

# Woodstock Public Library Board

## Meeting Minutes January 24, 2023

A regular meeting of the Woodstock Public Library Board was held on Tuesday, January 24, 2023, at 4:15 pm.

**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  
Councillor Bernia Wheaton

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

Lindsay Harris, CEO  
Lori Peixoto, recorder  
Megan Cook, Manager of Public Services  
Michael Cruickshank, Emerging Technologies Librarian

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### 1. Call to Order

M.A. Silverthorn called the meeting to order at 4:14 pm, and called on L. Harris to introduce guests Megan Cook and Michael Cruickshank.

L. Harris provided introductions, and noted that M. Cook had taken on the role of Manager of Public Services, effective January 3, 2023; and M. Cruickshank, the Library's Emerging Technologies Librarian, would be moving into the role of Manager of Operations on January 30, 2023.

Following introductions and a welcome by the Board, M. Cook and M. Cruickshank exited the meeting.

### 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 23-01**

MOVED by D. Tait and seconded by D. Barry to approve the Agenda.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of December 20, 2022**

**Motion 23-02**

MOVED by B. Wheaton and seconded by L. Wareing to approve the Minutes of the meeting of December 20, 2022.

**Motion carried.**

**6. Business Arising from the Minutes**

**a) Board Meeting Dates**

M.A. Silverthorn noted that the Board traditionally meets on the second Tuesday of the month, except for July and August, when there are no regular meetings. M.A. Silverthorn asked members of the Board if there were conflicts with the traditional meeting dates. There were none. Meetings would be scheduled on the following dates at 4:15 pm:

March 14, 2023  
April 11, 2023  
May 9, 2023  
June 13, 2023  
September 12, 2023  
October 10, 2023  
November 14, 2023  
December 12, 2023

**Motion 23-03**

MOVED by K. Leatherbarrow and seconded by D. Barry to approve the dates of the regular meetings of the Board for 2023, as discussed.

**Motion carried.**

**b) Committee Appointments**  
OLS Trustee Assembly Representative

L. Harris noted that the position still needed to be filled by a member of the Board. Meetings typically occur 2 to 3 times per year in virtual format. Discussion was had, and L. Wareing volunteered to be the Board's representative.

**Motion 23-04**

MOVED by D. Tait and seconded by D. Barry to approve the appointment of L. Wareing as the Board's OLS Trustee Assembly Representative.

**Motion carried.**

**7. Chairperson's Remarks**

M.A. Silverthorn led discussion on Board meeting rituals, quorum (4), and requested Trustees bring their binders for the first few meetings of the term.

**8. Delegations/Presentations**

None.

**9. Board Education**

**a) Governance – M.A. Silverthorn**

M.A. Silverthorn directs Trustees' attention to the information in their binders, and makes note of several items to be discussed at meetings in the near future including Procedural By-laws and CEO Performance Review.

**10. Consideration of Correspondence**

**a) Friends of the Library**

Minutes of the Meeting of December 14, 2022

**Motion 23-05**

MOVED by B. Wheaton and seconded by K. Leatherbarrow to receive the Minutes of the Friends as information.

**Motion carried.**

L. Harris noted that the intent is to have one of the new managers be the Library's liaison with the Friends. It would likely be the Manager of Public Services.

## **11. Administrative Reports**

### **a) Monthly Report**

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

L. Harris discussed the upcoming BiblioEvents implementation project for the Library, and noted that the new security gates were being installed on the date of this meeting, and that they would be operational by end of day. This would wrap up that capital project.

L. Harris announced to the Board her acceptance to the APPL program, and offered details of what the program entailed. M.A. Silverthorn congratulated L. Harris on her acceptance on behalf of the Board.

### **b) Statistics: Library Systems Activities for December, 2022**

Discussion was had regarding what the Board would like to see in the way of statistics post-pandemic. It was decided that statistics during the pandemic should remain in order to tell the story of what the Library experienced during that time.

Statistics would continue to be reported as is with new data added as available, and the Board would determine what they'd like to see in the statistics report, going forward, as Trustees become more familiar with the information.

### **c) Policy Review**

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

L. Harris noted that this policy had been approved by the Board in September, 2022, but what had changed since then was that the City had amended their Monitoring of Employees Policy, specific to corporation cell phone use. The Library's policy would need to reflect the same with managers and staff using corporate cell phones.

Discussion was had, and there were questions regarding the Disconnect From Work Policy, and whether it tied into the Computer and Technology Acceptable Use Policy.

The Board deferred approval of the policy in order to have further discussion at the meeting in February, 2023.

## **12. Committee Reports**

### **a) Ontario Library Service Trustee Assembly**

None.

### **b) Health and Safety**

None.

## **13. Finance**

### **a) Treasurer's Report**

There were no financials provided by City Treasury due to year-end processes.

## **14. New Business**

### **a) Board Member Recognition**

M.A. Silverthorn noted that she and Library Administration looked at the current policy on Board Member Recognition, and developed a plan for previous Trustees to attend a presentation at the meeting in March, 2023.

#### **Motion 23-06**

MOVED by L. Wareing and seconded by D. Tait to approve the planned event for past Board member recognition at the regular meeting of March 14, 2023.

**Motion carried.**

### **b) Holiday/Library Closure Dates 2023**

L. Harris provided the Board with statutory holiday dates, seeking Board approval to close, in keeping with the Collective Agreement.

#### **Motion 23-07**

MOVED by K. Whiteford and seconded by D. Tait to approve the proposed Library closures in relation to statutory holidays as presented.

**Motion carried.**

**c) Abbreviated Indigenous Acknowledgement for Meeting Purposes**

**i. Report**

Discussion was had regarding the current acknowledgement. The Board determined that the current statement should be posted on the Library's website as well as in the building, and to be read at special functions/ceremonies, and an abbreviated statement would be used for the purpose of regular public meetings.

**ii. Abbreviated Acknowledgement**

**Motion 23-08**

MOVED by K. Whiteford and seconded by D. Tait to approve the adoption of Option 1 in the report regarding the abbreviated acknowledgement for meetings of the Board. The abbreviated statement reads:

*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.*

**Motion carried.**

**Motion 23-09**

MOVED by K. Whiteford and seconded by D. Tait to approve the posting of the full Indigenous Acknowledgement in print in the Library and digitally on the Library's website.

**Motion carried.**

**d) Announcements – Upcoming Dates**

M.A. Silverthorn provided the date of the Library's Budget Presentation as being Thursday, March 2, 2023, 1:30 pm at City Hall in Council Chambers. Board support would be appreciated, if Trustees were able.

**15. Notices of Motion**

None.

**16. Attachments**

None.

**17. Committee of the Whole In-camera**  
*Personal matters about an identifiable individual*

**Motion 23-10**

MOVED by B. Wheaton and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 5:29 pm.

**Motion carried.**

**Motion 23-11**

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Board moves out of Committee of the Whole In-camera at 5:40 pm.

**Motion carried.**

**Motion 23-12**

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

**Motion carried.**

**Motion 23-13**

MOVED by D. Barry and seconded by K. Leatherbarrow that the Board approves the Minutes of the Committee of the Whole In-camera for December 20, 2022.

**Motion carried.**

**18. Next Meeting**

Tuesday, February 21, 2023, 4:15 pm.

**19. Adjournment**

MOVED by B. Wheaton that the meeting adjourn at 5:45 pm.

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