

Woodstock Public Library Board

Meeting Minutes January 16, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, January 16, 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
Lynn Wareing, Trustee
Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Councillor Bernia Martin

b) The following Board members sent regrets:

Councillor Deb Tait

c) The following persons were also present:

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

1. Call to Order

The Chair 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 24-01

MOVED by K. Whiteford and seconded by K. Leatherbarrow to approve the Agenda.

M.A. Silverthorn requested an addition under item 15 “New Business” to be recorded as 15 b. “Meeting Date Changes”.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of November 14, 2023

Motion 24-02

MOVED by B. Martin and seconded by D. Barry to approve the Minutes of the meeting of November 14, 2023.

M.A. Silverthorn offered accolades in the Library surpassing 2,000 new cardholders by year-end.

M.A. Silverthorn added that she and K. Whiteford enjoyed attending the Library's Staff Recognition Event that was held on December 1, and that the presentation to staff was extremely well done. Congratulations to all.

Motion carried.

6. Business Arising from the Minutes

None.

7. Chairperson's Remarks

None.

8. Delegations/Presentations

None.

9. Board Education

a) Draft Organizational Chart

L. Harris introduced Megan Cook in her new role as Director of Library Services, promoted from Manager of Public Services.

L. Harris presented the Library's org chart in draft form, and noted that as people were added to new positions, the Board would be updated as appropriate. The newly created position of Public Services Supervisor had been recently posted, and interviews would be forthcoming.

There were no questions from the Board.

10. Consideration of Correspondence

a) Friends of the Library

Minutes of the Meeting of December 13, 2023

Motion 24-03

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board receives the Minutes of the Friends of the Library for December 13, 2023, as information.

Motion carried.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris expanded on information provided in the report, including details on staff development day, new language learning software, and new room booking software.

There were no questions from the Board.

ii. Report of the Director of Library Services

M.A. Silverthorn offered congratulations to M. Cook on her promotion, and invited her to speak more on her report.

M. Cook provided details on upcoming library events, including Family Literacy Day and valuable sponsorship from the Friends of the Library.

M. Cook announced that the Library's Community Outreach Librarian would be presenting at OLA SuperConference, and noted the excitement of having the Library represented.

M.A. Silverthorn extended congratulations on the Library being represented at the SuperConference.

K. Whiteford suggested the Outreach Librarian present to the Board what was presented at the Conference at a future meeting as part of Board Education.

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

L. Harris provided details on statistics, and asked the Board if there was anything else they'd like to see represented in the monthly statistics report. Discussion was had, and it was determined that more details on circulation statistics would be beneficial.

c) Policy Review

i. Report – Health & Safety, Prevention of Workplace Violence and Harassment Policies

L. Harris noted that the policies before the Board must be reviewed annually. The Joint Health and Safety Committee reviewed both policies at its last meeting. No changes to either policy was required.

There were no questions from the Board.

ii. Health & Safety Policy

Motion 24-04

MOVED by K. Whiteford and seconded by L. Wareing that the Library Board approves the Health & Safety Policy as presented.

Motion carried.

iii. Prevention of Workplace Violence and Harassment Policy

Motion 24-05

MOVED by K. Leatherbarrow and seconded by D. Barry that the Library Board approves the Prevention of Workplace Violence and Harassment Policy as presented.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Wareing reported on attending the OLS Trustee Assembly on November 15, 2023. Discussion was had regarding library budgets as well as a presentation on VOLT (Valuing Ontario Libraries Toolkit). L. Harris provided some information on the Toolkit, and noted that it would be explored greater at the OLA SuperConference.

b) Health and Safety

Minutes of the Meeting of November 9, 2023

Motion 24-06

MOVED by B. Martin and seconded by K. Whiteford that the Board approves the Minutes of the Joint Health and Safety Committee meeting of November 9, 2023.

Motion carried.

13. Committee of the Whole In-camera

Motion 24-07

MOVED by L. Wareing and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 4:50 pm.

Motion carried.

Motion 24-08

MOVED by K. Leatherbarrow and seconded by B. Martin that the Board moves out of Committee of the Whole In-camera at 5:10 pm.

Motion carried.

Motion 24-09

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

Motion carried.

Motion 24-10

MOVED by D. Barry and seconded by L. Wareing that the Board approves the Minutes of the Committee of the Whole In-camera for October 17, 2023.

Motion carried.

In closed session, the Board reviewed the information in report IC-2024-001 presented by the CEO regarding matters of security of the property of the Board, and labour relations.

14. Finance

a) Treasurer's Report

Motion 24-11

MOVED by L. Wareing and seconded by B. Martin that the DRAFT Statement of Revenues and Expenditures for the period ending December 31, 2023, and

the DRAFT Summary of Trust Account for the period ending December 31, 2023, and
the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending December 31, 2023, be received as information.

Motion carried.

b) Revenue Fund (Operating) Budget 2024 Amendment

Motion 24-12

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Board approves the amended additions to base budget of the 2024 Draft Revenue Fund (Operating) Budget for the Woodstock Public Library.

L. Harris reported that the Library was seeking a change in cost-sharing for the proposed IT position from the original 50/50 split to 70/30, with the higher portion being Library responsibility, and would like the position to commence sooner, dependent on Council approval. This created a slight increase from the previous budget ask – from 5.2% to 5.6%, a difference of approximately \$10,000.

Motion carried.

15. New Business

a) Strategic Plan

L. Harris noted that the Board's Strategic Plan had expired at the end of 2023, and requested some direction from the Board on how to move forward.

Discussion was had.

It was determined that L. Harris would connect with OLS on strategic planning options and costs.

M.A. Silverthorn requested the topic come back to the Board under Business Arising at the meeting in February.

b) Meeting Dates

A schedule was distributed to members of the Board. After discussion, it was determined that the meeting in February would be scheduled for Wednesday, February 21, at 4:15 pm. This would take into account the Family Day long weekend.

The meeting in June would be scheduled for Wednesday, June 19, at 4:15 pm.

Confirmation for all other dates in 2024 would be discussed at the next regular meeting in February.

16. Notices of Motion

None.

17. Attachments

- a) **Libraries and Librarians Feeling Effects of Economic Slowdown;** Fast Facts – Recent Statistics from the Library Research Service, Colorado Department of Education; August 19, 2009

19. Next Meeting

Wednesday, February 21, 2024, 4:15 pm.

19. Adjournment

MOVED by B. Martin that the meeting adjourn at 5:38 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.