

Woodstock Public Library Board

Meeting Minutes January 13, 2026

A regular meeting of the Woodstock Public Library Board was held on Tuesday, January 13, 2026, 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 Bernia Martin

b) The following Board members sent regrets:

Councillor Deb Tait

c) The following persons were also present:

Lindsay Harris, CEO
Lori Peixoto, recorder

1. Call to Order

The Chair called the meeting to order at 4:18 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 26-01

MOVED by B. Martin and seconded by L. Wareing to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of November 18, 2025

Motion 26-02

MOVED by K. Whiteford and seconded by B. Martin to approve the Minutes of the meeting of November 18, 2025, as circulated.

Motion carried.

6. Business Arising from the Minutes

None.

7. Chairperson's Remarks

M.A. Silverthorn remarked on how nice it was to see the amount of positive press on the new reciprocal borrowing agreement with Oxford County Library.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

None.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris reported on conversations had with the City's Engineering department, working to develop the Library's Asset Management Plan.

Discussion was had regarding the Library's new reciprocal borrowing agreement with Oxford County Library. Questions were asked about OCL programs, specifically 'Bundles of Joy', and whether or not residents within city boundaries could participate. L. Harris would report back.

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

L. Harris reported on behalf of M. Barabash.

Discussion was had on programming that the Library would be able to continue with thanks to a grant received from the United Way.

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

L. Harris offered details on the year-end statistics, noting that the Library was just short of 2 million library uses. Overall, there was an increased use of the Library by 9% over 2024.

c) Policy Review

i. Report – Health & Safety and Prevention of Workplace Violence and Harassment Policies

L. Harris noted that the report covered both policies, and that there were no legislative changes, and therefore, no updates to either policy. Both policies had been reviewed by the Joint Health and Safety Committee, and were approved to come before the Board.

ii. Health & Safety Policy

Motion 26-03

MOVED by B. Martin and seconded by L. Wareing that the Board approves the Health & Safety Policy as presented.

Motion carried.

iii. Prevention of Workplace Violence and Harassment Policy

Motion 26-04

MOVED by K. Whiteford and seconded by L. Wareing that the Board approves the Prevention of Workplace Violence and Harassment Policy as presented.

Motion carried.

iv. Report – Staff Code of Conduct Policy

L. Harris referred to the newly-created policy as a concrete document that was pulled together in comparing other libraries and

using information the Library made reference to in several other policies and procedures. The Code of Conduct policy also codifies the new Customer Service Commitment of the Library.

Discussion was had on the definition of 'conflict of interest', and L. Harris noted that it would be added to the policy.

v. Code of Conduct Policy

Motion 26-05

MOVED by K. Leatherbarrow and seconded by B. Martin that the Board approves the Staff Code of Conduct Policy as amended.

Motion carried.

vi. Report – Board Recognition Policy

L. Harris reported that the current policy was last approved in 2020, and suggested the Board review it prior to the next regular meeting, and make suggestions as needed for an updated version to come back to the Board.

Discussion was had regarding initial amendments to language in the policy, noting that letters of thanks to Board members should be initiated by the CEO.

vii. Board Recognition Policy

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

Motion 26-06

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Board approves the Minutes of the Joint Health and Safety Committee meeting of October 9, 2025.

Motion carried.

13. Finance

a) Treasurer's Report

Motion 26-07

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

Motion carried.

L. Harris reported that there were outstanding transactions still to be inputted by Treasury that would affect the budget lines for 2025, and there would be a more accurate picture of the year at the regular meeting in February.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

- a) Oxford County Library and Woodstock Public Library partner in new reciprocal borrowing program; County of Oxford; December 17, 2025**
- b) New Library Program is Rolling Out; Heart FM; December 17, 2025**
- c) Health and Safety Declaration**

17. Committee of the Whole In-camera

Motion 26-08

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board moves into Committee of the Whole In-camera at 5:08 pm, for the purpose of proposed acquisition property of the Board.

Motion carried.

Motion 26-09

MOVED by B. Martin and seconded by L. Wareing that the Board moves out of Committee of the Whole In-camera at 5:37 pm.

Motion carried.

Motion 26-10

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

Motion carried.

Motion 26-11

MOVED by K. Whiteford and seconded by B. Martin that the Board approves the Minutes of the Committee of the Whole In-camera for October 14, 2025.

Motion carried.

Motion 26-12

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Board receives the CEO's verbal report in closed session.

Motion carried.

The Board thanks the CEO for her diligence in the work taken to provide the Library with progressive solutions.

18. Next Meeting

Tuesday, February 10, 2026, 4:00 pm.

19. Adjournment

M.A. Silverthorn declared the meeting adjourned at 5:41 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.