

# Woodstock Public Library Board

## Meeting Minutes Tuesday, May 9, 2023

A regular meeting of the Woodstock Public Library Board was held on Tuesday, May 9, 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  
Councillor Kate Leatherbarrow  
Councillor Bernia Wheaton

**b) The following Board members sent regrets:**

Ken Whiteford, Trustee  
Councillor Deb Tait

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

Lindsay Harris, CEO  
Megan Cook, Manager of Public Services  
Noelle Carr Rivard, Circulation Supervisor  
Lori Peixoto, recorder

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**1. Call to Order**

M.A. Silverthorn 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 23-33**

MOVED by K. Leatherbarrow and seconded by L. Wareing to approve the Agenda.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of April 11, 2023**

**Motion 23-34**

MOVED by B. Wheaton and seconded by D. Barry to approve the Minutes of the meeting of April 11, 2023.

**Motion carried.**

**6. Delegations/Presentations**

**a) 2022 Woodstock Public Library Audit**

**i. Report of Christene Scrimgeour, CPA, CA, BA; Scrimgeour & Company**

C. Scrimgeour described the audit process for the Board, explaining that the Board would need to approve the audited financial statements prior to the statements being finalized. C. Scrimgeour explained that the information before the Board represented a clean audit, and there was nothing of concern.

**ii. DRAFT Audited Statements**

**Motion 23-35**

MOVED by L. Wareing and seconded by D. Barry that the DRAFT 2022 Woodstock Public Library Board Financial Statements for the year ending December 31, 2022, and the DRAFT 2022 Woodstock Public Library Board Trust Fund Financial Statements for the year ending December 31, 2022, be approved as presented.

**Motion carried.**

**7. Business Arising from the Minutes**

None.

**8. Chairperson's Remarks**

M.A. Silverthorn reminded Trustees about the staff appreciation lunch in the summer, and invited all to attend, if available.

## **9. Board Education**

### **a) Circulation Supervisor – N. Carr Rivard**

M.A. Silverthorn introduced N. Carr Rivard, Circulation Supervisor, to the Board.

N. Carr Rivard presented on her history at Woodstock Public Library, and discussed the roles of Circulation Services and Paging as well as the staff performing those roles.

The Board offered accolades to N. Carr Rivard for a great, informative presentation.

### **b) Social Challenges in Library Facilities – L. Harris**

L. Harris spoke of a Global News video on library challenges as well as details on past and current challenges at Woodstock Public Library. L. Harris noted that libraries are now hiring social workers as part of their staff complement.

Discussion was had regarding social challenges in the community, flowing into libraries. L. Harris noted having spoken to libraries of similar size to Woodstock, and a strategies session would be taking place in the near future with those libraries.

## **10. Consideration of Correspondence**

None.

## **11. Administrative Reports**

### **a) Monthly Report**

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

L. Harris reported that the Ministry Survey had been completed and submitted. Doing so would ensure the Library receives the annual Public Libraries Operating Grant.

M.A. Silverthorn congratulated L. Harris on being invited to speak to libraries on Drag Storytimes and the successes of Woodstock's most recent in-person event.

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

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

M. Cook reported on summer program planning, and branching out of the traditional one space in the Library to include the newly designated flex space on the lower level, Floor II, and outdoors. Class visits had been scheduled, ensuring the Library's presence in the community, and the Outreach Librarian was continuing to connect with organizations in the community. M. Cook noted that summer students had been hired, and Staff Development Day plans had been solidified.

There were no questions from the Board.

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

L. Harris noted that the numbers for in-person visits were better than this time last year. Brand new users had increased largely. The numbers were improving.

**c) Policy Review**

**i. Report – Staff Recognition Policy**

L. Harris reminded the Board that the policy before them had been brought forward at the last meeting, and noted the changes that were being made.

There were no questions or concerns from the Board.

**ii. Staff Recognition Policy**

**Motion 23-36**

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board approves the Staff Recognition Policy as presented; and that the following 2010 policies be rescinded upon approval of the new Staff Recognition Policy – Gifts and Gratuities, and Expressions of Sympathy.

**Motion carried.**

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

**i. Assembly Meeting Summary – L. Wareing**

The Board thanked Trustee Wareing for attending the meeting, and for the information she shared with Trustees afterward.

**ii. OLS Trustee Assembly Slide Deck – April 20, 2023**

There were no questions from the Board.

**b) Health and Safety**

None.

**13. Finance**

**a) Treasurer's Report**

L. Harris noted that the financial report was received end-of-day prior to the date of the Board meeting, and the information showed the Library to be about 30% spent, which was on point for that period.

**Motion 23-37**

MOVED by B. Wheaton and seconded by D. Barry that the DRAFT Statement of Revenues and Expenditures for the period ending April 30, 2023, be approved as information received.

**Motion carried.**

**14. New Business**

**a) OLS Conference (Virtual) for Board Trustees**

L. Harris informed Trustees that the date had been released for the OLS Conference (Virtual), and it would be the evening of Thursday, September 28, 2023. More information would be forwarded as received.

**b) Leadership Continuity**

**i. Report – Leadership Continuity Policy**

L. Harris noted that the CEO Succession Policy went before the Board with the previous CEO. The Board suggested that it go back for re-thinking and re-writing as appropriate. The policy had been rewritten and was now before the Board to consider for approval at the next meeting.

**ii. Policy – Leadership Continuity**

There were no questions or comments from the Board.

**15. Notices of Motion**

None.

**16. Attachments**

- a) **Libraries are in the political crosshairs as they fight back against U.S. book bans**; CBC online; April 21, 2023

L. Harris spoke about the Library's process if and when patrons had a complaint about library materials. Discussion was had.

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

None.

**18. Next Meeting**

Tuesday, June 27, 2023, 4:15 pm.

**19. Adjournment**

MOVED by K. Leatherbarrow that the meeting adjourn at 5:44 pm.

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