

Woodstock Public Library Board

Meeting Minutes March 10, 2026

A regular meeting of the Woodstock Public Library Board was held on Tuesday, March 10, 2026, at 4:15 pm, in the Board Room at 447 Hunter St.

a) The following Board members were present:

Mary Anne Silverthorn, Chair
Jordan Kent, Trustee
Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Councillor Deb Tait
Councillor Bernia Martin

b) The following Board members sent regrets:

Lynn Wareing, Vice Chair

c) The following persons were also present:

Lindsay Harris, CEO (recorder)

1. Call to Order

M.A. Silverthorn called the meeting to order at 4:15 pm, noting that Bassel Agroam, Manager of Asset Management for the City of Woodstock, would be in attendance for a presentation on the Library's Asset Management Plan.

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 26-21

MOVED by J. Kent and seconded by D. Tait to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of February 10, 2026

Motion 26-22

MOVED by K. Leatherbarrow and seconded by B. Martin to approve the Minutes of the meeting of February 10, 2026, as amended, to note Jordan Kent as a new member of the Board.

Motion carried.

6. Business Arising from the Minutes

a) Board Legacy Document

L. Harris provided information and an example of what a legacy document could look like for the Board at the end of its current term. It was requested the Board to bring suggestions to the regular meeting in May. The target date for a draft document would be in June or September, 2026.

7. Chairperson's Remarks

M.A. Silverthorn thanked members of the Board for their attendance at the City Council budget presentation.

8. Delegations/Presentations

a) Asset Management Plan – Bassel Agroam, Manager of Asset Management for City of Woodstock

i. Board Report – Asset Management Plan

B. Agroam provided highlights from the draft Asset Management Plan, noting such a plan was mandated in 2017, by the Province, detailing inventory, condition, replacement costs, etc., to prevent municipalities from requesting funds without appropriate documentation.

Discussion was had on the City's updated Plan from 2025, and because both the Police Service Board and Library Board are not directly tied with the City, it was determined that each Board should have its own Plan.

B. Agroam connected with the Library CEO to discuss. The Library Board created and approved the Asset Management Plan Policy in February, 2026.

B. Agroam noted that upon approval of the Board, the Plan would go to City Council for approval.

ii. Asset Management Plan

Motion 26-23

MOVED by D. Tait and seconded by B. Martin that the Board approves the Asset Management Plan as presented.

Motion carried.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

i. Minutes of the Meeting of January 14, 2026

Motion 26-24

MOVED by K. Whiteford and seconded by J. Kent that the Board receives the Minutes of the meeting of January 14, 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

In addition to providing additional details in the report, there was discussion around seniors and technology programming and opportunities with Southgate Centre.

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

No report.

b) Statistics

i. Library Systems Activities for the month of February, 2026

L. Harris provided details on the statistics report.

ii. VOLT (Valuing Ontario Libraries Toolkit) 2025

L. Harris provided information on the Tool updates that will offer a better reflection of the data we have now.

c) Policy Review

i. Report – Board Code of Conduct

Discussion was had regarding Board recognition in the policy.

ii. Board Code of Conduct

Motion 26-25

MOVED by J. Kent and seconded by D. Tait that the Library Board approves the Library Board Code of Conduct as presented.

Motion carried.

iii. Report – Woodstock Public Library Board By-laws

Discussion was had regarding dates and processes within the By-laws.

iv. Woodstock Public Library Board By-laws

The By-laws would be reviewed by the Board and discussed at the next meeting.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Harris noted that an update on election-related processes was being worked on by Ontario Library Service and Ontario Library Association.

b) Health and Safety

Motion 26-26

MOVED by D. Tait and seconded by K. Whiteford that the Board approves the Minutes of the Joint Health and Safety Committee meeting of December 11, 2025.

Motion carried.

13. Finance

a) Treasurer's Report

There was no financial report available for this meeting.

14. New Business

a) Board Orientation Structure and Policy

L. Harris provided information taken from discussion with other library systems, the Clerk's office at the City, and OLS. Discussion was had on a plan being worked on in conjunction with the City regarding new board and committee orientation.

M.A. Silverthorn spoke on the CEO's performance review, reflective of the past 4 years, and requested L. Harris submit feedback to the Board Chair. The performance review would be worked on over the summer months with a rough draft being brought back to the Board in September.

15. Notices of Motion

None.

16. Attachments

None.

17. Committee of the Whole In-camera

None.

18. Next Meeting

Tuesday, April 14, 2026, 4:15 pm.

19. Adjournment

M.A. Silverthorn declared the meeting adjourned at 5:06 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.