

# **Woodstock Public Library Board**

## **Meeting Minutes April 11, 2023**

A regular meeting of the Woodstock Public Library Board was held on Tuesday, April 11, 2023, at 4:15 pm, in the Meeting Room at the Woodstock Public Library.

**a) The following Board members were present:**

Mary Anne Silverthorn, Chair  
Danielle Barry, Vice Chair  
Lynn Wareing, Trustee  
Ken Whiteford, Trustee  
Councillor Kate Leatherbarrow  
Councillor Deb Tait (via ZOOM technology)  
Councillor Bernia Wheaton

**b) The following persons were also present:**

Lindsay Harris, CEO  
Megan Cook, Manager of Public Services  
Michael Cruickshank, Manager of Operations  
Lori Peixoto, recorder

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**1. Call to Order**

M.A. Silverthorn called the meeting to order at 4:15 pm.

**2. Indigenous Acknowledgement**

The Library Board would like to acknowledge that we are meeting on traditional and ancestral land of the Haudenosaunee, Lanape, and Anishnaabek Peoples. We thank all generations of people who have taken care of this land and recognize and reflect upon their historic and present connection and contributions to this land and place).

**3. Approval of the Agenda**

**Motion 23-26**

MOVED by B. Wheaton and seconded by D. Barry to approve the Agenda.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of March 14, 2023**

**Motion 23-27**

K. Whiteford suggested a minor wording change in Item #7 on the second page, referring to the budget presentation to City Council.

MOVED by K. Leatherbarrow and seconded by K. Whiteford to approve the amended Minutes of the meeting of March 14, 2023.

**Motion carried.**

**6. Business Arising from the Minutes**

None.

**7. Chairperson's Remarks**

M.A. Silverthorn presented, and read the sentiments from, a thank-you card from previous Trustee Connie Lauder.

**8. Delegations/Presentations**

None.

**9. Board Education**

**a) Manager of Operations – M. Cruickshank**

M.A. Silverthorn introduced Michael Cruickshank as the Library's Manager of Operations, and invited him to speak on his role and achievements since being hired.

M. Cruickshank spoke of previous positions prior to being hired at Woodstock Public Library, as well as roles and direct reports to his current position, and projects being worked on.

There were no questions from the Board, and M.A. Silverthorn thanked M. Cruickshank for his presentation.

**b) Board Orientation – L. Harris.**

L. Harris provided a PowerPoint presentation on legislative framework for public libraries.

Discussion was had on the Board's function of governance, and the CEO's role with library operations.

Clarification was provided on the previous services of the Southern Ontario Library Service (SOLS) prior to amalgamation with the Northern Ontario Library Service which saw budget cuts that affected the courier for Inter-library Loans.

There were no further questions or comments from the Board.

**10. Consideration of Correspondence**

**a) Email – Library patron  
Drag Storytime**

There were no comments or questions from the Board.

**11. Administrative Reports**

**a) Monthly Report**

**i. Report of the Chief Executive Officer**

L. Harris reported on the City's strategic plan process, after having attended an information session at City Hall.

L. Harris reported that she and the Manager of Public Services attended the annual Mayor's Breakfast at Southgate Centre.

There were no comments or questions from the Board.

**ii. Report of the Manager of Public Services**

M.A. Silverthorn invited M. Cook to speak on her report.

M. Cook discussed the success of the Library's March Break programming as well as the positive functionality of Biblioevents. There was discussion regarding the utilization of other areas of the Library as well as outside for programming. M. Cook also spoke on community partnership and prioritizing staff training.

The Board thanked M. Cook for the information provided.

**b) Statistics: Library Systems Activities for the month of March, 2023**

L. Harris spoke on the increase in numbers for March, 2023. March Break attendance was very high, pointing to pre-pandemic numbers. Visits to the website, in-person visits, and program attendance have all increased substantially.

There were positive comments from the Board regarding increased numbers, especially with programming.

**c) Policy Review**

**i. Report – Computer Technology Acceptable Use**

L. Harris noted very minor changes, keeping in line with the City's policy.

**ii. Policy Computer and Technology Acceptable Use DRAFT**

**Motion 23-28**

MOVED by K. Leatherbarrow and seconded by B. Wheaton that the Board approves the Computer and Technology Acceptable Use Policy as presented.

**Motion carried.**

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

L. Wareing noted that the meeting for the Trustee Assembly is scheduled for April 20, 2023, and will bring a report to the Board at the next regular meeting.

**b) Health and Safety**

None.

**13. Finance**

**a) Treasurer's Report**

L. Harris noted that the financials were received just prior to the meeting, and were now before the Board in hard copy. The expense account 1000-83610-0300 is incorrectly noted in the report, and should be 1000-83610-

0308. This correction would be passed along to Treasury and corrected on the report.

**Motion 23-29**

MOVED by L. Wareing and seconded by D. Barry  
that the DRAFT Statement of Revenues and Expenditures for the period ending March 31, 2023, and  
the DRAFT Summary of Trust Account for the period ending March 31, 2023, and  
the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending March 31, 2023, be received as information.

**Motion carried.**

**14. New Business**

**a) Staff Recognition**  
For Information

**i. Report – Staff Recognition**

L. Harris stated that any time there would be a new policy, or a major revamp of an existing policy, it would be brought to the Board in advance for review prior to considering approval the following month.

The previous policy to recognize staff did so at the time an employee either retired or resigned, and was very outdated. The updated policy would recognize employees every five years during their career at the Library.

Discussion was had regarding some language in the policy. Direction was provided to L. Harris to make some minor changes, and bring back to the Board at the next regular meeting.

**ii. Policy Staff Recognition DRAFT**

The policy would come back for further discussion and approval in May, 2023.

**b) Report – Drag Storytime Event**  
For Information

K. Leatherbarrow asked for the procedure of adding an item to the Library Board Agenda.

M.A. Silverthorn clarified that Agenda items be forwarded to the CEO and Board Chair.

**15. Notices of Motion**

None.

**16. Attachments**

- a) **Appointed to the Library Board? What you need to know as a municipal councillor.** Ontario Library Service; 2022
- b) **Libraries ask for Ontario-wide digital system to ensure equal access to materials.** The Canadian Press; March 14, 2023
- c) **Drag Storytime Returns to Woodstock Public Library.** Heart FM; March 16, 2023
- d) **Supporters outnumber protesters at drag queen storytime in Woodstock, Ont.** CBC; March 17, 2023
- e) **Woodstock Public Library celebrates return of Drag Storytime.** Woodstock Sentinel Review; March 17, 2023

**17. Committee of the Whole In-camera**

*Personal matters about an identifiable individual*

**Motion 23-30**

MOVED by K. Whiteford and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 5:30 pm.

**Motion carried.**

In closed session, the Board reviewed the report presented by the Board Chair.

**Motion 23-31**

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Board moves out of Committee of the Whole In-camera at 5:55 pm.

**Motion carried.**

**Motion 23-32**

MOVED by K. Whiteford and seconded by L. Wareing that the Board approves the Agenda for the Meeting of the Committee of the Whole In-camera.

**Motion carried.**

**18. Next Meeting**

Tuesday, May 9, 2023, 4:15 pm.

**19. Adjournment**

MOVED by K. Leatherbarrow that the meeting adjourn at 6:00 pm.

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