

Woodstock Public Library Board

Meeting Minutes September 9, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, September 9, 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:

Lynn Wareing, Trustee

c) The following persons were also present:

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

1. Call to Order

The Chair, M.A. Silverthorn, called the meeting to order at 4:20 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 25-61

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Board Vacancy

a) Resignation of Trustee D. Barry

Motion 25-62

MOVED by K. Leatherbarrow and seconded by D. Tait that the Board accepts, with regret, the resignation of Trustee D. Barry, effective August 1, 2025.

Motion carried.

b) Appointment of Vice Chair

Motion 25-63

MOVED by D. Tait and seconded by B. Martin that the Board defers the appointment of Vice Chair until the regular meeting of October 14, 2025.

Motion carried.

6. Minutes of the Meeting of June 10, 2025

Motion 25-64

MOVED by K. Whiteford and seconded by B. Martin to approve the Minutes of the meeting of June 10, 2025, as circulated.

Motion carried.

7. Business Arising from the Minutes

a) Reciprocal Borrowing

L. Harris reported on beginning to run statistics and commencing discussions with leadership at other library systems who have similar borrowing arrangements. More details would be provided at the Board's next meeting in October.

8. Chairperson's Remarks

None.

9. Delegations/Presentations

None.

10. Board Education

None.

11. Consideration of Correspondence

a) Friends of the Woodstock Public Library

i. Minutes of the meeting of April 9, 2025 – amended

Motion 25-65

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

Motion carried.

ii. Minutes of the meeting of May 14, 2025

Motion 25-66

MOVED by D. Tait and seconded by B. Martin that the Board receives the Minutes of the meeting of May 14, 2025, of the Friends of the Woodstock Public Library as information.

Motion carried.

12. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris invited members of the Board to tour the upper floor to visit the new study pod and relocation of the large table that once stood in the pod's place.

L. Harris noted that she had been contacted to potentially moderate a session at the OLA SuperConference in the new year.

Discussion was had regarding work with a new potential donor as well as forthcoming additions to reflect donations on the Library's website.

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

M. Barabash reported on the success the Library enjoyed over the summer. Details were also provided on new partnerships, work being done in Technical Services, and marketing for the Library's new study pod.

b) Statistics: Library Systems Activities for the months June, July, and August, 2025

L. Harris reported on statistics that were on par or above last summer's numbers, noting that July is typically the Library's busiest month of the year with many families exploring the library and participating in programs.

c) Policy Review

i. Report – Accessibility in the Library Policy

ii. Accessibility in the Library Policy

Motion 25-67

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Woodstock Public Library Board approves the Accessibility Policy as amended.

Motion carried.

iii. Report – Diversity, Equity, and Inclusivity Policy

iv. Diversity, Equity, and Inclusivity Policy

Motion 25-68

MOVED by K. Whiteford and seconded by D. Tait that the Woodstock Public Library Board approves the Diversity, Equity, and Inclusivity Policy as amended.

Motion carried.

13. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

i. Minutes for April 10, 2025

Motion 25-69

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Board approves the Minutes of the Joint Health and Safety Committee meeting of April 10, 2025.

Motion carried.

ii. Minutes for June 25, 2025

Motion 25-70

MOVED by B. Martin and seconded by D. Tait that the Board approves the Minutes of the Joint Health and Safety Committee meeting of June 25, 2025.

Motion carried.

14. Finance

a) Treasurer's Report

Motion 25-71

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

Motion carried.

b) 2026 Capital and Revenue Fund (Operating) Budgets

L. Harris noted that an increase would be sought for the Staff Development budget line for 2026 to accommodate further educational opportunities, and the hope would be to offset that increase from other budget lines. A draft budget would be coming to the Board in October, for approval in November.

Motion 25-72

MOVED by K. Whiteford and seconded by D. Tait that the previously approved and funded IT network and security systems upgrades project be carried forward to 2026 for completion.

Motion carried.

15. New Business

a) Fall Staff Development Day 2025

Motion 25-73

MOVED by B. Martin and seconded by D. Tait that the Woodstock Public Library close on Friday, December 5, 2025, for staff development and the annual staff appreciation event.

Motion carried.

16. Notices of Motion

None.

17. Attachments

a) Sssensational Fun; Woodstock Sentinel Review; July 29, 2025

b) Read With a Wrestler; Woodstock Sentinel Review; August 14, 2025

18. Committee of the Whole In-camera

Motion 25-74

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 25-75

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board moves out of Committee of the Whole In-camera at 5:22 pm.

Motion carried.

Motion 25-76

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

Motion carried.

Motion 25-77

MOVED by D. Tait and seconded by B. Martin that the Board approves the Minutes of the Committee of the Whole In-camera for May 13, 2025.

Motion carried.

In closed session, reports were received by the Board from the CEO.

19. Next Meeting

Tuesday, October 14, 2025, 4:15 pm.

20. Adjournment

MOVED by K. Whiteford that the meeting adjourn at 5:25 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.