Woodstock Public Library Board

Meeting Minutes
June 9, 2026

A regular meeting of the Woodstock Public Library Board was held on Tuesday, June 9, 2026, at 4:15 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
Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Councillor Deb Tait

b) **The following Board members sent regrets:**
Councillor Bernia Martin

c) **The following persons were also present:**
Lindsay Harris, CEO
Lori Peixoto, recorder
Christene Scrimgeour, Scrimgeour & Company

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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 26-40

MOVED by K. Whiteford and seconded by J. Kent to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Delegations/Presentations

a) 2025 Woodstock Public Library Audit

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

M.A. Silverthorn, on behalf of the Board, welcomed C. Scrimgeour to the meeting via ZOOM for presentation of the draft audited financial statements for 2025.
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. The process of the audit was explained, and it was noted that the statements before the Board were in draft form until approval by the Board.
C. Scrimgeour provided a detailed account, line by line, of the statements, pausing for members of the Board to ask questions, if necessary.

ii. DRAFT Audited Statements

Motion 26-41

MOVED by L. Wareing and seconded by D. Tait that the Draft 2025 Woodstock Public Library Board Financial Statements for the year ending December 31, 2025, be approved as presented.

Motion carried.

Motion 26-42

MOVED by J. Kent and seconded by K. Leatherbarrow that the Draft 2025 Woodstock Public Library Trust Fund Financial Statements for the year ending December 31, 2025, be approved as presented.

Motion carried.

Discussion was had regarding an appropriate amount generally kept in reserve accounts for the Library.
With no further questions from the Board, M.A. Silverthorn thanked C. Scrimgeour for her presentation and the work done during the audit process.

C. Scrimgeour exited the meeting at 4:34 pm.

6. Minutes of the Meeting of May 12, 2026

Motion 26-43

MOVED by L. Wareing and seconded by K. Whiteford to approve the Minutes of the meeting of May 12, 2026.

Motion carried.

7. Business Arising from the Minutes

a) Board Legacy Document

Discussion was had. The Board agreed that the one-page summary before them was an appropriate legacy document for their term.

Motion 26-44

MOVED by K. Leatherbarrow and seconded by D. Tait that the Board approves the Board Legacy Document, as presented.

Motion carried.

8. Chairperson's Remarks

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

i. Minutes of the Meeting of April 8, 2026

Discussion was had regarding the success of the Friends' most recent book sale. L. Harris would be attending the regular meeting of the Friends, and would provide more information to the Board following that meeting.

Motion 26-45

MOVED by J. Kent and seconded by K. Leatherbarrow that the Board receives the Minutes of the meeting of April 8, 2026, 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 invited members of the Board to check out the newly-refreshed Flex Space at the Library, noting the paint and supplies had been funded by the Friends. Further plans were in the works to refresh the entire Children's area in the near future.

Details were provided on points made in the report before the Board in addition to updates on the RFQ process implemented by the City for the Library's air conditioning project, and seeking information on the Library becoming a dementia-friendly designation.

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

L. Harris noted that the number of cardholders was down again, and ideas would be sought to retain the level of cardholders the Library had seen previously, including, but not limited to, a creating a brief survey asking what the Library could do to renew interest in our patrons.

c) Policy Review

i. Report – Board By-laws

ii. Woodstock Public Library Board By-laws

M.A. Silverthorn reviewed the process that had taken place with reviewing and updating the Board By-laws thus far, and asked if there was any further discussion needed prior to voting on the draft before them.

There were no further questions from the Board, and all members were prepared to vote on approval.

Motion 26-46

MOVED by K. Whiteford and seconded by D. Tait that the Woodstock Public Library Board By-law be approved as presented.

Motion carried.

M.A. Silverthorn commended L. Harris for keeping the Board on track with policy review during their current term.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Wareing stated she was unable to attend the most recent meeting, but was in receipt of the Minutes and presentation.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

Motion 26-47

MOVED by D. Tait and seconded by L. Wareing
that the DRAFT Statement of Revenues and Expenditures for the periods January 1, 2026, to March 31, 2026, and April 1, 2026, to May 31, 2026; and
the DRAFT Summary of Trust Account for the periods January 1, 2026, to March 31, 2026, and April 1, 2026, to May 31, 2026; and
the DRAFT Summary of the Jessie MacDougall Trust Fund for the periods January 1, 2026, to March 31, 2026, and April 1, 2026, to May 31, 2026, be received as information.

Motion carried.

L. Harris noted that the timing of budget approval will likely change in the fall with both the capital and operating budgets coming to the Board for review and approval in September or October, 2026.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

None.

17. Committee of the Whole In-camera

Personal matters about an identifiable individual

Motion 26-48

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board moves into Committee of the Whole In-camera at 5:11 pm.

Motion carried.

Motion 26-49

MOVED by D. Tait and seconded by K. Whiteford that the Board moves out of Committee of the Whole In-camera at 5:15 pm.

Motion carried.

Motion 26-50

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

Motion carried.

Motion 26-51

MOVED by D. Tait and seconded by J. Kent that the Board approves the Minutes of the Committee of the Whole In-camera for April 14, 2026.

Motion carried.

In closed session, the CEO updated the Board on a personnel matter.

18. Next Meeting

Tuesday, September 8, 2026, 4:15 pm.

19. Adjournment

M.A. Silverthorn declared the meeting adjourned at 5:23 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.