

Woodstock Public Library Board

Meeting Minutes January 14, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, January 14, 2025, 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
Megan Cook, Director of Library Services/Deputy CEO
Lori Peixoto, recorder

1. Call to Order

M.A. Silverthorn called the meeting to order at 4:15 pm, and welcomed everyone to the new year.

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 25-01

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of November 12, 2024

Motion 25-02

MOVED by B. Martin and seconded by K. Leatherbarrow to approve the Minutes of the meeting of November 12, 2024.

Motion carried.

6. Business Arising from the Minutes

a) Strategic Plan

L. Harris reported that another meeting was required with the Strategic Planning Committee prior to presenting the first draft of the Plan. Feedback had been received by the OLS reps assisting with the process, and the hope would be to have a draft available for the next regular meeting of the Board.

7. Chairperson's Remarks

M.A. Silverthorn read aloud a thank-you card received from a Library employee after being recognized for her years of service at the staff appreciation event in December, 2024.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Library

Minutes of the meetings of November 13, 2024, and December 11, 2024

Motion 25-03

MOVED by L. Wareing and seconded by D. Barry that the Board receives the Minutes of the meetings of November 13, 2024, and December 11, 2024, of the Friends of the Woodstock Public Library as information.

Motion carried.

M. Cook provided an update on the Friends' book sale and sponsored author events.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris provided an update on the staff development and appreciation day, and offered further details on the information in the report provided.

L. Harris noted a significant monetary donation given to the Library from a community member. Discussion was had on what the funds would be used for.

Discussion was had on the upcoming ROMA Conference being held in Toronto, and the invitation that had been extended by the City for L. Harris to attend as Library representative.

M.A. Silverthorn offered congratulations on behalf of the Board to L. Harris on completion of the APPL program.

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

M. Cook offered further information on activities noted in her report that occurred in November and December, including an upcoming partnered program with CBC.

b) Statistics: Library Systems Activities for the Months November and December, 2024

L. Harris provided an update on the final statistics for the year, noting increases in library users and new library cardholders, surpassing the previous year.

c) Policy Review

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

There were no questions from the Board.

ii. Health & Safety Policy

Motion 25-04

MOVED by D. Barry and seconded by K. Leatherbarrow that the Board approves the Health & Safety Policy as presented.

Motion carried.

iii. Health & Safety Declaration

There were no questions from the Board.

iv. Prevention of Workplace Violence and Harassment Policy

L. Harris noted the updates to the language in the policy.

Motion 25-05

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

Motion carried.

v. Report – Corporate Sponsorship and Donations, Gifts, and Donor Recognition Policies

L. Harris provided explanation on the policies, noting that the Corporate Sponsorship Policy was existing, and no changes were necessary. Donations, Gifts, and Donor Recognition Policy was a newly created policy being brought forward for review and discussion.

There were no questions or concerns from the Board, and therefore, all agreed to proceed with approving of the policies.

vi. Corporate Sponsorship Policy

Motion 25-06

MOVED by K. Whiteford and seconded by D. Barry that the Library Board approves the Corporate Sponsorship Policy as presented.

Motion carried.

vii. Draft Donations, Gifts, and Donor Recognition Policy

Motion 25-07

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Library Board approves the Donations, Gifts, and Donor Recognition Policy as presented.

Motion carried.

viii. Report – Intellectual Freedom Policy

L. Harris provided further information on the policy and the associations from which the wording was taken.

ix. Draft Intellectual Freedom Policy

Motion 25-08

MOVED by K. Whiteford and seconded by L. Wareing that the Library Board approves the Intellectual Freedom Policy as presented.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

Minutes for September 12, 2024

Motion 25-09

MOVED by B. Martin and seconded by D. Barry that the Board approves the Minutes of the Joint Health and Safety Committee meeting of September 12, 2024.

Motion carried.

13. Finance

a) Treasurer's Report

L. Harris noted that the statement before the Board was a first draft for the year. Treasury was still processing 2024 invoices until the end of the week ahead. Discussion was had regarding overages in Building Maintenance due to unexpected issues that had since been repaired.

Motion 25-10

MOVED by B. Martin and seconded by L. Wareing that the DRAFT Statement of Revenues and Expenditures for the period ending December 31, 2024, and the DRAFT Summary of Trust Account for the period ending December 31, 2024, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending December 31, 2024, be received as information.

Motion carried.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

- a) Woodstock Public Library's Local Author Fair;** Woodstock Sentinel Review; November 22, 2024

17. Committee of the Whole In-camera

Labour relations or employee negotiations

Motion 25-11

MOVED by L. Wareing and seconded by B. Martin that the Board moves into Committee of the Whole In-camera at 5:10 pm.

Motion carried.

Motion 25-12

MOVED by K. Whiteford and seconded by B. Martin that the Board moves out of Committee of the Whole In-camera at 5:20 pm.

Motion carried.

Motion 25-13

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

Motion carried.

Motion 25-14

MOVED by D. Barry and seconded by L. Wareing that the Board approves the Minutes of the Committee of the Whole In-camera for November 12, 2024.

Motion carried.

In closed session, the Board received an update on negotiations.

18. Next Meeting

Discussion was had regarding meeting dates, noting the budget presentation to Council was scheduled for the afternoon of March 6, 2025. M.A. Silverthorn noted that it would be greatly appreciated for Board members to attend the presentation for support, if able.

The next regular meeting of the Board is scheduled for Tuesday, February 11, 2025, 4:15 pm. Due to regrets made known at the time of this meeting, and potential for quorum to not be met, an email would circulate in early February, seeking confirmation to cancel the meeting. All were in agreement.

19. Adjournment

MOVED by M.A. Silverthorn that the meeting adjourn at 5:20 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.