Motion**

None.

**14. Attachments**

None.

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

The Board did not move into closed session.

**16. Next Meeting**

Tuesday, March 9, 2021, 4:00 pm.

**17. Adjournment**

**MOVED** by Councillor Lauder that the meeting adjourn at 4:54 p.m.

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Your Destination for Discovery

*Mission*

A welcoming place to create, connect and explore.