

# Woodstock Public Library Board

## Meeting Minutes May 13, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, May 13, 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  
Ken Whiteford, Trustee  
Councillor Kate Leatherbarrow  
Councillor Deb Tait  
Councillor Bernia Martin

**b) The following Board members sent regrets:**

Danielle Barry, Vice Chair  
Lynn Wareing, Trustee

**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

The Chair called the meeting to order at 4:17 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 25-39

MOVED by K. Leatherbarrow and seconded by B. Martin to approve the Agenda.

**Motion carried.**

### 4. Declaration of Conflict of Interest

None.

**5. Delegations/Presentations**

**a) 2024 Woodstock Public Library Audit**

**i. Verbal Report – Christene Scrimgeour, CPA, CA, BA, Scrimgeour & Company**

M.A. Silverthorn welcomed C. Scrimgeour to the meeting via ZOOM for presentation of the draft audited financial statements.

C. Scrimgeour introduced herself, explaining that although acting as auditor for the City of Woodstock, she also acts as an independent auditor for the Woodstock Public Library Board. Testing methods during the audit were explained, and it was noted that the statements before the Board were in draft form until the Board approved them.

C. Scrimgeour offered explanation to accounts in the statements, pausing for members of the Board to ask questions, if necessary.

**ii. DRAFT Audited Statements**

**Motion 25-40**

MOVED by K. Whiteford and seconded by B. Martin that the DRAFT 2024 Woodstock Public Library Board Financial Statements for the year ending December 31, 2024, and the DRAFT 2024 Woodstock Public Library Trust Fund Financial Statements for the year ending December 31, 2024, be approved as presented.

**Motion carried.**

With no questions from the Board, M.A. Silverthorn thanked C. Scrimgeour for her presentation and the work done during the audit. C. Scrimgeour exited the meeting.

**6. a) Minutes of the Meeting of April 8, 2025**

**Motion 25-41**

MOVED by K. Leatherbarrow and seconded by B. Martin to approve the Minutes of the meeting of April 8, 2025.

**Motion carried.**

**b) Minutes of the Meeting of April 17, 2025**

**Motion 25-42**

MOVED by B. Martin and seconded by K. Leatherbarrow to approve the Minutes of the meeting of April 17, 2025.

**Motion carried.**

**7. Business Arising from the Minutes**

**a) Strategic Plan**

L. Harris noted that the Strategic Plan had officially been launched, and provided professionally printed copies to members of the Board. Management would be seeking feedback from the Board on how to bring future reports related to the Plan back to the Board. B. Martin and K. Leatherbarrow noted that Council sees progress through staff reports, and that it would be appropriate to see updates in the CEO monthly report.

M.A. Silverthorn congratulated all involved in the making of the final document.

M.A. Silverthorn invited L. Harris to speak on the Library Impact document before the Board.

L. Harris provided printed copies of the document, noting that it represented a year in review for 2024, and a look ahead to 2025.

**8. Chairperson's Remarks**

None.

**9. Board Education**

None.

**10. Consideration of Correspondence**

**a) Friends of the Woodstock Public Library**  
Minutes of the meeting of March 12, 2025

**Motion 25-43**

MOVED by K. Leatherbarrow and seconded by B. Martin that the Board receives the Minutes of the meeting of March 12, 2025, of the Friends of the Woodstock Public Library as information.

**Motion carried.**

M. Cook offered an update on the book sale, noting that funds raised were in excess of \$1,700.

## **11. Administrative Reports**

### **a) Monthly Report**

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

L. Harris reported that the Board was still on track to review all Library policies during the current term.  
Other details were expanded on from the report.

There were no questions from the Board.

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

M. Cook provided details from a meeting with a potential donor who expressed interest in funding a new study pod; something the Library would make great use of.

### **b) Statistics: Library Systems Activities for the month of April, 2025**

Discussion was had on the decrease in numbers that had been enjoyed in the first quarter of 2025.

### **c) Policy Review**

#### **i. Report – Programming & Outreach Policy and Collections Development Policy**

L. Harris reminded the Board of the two policies that were brought to the last meeting, but deferred for further investigation of other library systems' policies.

The policies had been re-worded to remove the operational aspects from them, and brought back to the Board for review and approval.

#### **ii. Programming and Outreach Policy**

##### **Motion 25-44**

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Woodstock Public Library Board approves the revised Programming and Outreach Policy as presented.

**Motion carried.**

#### **iii. Collections Development Policy**

##### **Motion 25-45**

MOVED by K. Whiteford and seconded by B. Martin that the Woodstock Public Library Board approves the Collections Development Policy as presented.

**Motion carried.**

**iv. Report – Circulation Policy**

L. Harris made note that the above three policies are what drive library services. Revisions to the Circulation Policy included removal of procedural pieces.

**v. Circulation Policy**

**Motion 25-46**

MOVED by B. Martin and seconded by K. Leatherbarrow that the Woodstock Public Library Board approves the Circulation Policy as presented.

**Motion carried.**

**vi. Report – Public Code of Conduct**

L. Harris noted that the policy had last been reviewed in 2018, and changes made would now include virtual environments such as social media, virtual programs, and outreach events. As the environment is rapidly changing, response to behaviours in the Library may be more assertive than historically.

**vii. Public Code of Conduct**

**Motion 25-47**

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Woodstock Public Library Board approves the Public Code of Conduct as presented.

**Motion carried.**

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

None.

**b) Health and Safety**

None.

**13. Finance**

**a) Treasurer's Report**

**Motion 25-48**

MOVED by B. Martin and seconded by K. Leatherbarrow that the DRAFT Statement of Revenues and Expenditures for the period ending April 30, 2025, and the DRAFT Summary of Trust Account for the period ending April 30, 2025, and the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending April 30, 2025, be received as information.

**Motion carried.**

**14. New Business**

None.

**15. Notices of Motion**

None.

**16. Attachments**

**a) Growing Together: Woodstock Public Library launches new strategic plan; What's on Woodstock; May/June 2025**

**17. Committee of the Whole In-camera**

*Labour relations or employee negotiations*

**Motion 25-49**

MOVED by K. Whiteford and seconded by B. Martin that the Board moves into Committee of the Whole In-camera at 5:14 pm.

**Motion carried.**

**Motion 25-50**

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

**Motion carried.**

**Motion 25-51**

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

**Motion carried.**

**Motion 25-52**

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board approves the Minutes of the Committee of the Whole In-camera for April 8, 2025.

**Motion carried.**

**Motion 25-53**

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board approves the Minutes of the Committee of the Whole In-camera for April 17, 2025.

**Motion carried.**

**18. Next Meeting**

Tuesday, June 10, 2025, 4:15 pm.

**19. Adjournment**

M.A. Silverthorn declared the meeting adjourned at 5:21 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.