

# Woodstock Public Library Board

## Meeting Minutes February 21, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, February 21, 2024, 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  
Ken Whiteford, Trustee  
Councillor Kate Leatherbarrow  
Councillor Deb Tait  
Councillor Bernia Martin

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

Lynn Wareing, Trustee

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

Lindsay Harris, CEO  
Megan Cook, Director of Library Services/Deputy CEO  
Lori Peixoto, recorder

---

### 1. Call to Order

M.A. Silverthorn called the meeting to order at 4:17 pm.

M. Cook introduced G. Green as the newly hired Public Services Supervisor, noting that Ms. Green's previous position was that of full-time Children and Teen Librarian, and that Ms. Green had been with the Library since 2012, working in various roles in Public Services.

Members of the Board congratulated Ms. Green on her promotion and wished her all the best in her new position.

### 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 24-13**

MOVED by D. Barry and seconded by D. Tait to approve the Agenda following correction of the date from Tuesday, February 21, to Wednesday, February 21.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of January 16, 2024**

**Motion 24-14**

MOVED by B. Martin and seconded by K. Whiteford to approve the Minutes of the meeting of January 16, 2024.

**Motion carried.**

**6. Business Arising from the Minutes**

**a) Strategic Plan**

M.A. Silverthorn invited L. Harris to present findings on the Strategic Plan process from Ontario Library Service (OLS).

L. Harris provided information on pricing and the process provided by OLS, and offered comparisons between the previous Strategic Plan and what would be provided by OLS. A sample timeline and costing was shared with the Board. L. Harris noted that the project could be completed before the end of 2024 with OLS.

K. Whiteford requested L. Harris seek references from similarly-sized library boards that have worked with OLS on their Strategic Plans; requesting feedback on satisfaction with the final outcome and the process to get there.

K. Leatherbarrow challenged references being necessary in moving forward with OLS on the Strategic Plan.

D. Tait offered accolades to L. Harris for gathering favourable and cost-effective information required to start the strategic planning process.

**Motion 24-15**

MOVED by K. Whiteford and seconded by D. Tait to proceed with Ontario Library Service for their assistance with the Strategic Plan, subject to receipt of at least two good references on their work.

All in favour: D. Barry; K. Whiteford; D. Tait, and B. Martin.

Opposed: K. Leatherbarrow.

**Motion carried.**

L. Harris stated that information would be presented to the Board after obtaining references from at least two similarly-sized libraries that have worked with OLS on their Strat Plans.

There were no other questions or comments from the Board.

**7. Chairperson's Remarks**

M.A. Silverthorn thanked L. Harris for work done on the strategic planning process thus far.

**8. Delegations/Presentations**

None.

**9. Board Education**

**a) Mango Languages**

L. Harris presented on a new resource the Library had acquired. There was a brief presentation on the SmartBoard. Statistics on usage over the first week were shared.

**10. Consideration of Correspondence**

**a) Friends of the Library**

Minutes of the Meeting of January 10, 2024

**Motion 24-16**

MOVED by D. Tait and seconded by D. Barry that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for January 10, 2024, as information.

**Motion carried.**

M. Cook announced that the Friends have a new Chair and Vice Chair, and looks forward to working with them in their new roles leading the group.

## **11. Administrative Reports**

### **a) Monthly Report**

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

L. Harris provided details of information in the report, noting that the capital project of the new hand dryers in public washrooms is now complete.

L. Harris updated the Board after attending the OLA SuperConference, and reported that the Value of Libraries Toolkit (VOLT) was presented and ready for input of 2023 data. The information would be used in the Revenue Fund (Operating) Budget presentation on the value of the Library to community.

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

M. Cook shared details on programs and celebrations, noting that program attendance numbers surpassed those of 2018 and 2019, pre-COVID.

### **b) Statistics: Library Systems Activities for the month of January, 2024**

L. Harris reported that the statistics before the Board were typical for the start of the year, and invited members of the Board to review the new statistic breakout for Circulation.

### **c) Policy Review**

#### **i. Report – Video Surveillance**

L. Harris noted that the Video Surveillance policy required review by the Board, and there were no changes other than minor grammar.

#### **ii. Video Surveillance Policy**

##### **Motion 24-17**

MOVED by D. Tait and seconded by B. Martin that the Woodstock Public Library Board approves the Video Surveillance Policy as presented.

**Motion carried.**

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

None.

**b) Health and Safety**

None.

**13. Finance**

**a) Treasurer's Report**

There was no financial report provided by Treasury this month.

**14. New Business**

None.

**15. Notices of Motion**

None.

**16. Attachments**

**a) Mock-up of Updated Library Website**

L. Harris explained that the example before the Board represents what the Library's website would resemble following an upgrade, making it more accessible to users.

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

There was no closed session.

**18. Next Meeting**

Tuesday, March 12, 2024, 4:15 pm.

M.A. Silverthorn reminded members of the Board that the Library's Operating Budget is scheduled to be presented to Council on March 7, 2024, and any member able to attend would be welcome and appreciated.

**19. Adjournment**

MOVED by K. Whiteford that the meeting adjourn at 5:00 pm.

***Vision***

Your Destination for Discovery

***Mission***

A welcoming place to create, connect and explore.