

Woodstock Public Library Board

Meeting Minutes March 14, 2023

A regular meeting of the Woodstock Public Library Board was held on Tuesday, March 14, 2023, at 4:30 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
Megan Cook, Manager of Public Services
Lori Peixoto, recorder

1. Call to Order

M.A. Silverthorn called the meeting to order at 4:32 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 23-14

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of January 24, 2023

Motion 23-15

MOVED by L. Wareing and seconded by K. Whiteford to approve the Minutes of the meeting of January 24, 2023.

Motion carried.

6. Business Arising from the Minutes

None.

7. Chairperson's Remarks

M.A. Silverthorn thanked the CEO for work done on the budget presentation to City Council, and thanked D. Barry for being in attendance during the presentation.

8. Delegations/Presentations

None.

9. Board Education

a) Public Services and BiblioEvents Demonstration
Manager of Public Services

M.A. Silverthorn invited Megan Cook, Manager of Public Services, to speak to the Board of the goings-on in Public Services.

M. Cook presented a tutorial on the newly-launched BiblioEvents. Further details were provided on staff roles and responsibilities in Public Services. The presentation included new and exciting programs and processes currently being worked on.

Members of the Board thanked M. Cook for the information presented.

10. Consideration of Correspondence

a) Friends of the Library

i. Minutes of the Meeting of January 11, 2023

ii. Minutes of the Meeting of February 8, 2023

Motion 23-16

MOVED by K. Leatherbarrow and seconded by B. Wheaton that the Board receives the Minutes of the Friends of the Library as information.

Motion carried.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris reported that the capital project for new security gates was complete at the time of this meeting.

L. Harris provided information on a summit she attended on human trafficking, and offered to forward presentation slides to members of the Board.

b) Statistics: Library Systems Activities for January and February, 2023

L. Harris noted that the new patron counter in place would be providing more accurate numbers.

Overall numbers for January and February were higher than December, 2022.

There were no questions from the Board.

c) Policy Review

i. Report – CEO Job Description Policy and CEO Performance Evaluation Policy

Discussion was had regarding the Performance Evaluation forms, and the Board's desire to create more condensed versions. L. Harris revised the forms for Board approval.

M.A. Silverthorn noted that she and K. Whiteford would lead the CEO Probationary Review and would ask for Board input in the Annual Evaluation. The CEO's Probationary Review would occur in April, 2023, at the six-month mark.

ii. CEO Job Description Policy

Motion 23-17

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Board approves the Library CEO Job Description Policy as presented.

Motion carried.

iii. CEO Performance Evaluation Policy

L. Harris discussed additions to the Evaluation Policy. Research was done on similar policies from other libraries. It was noted that attached forms would no longer be part of policies going forward; the result being the inability to make operational changes to those forms without bringing the entire policy to the Board for approval.

Motion 23-18

MOVED by B. Wheaton and seconded by D. Barry that the Board approves the Library CEO Performance Evaluation Policy as presented.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Wareing reported that the next meeting of the OLS Trustee Assembly would occur April 20, 2023.

M.A. Silverthorn stated that the previous Board representative would provide reports from those quarterly meetings in either written or verbal form, but that it was not mandatory to submit a report.

b) Health and Safety

No report.

13. Finance

a) Treasurer's Report

Motion 23-19

MOVED by L. Wareing and seconded by K. Leatherbarrow

that the DRAFT Statement of Revenues and Expenditures for the period ending December 31, 2022, and
the DRAFT Summary of Trust Account for the period ending December 31, 2022, and
the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending December 31, 2022, be received as information.

L. Harris noted that the draft financial statements in front of the Board would still be subject to amendments prior to the final statements being released by Treasury.

Discussion was had regarding changes to OMERS for part-time employees, but the budget line was increased for 2023, using best judgement at the time.

Motion carried.

14. New Business

a) Report – Board Orientation and Education Plan, 2023

Discussion was had regarding the Board's education modules, and some members confirmed their desire to complete the education independently while others would prefer sessions to be led by the CEO outside of regular Board meetings. L. Harris would work with those Board members to secure dates and times.

b) Report – Board Policy Review Plan

L. Harris provided a detailed timeline for policy review, noting it's best practice for a board to review all policies within its term.

c) Report – Spring Staff Development Day Closure

Motion 23-20

MOVED by D. Barry and seconded by K. Leatherbarrow that the Board approves closure of the Library on June 2, 2023, for a full day of staff development.

Motion carried.

15. Notices of Motion

None.

16. Attachments

a) Thank-you Card S. Young

- b) **“New Online Registration for Woodstock Public Library Programs”**
Heart FM website; February 22, 2023
- c) **Library CEO Probationary Evaluation Form**
- d) **Library CEO Annual Evaluation Form**

There were no questions regarding the above attachments.

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

Motion 23-21

MOVED by B. Wheaton and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 5:57 pm.

Motion carried.

Motion 23-22

MOVED by B. Wheaton and seconded by L. Wareing that the Board moves out of Committee of the Whole In-camera at 6:08 pm.

Motion carried.

Motion 23-23

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

Motion carried.

Motion 23-24

MOVED by B. Wheaton and seconded by K. Leatherbarrow that the Board approves the Minutes of the Committee of the Whole In-camera for January 24, 2023.

Motion carried.

18. Next Meeting

Tuesday, April 11, 2023, 4:15 pm.

Discussion was had regarding the regular meeting date for June, 2023.

Motion 23-25

MOVED by L. Wareing and seconded by D. Barry that the Board approves the change of meeting date in June to Tuesday, June 27, 2023.

Motion carried.

19. Adjournment

MOVED by K. Whiteford that the meeting adjourn at 6:13 pm.

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