

Woodstock Public Library Board

Meeting Minutes June 27, 2023

A regular meeting of the Woodstock Public Library Board was held on Tuesday, June 27, 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 Bernia Wheaton

b) The following Board members sent regrets:

Councillor Deb Tait

c) The following persons were also present:

Lindsay Harris, CEO
Lori Peixoto, recorder

1. Call to Order

The Chair called the meeting to order at 4:16 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 23-38

MOVED by B. Wheaton and seconded by L. Wareing to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of May 9, 2023

Motion 23-39

MOVED by K. Leatherbarrow and seconded by D. Barry to approve the Minutes of the meeting of May 9, 2023.

Motion carried.

6. Business Arising from the Minutes

a) Social Challenges in Library Facilities – K. Leatherbarrow

Discussion was had regarding the Library's recent partnership in hosting a Drag Storytime event that resulted in some disruption from protesters. Concerns were shared regarding other events happening across the country that have sparked larger disruptions.

7. Chairperson's Remarks

None.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Library

i. Minutes of the Meeting of April 12, 2023

Motion 23-40

MOVED by K. Whiteford and seconded by B. Wheaton that the Minutes of the Friends' meeting of April 12, 2023, be received as information.

Motion carried.

ii. Letter of Appreciation June 9, 2023

L. Harris reported that the Friends were pleased with the Book Sale results. At the time of this meeting, the Friends were still seeking new leadership for their group.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris provided information on the Library's staff development day, noting feedback from staff was positive. It was also noted that in keeping aligned with the City, the Library had rescinded its Pandemic Policy. Any further removal of plexi-glass at library service points would be staff-driven for comfort levels.

ii. Report of the Manager of Public Services

L. Harris provided details on the report of the Manager of Public Services, noting that the launch of Summer Reading Club was well attended. Circulation staff had registered over 30 patrons on that day alone.

M. Silverthorn noted it was nice to see patron comments included in the Public Services report.

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

L. Harris reported that in-person visits had increased again, bringing the Library closer to pre-pandemic numbers. Circulation numbers increased in May. Statistics show the Library has registered over 800 new library cardholders already this year. The Board agreed the new cardholder stat would be useful to see going forward.

Motion 23-41

MOVED by K. Whiteford and seconded by D. Barry that the Board approves the addition of New Cardholders to the monthly statistics report.

Motion carried.

c) Policy Review

i. Report – Leadership Continuity Policy

L. Harris noted that this policy had been brought to the Board at its previous meeting due to the fact that it was re-written, as directed by the Board. The policy formalizes processes that have been occurring behind the scenes; ensuring someone is in a leadership position at all times during planned or unplanned absences.

ii. Leadership Continuity Policy

Motion 23-42

MOVED by B. Wheaton and seconded by K. Whiteford that the Library Board approves the Leadership Continuity Policy as presented.

Motion carried.

iii. Report – Health & Safety and Prevention of Workplace Violence and Harassment Policies

L. Harris noted that the two policies are reviewed annually by the Board, and in future, would prefer the policies be reviewed at the Board's first meeting of each calendar year. There were no changes to the policies.

Discussion was had regarding the policies aligning with the City's policies, and L. Harris confirmed that all that differed was library-specific wording.

iv. Health & Safety Policy

M. Silverthorn asked that the first sentence of the Health & Safety Policy be amended to state the Board's commitment to health and safety as opposed to its vital interest. All agreed to this change.

Motion 23-43

MOVED by K. Whiteford and seconded by L. Wareing that the Board approves the Health & Safety Policy as amended.

Motion carried.

v. Prevention of Workplace Violence and Harassment Policy

K. Leatherbarrow suggested amending the policy in removing the last sentence of section 3.1 (c) that begins, "...although the Library has limited control...".

L. Harris noted that this referred to the Library contacting authorities, for example. Discussion was had, and all agreed to remove the sentence.

Motion 23-44

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board approves the Prevention of Workplace Violence and Harassment Policy as amended.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

Motion 23-45

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

Motion carried.

14. New Business

a) Report – Staff Development Day, Fall 2023

Discussion was had around a fall staff development day, and to include the first annual staff recognition day. L. Harris was seeking approval for library closure on Friday, December 1, 2023, for the least impact on library operations.

Motion 23-46

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Board approves the closure of the Woodstock Public Library on Friday, December 1, 2023, for a full day of staff development.

Motion carried.

b) Social Challenges in Library Facilities – Action Item

Further to discussion in Business Arising, the Board suggested an action item for this topic.

Motion 23-47

MOVED by B. Wheaton and seconded by K. Leatherbarrow that the Library CEO works in consultation with the Library and community social agencies to gather input on the current issues and bring back to the Board.

Motion carried.

15. Notices of Motion

None.

16. Attachments

a) WPL Digital Newsletter

b) Drag storytime promotes ‘inclusivity, equality, for everyone’; Woodstock Sentinel Review; June 19, 2023

There were no questions or comments from the Board regarding the attachments.

17. Committee of the Whole In-camera

Personal matters about an identifiable individual.

Motion 23-48

MOVED by B. Wheaton and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 5:35 pm.

Motion carried.

Motion 23-49

MOVED by L. Wareing and seconded by K. Whiteford that the Board moves out of Committee of the Whole In-camera at 5:35 pm.

Motion carried.

In closed session, the Board discussed a verbal report presented by the Board Chair, who requested availability of Trustees during the summer months to establish a procedure for vote by email, if necessary.

18. Next Meeting

Tuesday, September 12, 2023, 4:15 pm.

Discussion was had regarding the regular meeting for October, 2023. It was suggested to move the meeting from the Tuesday immediately following Thanksgiving to Tuesday, October 17, 2023.

19. Adjournment

MOVED by K. Leatherbarrow that the meeting adjourn at 5:50 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.