

Woodstock Public Library Board
Meeting Minutes
January 12, 2021

A regular meeting of the Woodstock Public Library Board was held on January 12, 2021 at 4:00 pm, virtually via Zoom technology (link provided publicly).

a) The following Board members were present:

Ken Whiteford, 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
Lori Peixoto, recorder

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:03 pm.

Councillor Tait offered regrets on behalf of the Mayor.

2. Indigenous Acknowledgement

The Woodstock Public Library is situated on the traditional territories of the Indigenous Peoples and covered by the Upper Canada Treaties. The Library Board (I) would like to acknowledge the history of the traditional territory on which the Library stands. We (I) would also like to respect the longstanding relationships of the local Indigenous groups, the Haudenosaunee, Lanape, and Anishinaabek of this land and place in Southwestern Ontario. We (I) would like to recognize the Indigenous communities in close proximity to the city of Woodstock: Chippewas of The Thames First Nation; Oneida Nation of The Thames; Munsee-Delaware Nation; Mississaugas of New Credit First Nation; and Six Nations of The Grand (which consists of Mohawk, Cayuga, Seneca, Onondaga, Oneida and Tuscarora Nations).

3. Approval of the Agenda

Motion 21-01

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of December 8, 2020

Motion 21-02

MOVED by Councillor Tait and seconded by Trustee Silverthorn to approve the Minutes of the Meeting of December 8, 2020.

Motion carried.

6. Business Arising from the Minutes

None.

7. Board Education

a) 2021 OLA SuperConference Registration

The Chair confirmed with all Trustees that they had received the SuperConference information via email. Trustee Wade expressed interest in attending the Conference.

8. Consideration of Correspondence

a) Thank-you Card

Barbara Waud, Circulation Clerk
Re: 25 Year Watch

b) Donation Letter

Oxford Community Foundation
From Ross and Fran McElroy Grant Fund.

The Chair recognized the generosity of the McElroys, and asked the CEO to forward a letter of thanks on the Board's behalf.

c) Comment Form Submission

D. Himes

- d) **Email – Federation of Ontario Public Libraries**
FOPL Chair’s Message, Dec. 2020

9. **Administrative Reports**

a) **Monthly Report**

Report of the Chief Executive Officer for January, 2021

The CEO provided details found in the Monthly Report, and added that with tighter restrictions handed down by the province, the Library purchased additional e-book titles, using surplus money.

b) **Statistics: Library Systems Activities**

The Library was able to hit 1.5 million uses by year-end. Circulation is down, but that had much to do with COVID-19. Social media numbers are high, and it’s evident that patrons are using the Library’s social media for information and services.

c) **Policy Review**

- i) Report – Access to Information & Protection of Privacy Policy and Video Surveillance Policy (re-issued)

The Chair reminded Trustees that these policies were deferred to allow for City Administration to review and provide comments.

- Access to Information & Protection of Privacy Policy (Draft)

The CEO noted that there were some comments provided by the City Clerk that included the Board appointing a Head who could then appoint a Freedom of Information Coordinator. The City Clerk had agreed to be the Library’s FOI Coordinator.

- Video Surveillance Policy (Draft)

There were no comments provided by City Administration on this policy.

Motion 21-03

MOVED by Trustee Wade and seconded by Councillor Lauder to approve the draft policies on Access to Information and Protection of Privacy, and Video Surveillance.

Motion carried.

Motion 21-04

MOVED by Trustee Silverthorn and seconded by Councillor Tait to approve the appointment of the Woodstock Public Library Board Chair as 'Head' under the Municipal Freedom of Information and Protection of Privacy Act.

Motion carried.

Motion 21-05

MOVED by Councillor Tait and seconded by Trustee Wade to approve the appointment of the City Clerk as Freedom of Information Coordinator on behalf of the Library.

Motion carried.

ii) Report – Prevention of Workplace Violence and Harassment

- Prevention of Workplace Violence and Harassment Policy (Draft)

The CEO reminded the Board that the policy is reviewed annually. The Library's HR Consultant reviewed the policy and provided comments and language to strengthen the policy, after which, the policy was reviewed and subsequently approved by the Library's Joint Health & Safety Committee.

Motion 21-06

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to approve the Prevention of Workplace Violence and Harassment Policy as presented.

Motion carried.

10. Committee Reports

a) Southern Ontario Library Service Trustee Council

None.

b) Health and Safety

Motion 21-07

MOVED by Trustee Silverthorn and seconded by Councillor Tait to accept the Minutes of the meeting of the Joint Health & Safety Committee of September 25, 2020, as information.

Motion carried.

c) Grievance

None.

11. Finance

a) Treasurer's Report

The CEO reported that the Library would not be in receipt of the year-end financial statement until February, 2021, as noted by Treasury.

Motion 21-08

MOVED by Trustee Silverthorn and seconded by Councillor Lauder

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

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

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending November 30, 2020, be approved as information received.

Motion carried.

The CEO noted that the Library was in a good position at year-end with a surplus, and Council had approved that money to be put into reserves.

12. New Business

a) 2021 Library Board Meeting Schedule

The Chair reminded the Board that a change in legislation required the Board to meet a minimum of seven (7) times per year. The current Board meets ten (10) times per year.

After discussion, it was agreed by all to keep to the current schedule of ten (10) regular meetings of the Board per year, to be held on the second Tuesday of the month at 4:00 pm, excluding July and August.

13. Notices of Motion

None.

14. Attachments

- a) *Woodstock Library to Continue Offering Curbside Pickup; Heart FM; December 23, 2020*
- b) *Woodstock, Oxford libraries to close, offer curbside pickup; Woodstock Sentinel Review; December 24, 2020*

15. Committee of the Whole In Camera

Motion 21-09

MOVED by Trustee Silverthorn and seconded by Councillor Tait that the Board move into Committee of the Whole In-camera at 4:40 pm.

Motion carried.

Motion 21-10

MOVED by Trustee Silverthorn and seconded by Councillor Lauder that the Board move out of Committee of the Whole In-camera at 4:48 pm.

Motion carried.

Motion 21-11

MOVED by Trustee Silverthorn and seconded by Trustee Wade that the Board approve the Agenda for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 21-12

MOVED by Councillor Tait and seconded by Councillor Lauder that the Board approve the Minutes of the Committee of the Whole In-camera for November 10, 2020.

Motion carried.

Motion 21-13

MOVED by Trustee Silverthorn and seconded by Councillor Tait that the Board approve the recommendations made in In-camera Report #2021-001.

Motion carried.

16. Next Meeting

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

17. Adjournment

MOVED by Councillor Lauder that the meeting adjourn at 4:50 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.