

Woodstock Public Library Board

Meeting Minutes **November 18, 2025**

A regular meeting of the Woodstock Public Library Board was held on Tuesday, November 18, 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
Lynn Wareing, Vice Chair
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

M.A. Silverthorn called the meeting to order at 4:12 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 25-92

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of October 14, 2025

Motion 25-93

MOVED by B. Martin and seconded by K. Whiteford to approve the Minutes of the meeting of October 14, 2025, as amended.

Motion carried.

6. Business Arising from the Minutes

M.A. Silverthorn noted that all documents relating to Motion 25-91 from the In-camera meeting of October 14, 2025, had been authorized and forwarded to City Hall.

a) Reciprocal Borrowing Agreement

i. Report – Reciprocal Borrowing Agreement

L. Harris reported that a meeting was had with herself, the Library's Board Chair, and the CEO and Board Chair of Oxford County Library regarding particulars of a reciprocal borrowing agreement between the two systems. Both parties worked on the agreement, and it was before both library boards this evening for review and approval. Projected roll-out of the agreement would be the beginning of January, 2026.

ii. Letter of Agreement Between WPL and OCL

Motion 25-94

MOVED by B. Martin and seconded by K. Leatherbarrow that the Woodstock Public Library Board approves the reciprocal borrowing agreement and authorizes the Board Chair and CEO to sign the agreement.

Motion carried unanimously.

Discussion was had regarding marketing strategies and provisions in the agreement.

b) Strategic Plan Year-end Update

L. Harris made reference to the document included with the Board package as a summary of goals and objectives tied to the Library's strategic plan thus far.

Discussion was had on a number of items listed in the document.

Motion 25-95

MOVED by D. Tait and seconded by L. Wareing that the Board receives the Strategic Plan Year-end Summary as information.

Motion carried.

7. Chairperson's Remarks

M.A. Silverthorn offered an update from conversation with the City on the lack of response to the vacancy on the Library Board, and asked Trustees if they wished to proceed without a Vice Chair for remainder of the term. K. Whiteford nominated L. Wareing, and upon noting that she could not guarantee to commit to the duties of Chair if called upon, she accepted the nomination of Vice Chair.

Motion 25-96

MOVED by K. Whiteford and seconded by B. Martin that the Board approves the appointment of L. Wareing as Vice Chair.

Motion carried.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

i. Minutes of the meeting of October 8, 2025

Motion 25-97

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board receives the Minutes of the meeting of October 8, 2025, of the Friends of the Woodstock Public Library as information.

Motion carried.

M. Barabash noted that book sale proceeds were slightly higher than last year by a few hundred dollars.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris provided further details of information in her monthly report. Additionally, discussion was had regarding the state of the Men's public washroom that may require significant work to repair the state of the plumbing.

An update was also provided on two neighbouring municipalities that were in receipt of funding to be put toward additional library branches – Stratford and St. Thomas.

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

M. Barabash provided details on the success of the Friends' book sale, the Oxford Reads Gala, and his successful proposal submitted to Ontario Library Association for presentation at the OLA Super Conference in the new year.

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

L. Harris reported that the Library had seen its best month in October since July of 2017; much of the success due to programming and events in addition to increased engagement from the Marketing Librarian.

c) Policy Review

i. Report – Records Retention Policy

L. Harris noted that the Library's Retention Policy would follow the same retention as the City's.

Discussion was had regarding archival records and local history.

ii. Records Retention Policy

Motion 25-98

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Woodstock Public Library Board approves the Records Retention Policy as presented.

Motion carried.

iii. **Policy Review Status 2022-2026**

L. Harris noted that the policy review document was provided for the Board's interest as to how far they had come with library policies that were outdated or non-existent, all requiring review prior to the end of the term.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

Motion 25-99

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

Motion carried.

There were no questions or concerns.

b) Budget 2026

i. Budget Report – Revenue Fund (Operating) Budget

L. Harris noted that the information had not changed since what was reported to the Board at the last meeting, however, the numbers were added to a formal document that was before the Board for review, and if approved, would be forwarded to the City Treasurer. L. Harris noted that the Library was not seeking additions to base budget for 2026.

ii. **2026 Revenue Fund (Operating) Budget**

Motion 25-100

MOVED by L. Wareing and seconded by D. Tait that the Board approves the proposed 2026 Draft Revenue Fund (Operating) Budget as presented.

Motion carried.

Discussion was had regarding information that would be published in capital project documentation for 2030, coming from Development Charges. Money was earmarked for a major project at the time the DC Study was completed, and with capital projection showing five years out, the funding would show on the books, but with no plan in the immediate future for such a project.

c) **Board Report – Allocation of 2025 Surplus Funds**

L. Harris reported the need to look ahead to the future, and focus on moving any surplus at the end of the year to the Automation Reserve for technology.

B. Martin noted that library lockers and self-pickup technology was added to the City's capital report.

L. Harris noted that this was added in the hope there would be a library presence in the development of the new community centre, however, there is no plan for partnering with the City's fleet and additional library personnel at this time.

Motion 25-101

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board submits a request to City Council for the approval of the transfer of surplus funds in the 2025 Revenue Fund (Operating) Budget at the end of the current year; and that the surplus be directed to the Automation Reserve of the Board.

Motion carried.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

- a) **C.O.W. Tales**; What's On Woodstock; October, 2025
- b) **The library is not a department: Why public library boards matter**; Municipal World; November, 2025

17. Committee of the Whole In-camera

None.

18. Next Meeting

Tuesday, January 13, 2026, 4:15 pm.

19. Adjournment

MOVED by K. Whiteford that the meeting adjourn at 5:01 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.