

# Woodstock Public Library Board

## Meeting Minutes February 10, 2026

A regular meeting of the Woodstock Public Library Board was held on Tuesday, February 10, 2026, at 4:00 pm, in the Board Room at 447 Hunter St.

**a) The following Board members were present:**

Mary Anne Silverthorn, Chair  
Lynn Wareing, Vice Chair  
Jordan Kent, Trustee, new member  
Councillor Kate Leatherbarrow  
Councillor Deb Tait  
Councillor Bernia Martin

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

Ken Whiteford, Trustee

**c) The following persons were also present:**

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

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**1. Call to Order**

The Chair called the meeting to order at 4:00 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 26-13**

MOVED by B. Martin and seconded by D. Tait to approve the Agenda, as amended.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of January 13, 2026**

**Motion 26-14**

MOVED by L. Wareing and seconded by B. Martin to approve the Minutes of the meeting of January 13, 2026.

**Motion carried.**

**6. Business Arising from the Minutes**

**a) Annual Survey of Public Libraries Comparators**

L. Harris noted that K. Whiteford had requested data that compared the Library to other similarly sized libraries. This information had been provided to the Board in recent years.

L. Harris provided data from 2024, as the most updated information available, noting that the libraries used for comparison may no longer be as relevant as they once were based on the growth of each community in different ways.

**7. Chairperson's Remarks**

M.A. Silverthorn officially welcomed members of the Board to the new meeting space at 447 Hunter St., the previous location of the Art Gallery, now housing the team of United Way Oxford as well as other community organizations. Library Administration has occupied office space on the second floor of the building, and also has access to the Board Room on the main level and a smaller meeting room on the second floor. The transition has made it possible to free up office space in the Library for the Manager of Facilities, as well as offering flex work space for summer students and existing staff, as needed.

**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 November 12, 2025**

**Motion 26-15**

MOVED by J. Kent and seconded by D. Tait that the Board receives the Minutes of the meeting of November 12, 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 reported to the Board that the Library would not be responsible for paying rent in the newly acquired office space at 447 Hunter St. since it is a City owned building, but would share in the costs of utilities and building maintenance with the other tenants in the building.

L. Harris provided an update on the new reciprocal borrowing agreement, noting an increase in the number of new cards for County of Oxford residents.

L. Harris noted that November 14, 2026, would be the official last day of the current term of the Board, and suggested discussion commence on the idea of a legacy document to pass along to the next Board.

M.A. Silverthorn requested previous Board legacy documents be forwarded to current members of the Board, and discussion would continue at the next regular meeting in March.

K. Leatherbarrow arrived at 4:20 pm.

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

M. Barabash reported on the success of programs and newly formed partnerships with the Library including work continuing on a welcome campaign for new Library patrons.

B. Martin congratulated Library staff on the engaging display for Black History Month.

**b) Statistics: Library Systems Activities for the month of January, 2026**

L. Harris distributed an updated report on statistics, noting January was very positive, statistically, despite the weather. In-person visits were some of the highest numbers the Library had seen in some time.

There were no questions from the Board.

**c) Policy Review**

**i. Report – Board Recognition Policy**

L. Harris noted that the policy was updated and brought to the Board in January, and because there was no feedback following that meeting, the policy was brought back without further changes to the Board for approval.

**ii. Library Board Recognition Policy**

**Motion 26-16**

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board approves the Board Recognition Policy as presented.

**Motion carried.**

**iii. Report – Use of Library Resources During Elections Policy**

L. Harris noted that the content of the policy had not changed, however, was updated for formatting. Discussion was had regarding library use during elections.

**iv. Use of Library Resources During Elections Policy**

**Motion 26-17**

MOVED by D. Tait and seconded by L. Wareing that the Board approves the Use of Library Resources During Elections Policy as presented.

**Motion carried.**

**v. Report – Strategic Asset Management Policy**

L. Harris spoke to the Board in January regarding City staff creating a separate Asset Management Plan for the Library from the City's. The Plan would adopt the City's approved Plan. The hope was to bring the Plan to the Board at the next regular meeting in March.

**vi. Strategic Asset Management Policy**

**Motion 26-18**

MOVED by L. Wareing and seconded by D. Tait that the Board approves the Strategic Asset Management Policy as presented.

**Motion carried.**

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

L. Wareing reported that a formal meeting had not been held yet in 2026, but noted opportunities for Board education that the incoming Board might find valuable.

**b) Health and Safety**

None.

**13. Finance**

**a) Treasurer's Report**

There were no financial reports provided by Treasury for this meeting.

**14. New Business**

**a) Library Closure – Backflow Valve Installation**

L. Harris spoke of the Library's sprinkler system and the requirement for a backflow valve to be installed per the County's bylaw. The work would be completed over a four-day period, requiring the water to be shut off to the Library. The work would be started March 24, and completed by March 27, 2026, requiring the Library to close all four days. Marketing would be published on the Library's website and social media platforms as well as in the monthly newsletter, and patrons would be made aware of the closure by way of signage posted in the building.

**Motion 26-19**

MOVED by K. Leatherbarrow and seconded by J. Kent that the Board approves closure of the Library from March 24, 2026, through to March 27, 2026, for mandatory backflow valve installation, as required by the County of Oxford.

**Motion carried.**

**b) Meeting Dates for 2026**

M.A. Silverthorn directed the Board's attention to the following dates for regular meetings of the Board for 2026.

March 10, 2026  
April 14, 2026  
May 12, 2026  
June 9, 2026

September 8, 2026  
October 13, 2026  
November 10, 2026

M.A. Silverthorn noted that the Library's Budget Presentation was scheduled for March 5, 2026, in Council Chambers, and invited all members available to attend the presentation, if their schedules allowed.

**Motion 26-20**

MOVED by B. Martin and seconded by D. Tait that the Board approves the proposed meeting dates for 2026.

**Motion carried.**

**15. Notices of Motion**

None.

**16. Attachments**

None.

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

None.

**18. Next Meeting**

Tuesday, March 10, 2026, 4:15 pm.

**19. Adjournment**

M.A. Silverthorn declared the meeting adjourned at 4:45 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.