

Woodstock Public Library Board

Meeting Minutes

March 9, 2021

A regular meeting of the Woodstock Public Library Board was held on March 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, Acting Vice Chair
Gary Wade, Trustee
Councillor Connie Lauder, Trustee
Mayor Trevor Birtch, Trustee
Councillor Deb Tait, Trustee

The following persons were also present:

David Harvie, CEO (recorder)
Darlene Pretty, Manager of Public Services (Presenter – Board Education)

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:05 pm.

2. Indigenous Acknowledgement

The Chair read the Indigenous Acknowledgement statement.

3. Approval of the Agenda

Motion 21-021

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of February 9, 2021

Motion 21-022

MOVED by Councillor Lauder and seconded by Trustee Wade to approve the Minutes of the Meeting of February 9, 2021.

Motion carried.

6. Business Arising from the Minutes

None.

7. Board Education

a) Presentation – Library Diversity and Inclusion Taskforce Report Darlene Pretty, Manager of Public Services

Ms. Pretty presented the report from the Library's Diversity and Inclusion Taskforce. The report's key actions for the Library are:

- 1) Develop new programs that aim to amplify ignored voices within our community.
- 2) Identify and seek partnerships with other local community groups concerned with structural inequity and racism.
- 3) Engage minorities with community outreach.
- 4) Review collection development policies, procedures and practices to ensure inclusivity and diversity.
- 5) Identify and recommend steps to remove racial and social inequity barriers in library policies.
- 6) Identify and develop training opportunities for all library staff on issues of structural racism, inequity and diversity.

The Taskforce also has made the following recommendations:

- 1) That a diversity and inclusion policy be created and approved by the Library Board.
- 2) That the addition of a community outreach librarian position be considered for the 2022 Operations Budget to initiate some of the key actions.
- 3) That the Board considers the elimination of overdue fines.
- 4) That the Board recommends to City Council that they consider diversity and inclusion when appointing members of the community to the Library Board.

- 5) That Library Management considers the creation of a staff committee to move forward with many of the initiatives that have been identified.

The Board discussed the report findings and asked questions to Ms. Pretty. Mayor Birtch recommended that the Library contact Blossom Park for an ESL partnership. The Chair mentioned that the Library might investigate the possibility of a partnership with the Woodstock Police Service, as they are embarking on a number of diversity initiatives also.

The Board Chair thanked Ms. Pretty for her presentation to the Board.

**b) Report on Sessions Attended – 2021 OLA Super Conference
Trustee G. Wade**

Trustee Wade commented on his written report to the Board concerning his attendance at his first Ontario Library Association SuperConference.

The Board Chair thanked Trustee Wade for his thoughts and observations concerning the sessions he attended.

8. Consideration of Correspondence

a) Letter – OLA/FOPL – 2021 Provincial Pre-Budget Submission

The CEO noted the priority issues identified by the Ontario Library Association and Federation of Ontario Public Libraries in their 2021 Pre-Budget submission to the Province as being:

- The continuation and enhancement of the Public Library Operating Grant (PLOG).
- The creation and funding of the Ontario Digital Public Library at \$4.7 million per year.
- Protection of Ontario's school libraries and the development of a provincial strategy for school library e-resources.

There was a brief discussion about these priorities, with questions from Board members concerning the loss of school libraries and librarians in the education system.

9. Administrative Reports

a) Monthly Reports

i) Report of the Chief Executive Officer for February, 2021

The CEO noted that the Library is currently operating under Orange level pandemic restrictions, which allows a maximum of 50 patrons in the building.

ii) Report of the Manager of Public Services for February, 2021

Ms. Pretty highlighted the Canoe for Change Travelogue and Shelf Talks for Youth and Adults as being very popular among patrons.

b) Statistics: Library Systems Activities

The CEO noted that the total library uses for January - February 2021 matched the same level of activity in January - February 2020 (pre-COVID). While the Library has been under pandemic restrictions during the last two months, library usage stats for these periods remains similar, but demonstrate a shift and increase in digital and social media uses.

c) Policy Review

i) Report – Health and Safety Policy (Draft)

The CEO presented the Board with the Library's Health and Safety Policy for their annual review and approval. No changes to the current policy were recommended by the CEO.

Motion 21-023

MOVED by Trustee Silverthorn and seconded by Councillor Tait that the Health and Safety policy be approved by the Board.

Motion carried.

10. Committee Reports

a) Southern Ontario Library Service Trustee Council

Trustee Wade mentioned that he has not received any correspondence concerning his membership on the new OLS Board Assembly. The CEO was directed to follow-up with OLS on behalf of the member.

b) Health and Safety

None.

c) Grievance

None.

11. Finance

a) Treasurer's Report

The CEO reviewed changes made in the Library's December 2020 Financial Statement (Draft #2) that was provided by City Treasury. He noted the following updates:

- The Library received a \$10,000 donation in December 2020.
- The Library received a grant in the amount of \$2,828 from the Southern Ontario Library Service for interlibrary loan postage reimbursement.
- Total Revenues exceeded the budgeted amount by \$2,788.08.
- Changes in the expenditures budget were due to adjustments made to salaries, vacation pay, OMERS, building maintenance, hydro and programming.
- Total Expenditures for 2020 were revised from 90.30% to 90.97% with these updates.
- The surplus for 2020 is calculated to be \$250,241.13 which Council has allowed the Library to move to its Reserves.

No motions were made by the Board concerning this revised draft statement.

The 2021 Library Budget will be reviewed on March 18th by City Council.

12. New Business

a) Fines Free Movement in Public Libraries

The CEO highlighted aspects of the report and options for the Board to consider in regards to going fines-free. He recommended that the Library implement a materials recovery model and go "fine-free" for all patrons.

A discussion ensued among the Board members concerning whether such a model was suitable for the community.

Motion 21-024

MOVED by Trustee Silverthorn and seconded by Councillor Lauder to postpone making a decision on the elimination of overdue fines until the April Board meeting.

Motion carried.

13. Notices of Motion

None.

14. Attachments

No discussion.

15. Committee of the Whole In-camera

Motion 21-025

MOVED by Trustee Silverthorn and seconded by Councillor Lauder that the Woodstock Public Library Board move into closed session in accordance with Section 16 of the Public Libraries Act.

The Board moved into closed session at 5:26 pm.

Councillor Tait left the meeting as the Board entered into closed session.

Motion 21-026

Moved by Councillor Lauder and seconded by Trustee Wade that the Woodstock Public Library Board move out of Committee of the Whole In-camera at 6:16 pm.

Motion carried.

Motion 21-027

MOVED by Trustee Silverthorn 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 21-028

MOVED by Trustee Silverthorn and seconded by Trustee Wade that the Minutes of the January 12, 2021 Committee of the Whole In-camera Minutes be approved.

Motion carried.

Motion 21-029

MOVED by Trustee Silverthorn and seconded by Councillor Lauder, that the Board accept with regret the resignation as submitted by the Board Member.

Motion carried.

16. Next Meeting

Tuesday, March 9, 2021, 4:00 p.m.

17. Adjournment

MOVED by Mayor Birtch that the meeting adjourn at 6:20 p.m.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.