

Woodstock Public Library Board

Meeting Minutes March 12, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, March 12, 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
Councillor Kate Leatherbarrow
Councillor Deb Tait
Councillor Bernia Martin

b) The following Board members sent regrets:

Ken Whiteford, 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

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 24-18

MOVED by K. Leatherbarrow and seconded by D. Barry to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of February 21, 2024

Motion 24-19

MOVED by D. Barry and seconded by B. Martin to approve the Minutes of the meeting of February 21, 2024, after amendment of adding comments made by K. Leatherbarrow regarding the Strategic Plan process.

Motion carried.

6. Business Arising from the Minutes

a) Strategic Plan

L. Harris provided an update regarding discussions had with Ontario Library Service consultants regarding the Strategic Plan process. Discussion was had with members of the Board on striking a Steering Committee.

Motion 24-20

MOVED by D. Tait and seconded by L. Wareing that the Board strikes a Strategic Plan Steering Committee, comprised of 9 total members, composed of Board members and Library staff, finalizing details at the next regular meeting of the Board on April 9, 2024.

Motion carried.

M.A. Silverthorn requested Board members respond to her via email, with their preference on being part of the Steering Committee or not, by midnight of Wednesday, March 20, 2024.

There were no further questions or comments from the Board.

7. Chairperson's Remarks

M.A. Silverthorn offered congratulations to M. Cook on presenting the Budget to City Council, thanking both L. Harris and M. Cook for their preparation leading up to the Council meeting.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

None.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris provided details on the information that was provided in her monthly report.

There were no questions from the Board.

ii. Report of the Director of Library Services/Deputy CEO

M. Cook offered details on library programs, noting increased numbers of attendees, especially with new families to the library.

There were no questions from the Board.

b) Statistics: Library Systems Activities for the month of February, 2024

L. Harris noted that the great increase in new library users had continued into the new year. Further details were provided in other statistical areas.

There were no questions from the Board.

c) Policy Review

i. Report – Exemption from Fines/Fees Policy

L. Harris noted that the Exemption from Fines/Fees Policy was no longer relevant since the Library was fine-free.

Motion 24-21

MOVED by D. Barry and seconded by K. Leatherbarrow that the Board rescinds the Exemption from Fines/Fees Policy.

Motion carried.

ii. Report – Purchasing and Disposal Policy

L. Harris noted that the policy was rewritten a couple of years ago, and consultation was had with the City's policy in keeping inline with

theirs. The changes made with the Library's policy was in keeping with changes made in the wording of positions.

iii. Purchasing and Disposal Policy

Motion 24-22

MOVED by D. Tait and seconded by L. Wareing that the Board approves the Purchasing and Disposal Policy as presented.

Motion carried.

iv. Report – Draft Staff Expenses Policy

L. Harris reported on combining older policies to have one complete and fulsome staff expense policy, covering mileage, meal allowance, transportation, accommodation, and lost receipts. The completed policy would return to the Board at its next regular meeting for approval.

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.

M.A. Silverthorn did want to inform the Board that a date had been secured with Todd's Dogs for the staff appreciation lunch on Thursday, July 11, 2024. More information would be communicated closer to the date.

15. Notices of Motion

None.

16. Attachments

- a) **Woodstock Public Library’s calendar filled with lots of fun family programming;** Woodstock Ingersoll Echo; February 16, 2024
- b) **VOLT Chart 2023**

There were no questions from the Board regarding attachments provided in the package.

17. Committee of the Whole In-camera

There was no meeting of the Committee of the Whole In-camera.

18. Next Meeting

Tuesday, April 9, 2024, 4:15 pm.

19. Adjournment

MOVED by K. Leatherbarrow that the meeting adjourn at 5:04 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.