

# Woodstock Public Library Board

## Meeting Minutes March 11, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, March 11, 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

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### 1. Call to Order

M.A. Silverthorn 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 25-15

MOVED by K. Whiteford and seconded by L. Wareing to approve the Agenda.

**Motion carried.**

### 4. Declaration of Conflict of Interest

None.

5. **Committee of the Whole In-camera**  
*Labour relations or employee negotiations, and  
the security of the property of the Board.*

**Motion 25-16**

MOVED by B. Martin and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 4:17 pm.

**Motion carried.**

**Motion 25-17**

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

**Motion carried.**

**Motion 25-18**

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

**Motion carried.**

**Motion 25-19**

MOVED by B. Martin and seconded by L. Wareing that the Board approves the Minutes of the Committee of the Whole In-camera for January 14, 2025.

**Motion carried.**

In closed session, the Board received and discussed information presented on two items.

6. **Minutes of the Meeting of January 14, 2025**

**Motion 25-20**

MOVED by D. Barry and seconded by K. Whiteford to approve the Minutes of the meeting of January 14, 2025.

**Motion carried.**

## **7. Business Arising from the Minutes**

### **a) Strategic Plan**

#### **i. Report – Draft Strategic Plan**

L. Harris provided an update on behalf of the Strategic Plan Steering Committee of which is comprised of two Board members, two Management representatives, two supervisors, and two library employees. The draft form of the Plan was before the Board, awaiting commentary and questions.

Discussion was had. The Chair asked if members of the Board were comfortable passing the motion to approve the content of the Plan.

There was no opposition.

#### **ii. Draft Strategic Plan 2025-2028**

##### **Motion 25-21**

MOVED by L. Wareing and seconded by K. Whiteford that the Woodstock Public Library Board approves the draft Strategic Plan as presented.

##### **Motion carried unanimously.**

B. Martin offered information on the County's Strategic Plan, noting its easy-to-read design and graphics, and that the pages were framed and mounted on the County Admin building walls, bringing the Plan to life.

M.A. Silverthorn thanked all involved for the work that was done with the Strategic Plan.

L. Harris noted that the final result was under budget.

## **8. Chairperson's Remarks**

M.A. Silverthorn thanked those Board members that were able to attend the budget presentation to Council. The support is always appreciated.

## **9. Delegations/Presentations**

None.

**10. Board Education**

None.

**11. Consideration of Correspondence**

None.

**12. Administrative Reports**

**a) Monthly Report**

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

L. Harris provided further details on the information in her report, noting the positive experience at ROMA in Toronto, representing the cultural sector for Woodstock.

L. Harris cited a commitment to creating an annual 'year in review' document for the public, going forward, and would align it with the new Strategic Plan.

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

M. Cook provided updates regarding the activities of the Friends, noting the Spring book sale was scheduled for May 10, 2025.

**b) Statistics**

**i. Library Systems Activities for the months of January and February, 2025**

L. Harris noted that 2025 statistics were on par for overall usage of the Library. New cardholders continued to climb year after year.

**ii. VOLT 2024**

L. Harris provided details on numbers coming from the VOLT exercise, noting the overall numbers were higher than 2023.

**c) Policy Review**

**i. Report – Internet Services and Technology Policy**

L. Harris noted that the updated policy would provide clarity on what Public Services staff could assist patrons with on computers and personal devices with regard to personal data.

**ii. Internet Services and Technology Policy**

**Motion 25-22**

MOVED by B. Martin and seconded by L. Wareing that the Library Board approves the Internet Services and Technology Policy as presented.

**Motion carried.**

**iii. Report – Safety of Children in the Library Policy**

L. Harris described the updates to the policy, further explaining what an ‘unattended child’ refers to, based on legislation, and what the Library’s duty is with regard to reporting suspected neglect or abuse.

Discussion was had, and direction from the Board was to reference the appropriate sections of the Child, Youth and Family Act (CYFSA) to section 4 of the policy.

**iv. Safety of Children in the Library Policy**

**Motion 25-23**

MOVED by K. Whiteford and seconded by D. Barry that the Library Board rescinds the Safety and Conduct of Children in the Library Policy (2020), and that the Library board approves the new Safety of Children in the Library Policy, as amended.

**Motion carried.**

**13. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

None.

**b) Health and Safety**

None.

**14. Finance**

None.

**15. New Business**

**a) Spring Staff Development Day 2025**

L. Harris noted that it's typically requested of the Board to approve closure of the Library on a Friday for staff development to limit the impact on operational hours for the community, however, there were no appropriate Fridays during Spring to allow for this. Therefore, the ask is for a Monday.

**Motion 25-24**

MOVED by B. Martin and seconded by L. Wareing that the Woodstock Public Library close on Monday, May 26, 2025, for a full day of staff development.

**Motion carried.**

**16. Notices of Motion**

None.

**17. Attachments**

**a) ArtCity: Highlighting Woodstock's cultural assets and the need for sustainable arts funding;** Woodstock Sentinel Review; January 30, 2025

**18. Next Meeting**

Tuesday, April 8, 2025, 4:15 pm.

M.A. Silverthorn asked if members of the Board would like to continue to support the staff appreciation lunch in the summer. If so, Todd's Dogs would be contacted for an available Thursday in July.

All members of the Board agreed to go ahead with the lunch.

**19. Adjournment**

M.A. Silverthorn declared the meeting adjourned at 5:49 pm.

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