

Woodstock Public Library Board

Meeting Minutes October 17, 2023

A regular meeting of the Woodstock Public Library Board was held on Tuesday, October 17, 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 Martin

b) The following Board members sent regrets:

Ken Whiteford, Trustee
Councillor Deb Tait

c) The following persons were also present:

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

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

M.A. Silverthorn noted an addition to the Agenda before the Board – Appointment to Joint Health and Safety Committee to be added to New Business, item 14.

Motion 23-60

MOVED by K. Leatherbarrow and seconded by B. Martin to approve the Agenda as amended.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of September 12, 2023

Motion 23-61

MOVED by B. Martin and seconded by D. Barry to approve the Minutes of the meeting of September 12, 2023.

Motion carried.

6. Business Arising from the Minutes

None.

7. Chairperson's Remarks

None.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Library

Minutes of the Meetings of July 12, 2023, and September 13, 2023

Motion 23-62

MOVED by L. Wareing and seconded by B. Martin that the Board receives the Minutes of the Friends of the Library for July 12, 2023, and September 13, 2023, as information.

Motion carried.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris requested direction from the Board regarding budget proposal. Discussion was had. The proposed budget would be brought before the Board at its next regular meeting in November.

ii. Report of the Manager of Public Services

M.A. Silverthorn invited M. Cook, Manager of Public Services, to provide details on her report.

There were no questions from the Board.

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

L. Harris reported on calculation errors in past statistical reports that had now been corrected. Commentary was provided on various statistics in the report. By year-end, the Library would likely reach 2,000 brand new users for 2023. This statistic would be higher than any previous new user stat in the Library's recent history.
Statistics showed the Library now being at pre-pandemic usage.

c) Policy Review

i. Report – Administrative and Management Staff Privileges Policy

L. Harris noted that three old policies would be amalgamated with the new policy before the Board.

ii. Administrative and Management Staff Privileges Policy

Motion 23-63

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board approves the Administrative and Management Staff Privileges Policy as presented; and
that the Board rescinds the following outdated policies:
Benefits – Administrative Non-union Staff (2010),
Overtime – Administrative Non-union Staff (2002), and
Vacation Carryover – Administrative Non-union Staff (2010).

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Wareing noted that the next meeting of the OLS Trustee Assembly is scheduled for November 15, 2023.

b) Health and Safety

Minutes for August 10, 2023

Motion 23-64

MOVED by L. Wareing and seconded by D. Barry that the Board approves the Minutes of the Joint Health and Safety Committee of August 10, 2023.

Motion carried.

13. Finance

a) Treasurer's Report

Motion 23-65

MOVED by D. Barry and seconded by B. Martin that the DRAFT Statement of Revenues and Expenditures for the period ending September 30, 2023, and the DRAFT Summary of Trust Account for the period ending September 30, 2023, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending September 30, 2023, be received as information.

Motion carried.

L. Harris noted that reserve account details would be included with financial reports from Treasury, going forward.

14. New Business

a) Joint Health and Safety Committee Appointment

M.A. Silverthorn reported that there was a vacant position with the Board's representation on the JHSC. Discussion was had, and L. Peixoto was appointed to the position.

Motion 23-66

MOVED by B. Martin and seconded by D. Barry that the Board approves the appointment of Lori Peixoto, Administrative Assistant, to the Joint Health and Safety Committee for the Board.

Motion carried.

15. Notices of Motion

None.

16. Attachments

- a) **Doors Open Woodstock;** Woodstock Sentinel Review; September 21, 2023
- b) **Overdue;** Canadian Urban Institute; September, 2023
- c) **New Chapter for Libraries;** Novae Res Urbis; October 11, 2023

17. Committee of the Whole In-camera

Personal matters about an identifiable individual, and Labour relations or employee negotiations.

Motion 23-67

MOVED by B. Martin and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 5:07 pm.

Motion carried.

Motion 23-68

MOVED by B. Martin and seconded by D. Barry that the Board moves out of Committee of the Whole In-camera at 5:27 pm.

Motion carried.

Motion 23-69

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

Motion carried.

Motion 23-70

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board approves the Minutes of the Committee of the Whole In-camera for June 27, 2023.

Motion carried.

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

Motion 23-71

MOVED by D. Barry and seconded by B. Martin that the Board receives the In-camera report as presented by M.A. Silverthorn.

Motion carried.

Motion 23-72

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board approves the recommendation noted in the In-camera report as presented by M.A. Silverthorn.

Motion carried.

18. Next Meeting

Tuesday, November 14, 2023, 4:00 pm.

19. Adjournment

MOVED by B. Martin that the meeting adjourn at 5:30 pm.

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Mission

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