

Woodstock Public Library Board

Meeting Minutes June 10, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, June 10, 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 Deb Tait
Councillor Bernia Martin

b) The following persons were also present:

Lindsay Harris, CEO
Matthew Barabash, Director of Library Services/Deputy CEO (Acting)
Lori Peixoto, recorder

1. Call to Order

The Chair called the meeting to order at 4:17pm.

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 25-54

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of May 13, 2025

Motion 25-55

MOVED by B. Martin and seconded by D. Tait to approve the Minutes of the meeting of May 13, 2025.

Motion carried.

6. Business Arising from the Minutes

None.

7. Chairperson's Remarks

M.A. Silverthorn offered a reminder to members of the Board that the Library staff appreciation lunch was scheduled for Thursday, July 17, 2025, and all were invited to attend if able.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library
Minutes of the meeting of April 9, 2025

Motion 25-56

MOVED by D. Tait and seconded by L. Wareing that the Board receives the Minutes of the meeting of April 9, 2025, of the Friends of the Woodstock Public Library as information.

Motion carried.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris shared some images of the study pod that had been donated by a local business. The donor had graciously agreed to fund the entire project including installation. The Board would be

updated when more information was received regarding delivery of the unit.

L. Harris announced the successful incumbent for the Facilities Manager position as being Joe Wachowiak. Replacement for his previous position was in process.

L. Harris noted that the summer students had commenced their positions, working with the librarians prepping for programs and attending school visits.

b) Statistics: Library Systems Activities for the month of May, 2025

L. Harris provided details on the statistical reports before the Board, noting a significant increase in social media statistics with the new Marketing Librarian in place.

c) Policy Review

i. Report – Access to Information, Protection of Privacy, and Electronic Messaging Policy

L. Harris noted the policy's compliance with anti-spam legislation as well as MFIPPA compliance and processes.

The Board suggested making small amendments to include examples of products, services and subscriptions the Library uses, making it clear who is getting a patron's information.

ii. Access to Information, Protection of Privacy, and Electronic Messaging Policy

Motion 25-57

MOVED by K. Whiteford and seconded by D. Tait that the Board approves the Access to Information, Protection of Privacy, and Electronic Messaging Policy as amended.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Wareing reported on attending the Trustee Assembly two weeks prior, noting that there were resources available for libraries going into budget and/or donor meetings.

L. Wareing reported sharing the VOLT with attendees at the meeting, and many had not heard of it which started meaningful conversation.

The next Trustee Assembly would be held in the Fall; dates to be determined.

- b) Health and Safety**
Minutes for March 20, 2025

Motion 25-58

MOVED by D. Barry and seconded by K. Whiteford that the Board approves the Minutes of the Joint Health and Safety Committee meeting of March 20, 2025.

Motion carried.

13. Finance

- a) Treasurer's Report**

Motion 25-59

MOVED by K. Leatherbarrow and seconded by B. Martin that the DRAFT Statement of Revenues and Expenditures for the period ending May 31, 2025, and the DRAFT Summary of Trust Account for the period ending May 31, 2025, and the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending May 31, 2025, be received as information.

L. Harris provided explanation on overtime due to retro pay after settlement of the collective agreement as well as coverage for night cleaning by the Facilities Supervisor during a gap in the position. It was also noted that the repairs budget line was higher than anticipated due to unexpected issues with the HVAC system. More discussion would be had on the HVAC system with Capital Projects.

Motion carried.

- b) Projected 2026 Capital Projects**

Discussion was had regarding items that would be brought before the Board at the regular meeting in the Fall. Both the air conditioning unit and mandatory backflow valve upgrade would be items brought forward in September.

14. New Business

a) Reciprocal Borrowing Privileges

L. Harris offered explanation of the Library's non-resident fees and who is eligible for a library card without charge. The current system allows for residents whose taxes are paid to the City of Woodstock to have a library card with borrowing privileges, however, non-residents, although able to use the library facilities, must pay \$55 annually to borrow materials. This amount offsets the cost a resident would pay with their taxes for library services. St. Thomas Public Library and Elgin County had entered a reciprocal agreement, and information would be sought from these organizations to better understand the impact should Woodstock also enter into such an agreement with other municipalities.

Motion 25-60

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board refers to staff for preparation of a report of recommendations on reciprocal borrowing to come back to the Board at its meeting in September, 2025.

Motion carried.

15. Notices of Motion

None.

16. Attachments

None.

17. Committee of the Whole In-camera

None.

18. Next Meeting

Tuesday, September 9, 2025, 4:15 pm.

L. Wareing offered regrets for the meeting in September.

19. Adjournment

M.A. Silverthorn declared the meeting adjourned at 5:13 pm.

Vision

Growing with our community, embracing the opportunities of tomorrow.

Mission

Woodstock Public Library ignites curiosity and connects our community to a world of ideas, resources, and enriching experiences.