

# Woodstock Public Library Board

## Meeting Minutes September 12, 2023

A regular meeting of the Woodstock Public Library Board was held on Tuesday, September 12, 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 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, Manager of Operations

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**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**

**Motion 23-50**

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

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of June 27, 2023**

**Motion 23-51**

MOVED by K. Leatherbarrow and seconded by B. Wheaton to approve the Minutes of the meeting of June 27, 2023.

**Motion carried.**

**6. Business Arising from the Minutes**

**a) Social Challenges in Library Facilities – CEO Update**

L. Harris recalled the Board requesting a report be brought back to the Board, following consultation with community organizations on the social challenges being experienced in the city.

L. Harris reported that she had been invited to join the Ontario Library Association (OLA) community-led Think Tank which will focus on protests and policies directed at libraries. An event is being held in October with a panel of speakers from across the country, discussing experiences and best practices surrounding current issues. The intent is to be a springboard for actionable items for libraries, and the results would be released at the next SuperConference.

L. Harris sought the Board's permission to defer until after the OLA SuperConference in 2024. All Board members agreed.

**7. Chairperson's Remarks**

M.A. Silverthorn thanked Board members for attending the staff appreciation lunch at the Library in the summer.

**8. Delegations/Presentations**

None.

**9. Board Education**

**a) Scheduling AODA Training**

Discussion was had regarding AODA training. L. Harris will forward potential dates in November via email for those who prefer in-person training.

## **10. Consideration of Correspondence**

### **a) Friends of the Library**

Minutes of the Meeting of June 14, 2023

#### **Motion 23-52**

MOVED by B. Wheaton and seconded by D. Barry that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library of June 14, 2023, as information.

**Motion carried.**

## **11. Administrative Reports**

### **a) Monthly Report**

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

In addition to the report before the Board, L. Harris discussed I.T. services for the Library, and working with the City on future staffing.

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

M. Cook reported on summer programming statistics, and read excerpts from exit interviews provided by the summer students. The Board was reminded of the Oxford Reads Gala, and information was given on securing tickets for the event.

### **b) Statistics: Library Systems Activities for the months June, July and August, 2023**

L. Harris provided additional information on statistics for July and August, 2023.

There were no questions or comments from the Board.

### **c) Policy Review**

#### **i. Reports – Proctoring Policy, Bulletin Board and Distribution of Free Materials Policy**

L. Harris reported on the previous proctoring process, noting there was no official procedure. Discussion was had regarding a typical proctoring process in other libraries; dedicating resources to proctoring. A flat fee for the service, paid up front, was typical. Upon approval of the policy, a procedure would be developed, and fees would be determined.

L. Harris provided background information on the amount of display materials received by the Library on a regular basis. With limited library space, restrictions and priorities were specified in the policy. The policy before the Board had not changed from the previous policy.

**ii. Proctoring Policy**

**Motion 23-53**

MOVED by D. Tait and seconded by B. Wheaton that the Board approves the Proctoring Policy as presented.

**Motion carried.**

**iii. Bulletin Board and Distribution of Free Materials Policy**

**Motion 23-54**

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board approves the Bulletin Board and Distribution of Free Materials Policy as presented.

**Motion carried.**

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

No update.

**b) Health and Safety**

Minutes for the months April, May, June, and July, 2023

Opportunity was provided for questions and comments for each month prior to seeking approval for all Minutes before the Board.

**Motion 23-55**

MOVED by B. Wheaton and seconded by D. Barry that the Board approves the Minutes of the Joint Health and Safety Committee meetings of April, May, June, and July, 2023.

**Motion carried.**

### **13. Finance**

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

##### **Motion 23-56**

MOVED by L. Wareing and seconded by K. Whiteford that the DRAFT Statement of Revenues and Expenditures for the period ending August 31, 2023, and the DRAFT Summary of Trust Account for the period ending August 31, 2023, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending August 31, 2023, be received as information.

**Motion carried.**

#### **b) 2024 Capital and Revenue Fund (Operating) Budgets**

Discussion was had regarding already-approved and funded projects, and the request for carrying those projects forward to 2024.

There was further discussion regarding the request for hand dryers as opposed to paper towels in the public washrooms. K. Whiteford suggested consultation with Southwestern Public Health on the benefits of paper towels over hand dryers. L. Harris provided explanation on the preference of hand dryers for the Library.

##### **Motion 23-57**

MOVED by K. Leatherbarrow and seconded by D. Tait that the Board approves the already-approved and funded Children's Area Carpeting Project and Teen Space Renovation Project be carried forward to 2024, to be re-analyzed by Library staff.

**Motion carried.**

##### **Motion 23-58**

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board approves the proposed Electric Hand Dryers Capital Project for submission of \$7,000 to the 2024 City of Woodstock Capital Budget.

Opposed by K. Whiteford; all other Trustees in favour.

**Motion carried.**

L. Harris brought forward new information received from City I.T. Manager, C. Gratton, regarding necessary updates to the Library's I.T. infrastructure. Investment would be required in the new year. The City proposed a temporary solution in the interim. An additional capital project ask may be necessary, but there was no financial information provided by City I.T. at the time of this meeting.

Discussion was had, and a motion was determined to cover costs of the necessary work for the Library's I.T. infrastructure.

**Motion 23-59**

MOVED by D. Tait and seconded by K. Leatherbarrow to seek City Council capital project repair approval for an amount to be determined to do the necessary repairs to the Library's I.T. infrastructure.

**Motion carried.**

K. Whiteford requested the City provide current balances on the Reserve Accounts.

L. Harris would report the information to the Board in October.

**14. New Business**

**a) Administration and Management Staff Privileges Policy**

L. Harris noted that the Library was using three old personnel policies, over twenty years old, for non-union staff. The updated policy to come to the Board would combine the three policies into one, and language would be similar to that of the collective agreement. Approval for the revised policy would be sought at the meeting in October.

There were no questions from the Board.

**15. Notices of Motion**

None.

**16. Attachments**

None.

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

None.

**18. Next Meeting**

Tuesday, October 17, 2023, 4:15 pm.

**19. Important Dates**

- a) **Ontario Library Service Virtual Conference**  
2023 Public Library Boards Program – September 28, 2023
- b) **Oxford Reads Gala**  
November 3, 2023

**20. Adjournment**

MOVED by K. Whiteford that the meeting adjourn at 5:25 pm.

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Your Destination for Discovery

***Mission***

A welcoming place to create, connect and explore.