Woodstock Public Library Board

Meeting Minutes
September 8, 2026

A regular meeting of the Woodstock Public Library Board was held on Tuesday, September 8, 2026, at 4:15 pm, in the Board Room at 447 Hunter St.

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, Vice Chair
Jordan Kent, Trustee

c) **The following persons were also present:**
Lindsay Harris, CEO
Megan Cook, Director of Library Services/Deputy CEO
Lori Peixoto, recorder

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1. Call to Order

The Chair called the meeting to order at 4:18 pm. M.A.Silverthorn officially welcomed M. Cook back to the Library.

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 26-52

MOVED by K. Leatherbarrow and seconded by B. Martin to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of June 9, 2026

Motion 26-53

MOVED by K. Whiteford and seconded by K. Leatherbarrow to approve the Minutes of the meeting of June 9, 2026.

Motion carried.

6. Business Arising from the Minutes

a) 2022-2026 Library Board Legacy Document

The document was included in the Agenda package, and there were no questions or comments from the Board.

7. Chairperson's Remarks

None.

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 May 13, 2026

Motion 26-54

MOVED by K. Leatherbarrow and seconded by B. Martin that the Board receives the Minutes of the meeting of May 13, 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

Discussion was had regarding the Library's inclusion to plans for the City's new recreational facility in the north-east.

L. Harris reported that there were over 11,000 participants in the Library's summer programs, and with the assistance of the summer students, the Library community enjoyed another very successful summer.

b) Statistics: Library Systems Activities for the period ending August 31, 2026

L. Harris provided an updated version of the statistics report since some numbers were reported on the day of the meeting.

c) Policy Review

All policies have been reviewed and updated by the Board for their term.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

i. Minutes of the Meeting of April 9, 2026

ii. Minutes of the Meeting of June 29, 2026

Motion 26-55

MOVED by B. Martin and seconded by K. Whiteford that the Board approves the Minutes of the Joint Health and Safety Committee for April 9, 2026, and June 29, 2026.

Motion carried.

13. Finance

a) Treasurer's Report for the month ending July 31, 2026

b) Treasurer's Report for the month ending August 31, 2026

Motion 26-56

MOVED by K. Leatherbarrow and seconded by B. Martin
that the DRAFT Statement of Revenues and Expenditures for the month ending July 31, 2026, and the month ending August 31, 2026; and
the DRAFT Summary of Trust Account for the month ending July 31, 2026, and the month ending August 31, 2026; and
the DRAFT Summary of the Jessie MacDougall Trust Fund for the month ending July 31, 2026, and the month ending August 31, 2026, be received as information.

Motion carried.

L. Harris noted that the budget was at approximately 60% spent at the time of the meeting, and would not foresee going over by year-end. Clarification was provided on the Travel & Mileage and Staff Development budget lines. The amounts were corrected to the end of August, 2026.

c) Board Report – 2027 Draft Capital and Operating Budgets

L. Harris noted the Library was not asking for additions to base budget this year, and that increases were contractual.
Discussion was had regarding the City's new payroll system that the Library would eventually be brought into.

d) 2027 Draft Operating Budget

Motion 26-57

MOVED by B. Martin and seconded by K. Whiteford that the Board approves the proposed 2027 Draft Operating Budget as presented.

Motion carried.

14. New Business

a) Board Report – Fall Staff Development Day

L. Harris presented the idea of the Deputy CEO to provide a lighter day for staff.
M. Cook provided information on Kevin Sylvester, children's author and illustrator, who claims libraries saved his life. Mr. Sylvester will be a light-hearted presenter for the day. Later in the afternoon, the Library will celebrate with the annual staff appreciation event. Board members are invited to attend this portion of the day. Invitations will be forwarded after the day's agenda is finalized.

Motion 26-58

MOVED by K. Leatherbarrow and seconded by D. Tait that the Woodstock Public Library close on Friday, December 4, 2026, for staff development and the annual staff appreciation event.

Motion carried.

b) Board Report – Library Branch Design North Woodstock Recreation Complex

L. Harris provided background information on how the Library arrived to being included in the new northeast recreation complex. In August, the City approached the Library CEO about being included in the plans. The item was included on the agenda for City Council, and so the Board voted, virtually, in favour of the addition. Council passed the motion to include the Library in the complex plans. The motion to approve has been included in the Minutes for the record.

M.A. Silverthorn thanked all members of the Board for their quick action to the voting request.

Motion 26-59

MOVED by J. Kent and seconded by K. Whiteford that the Woodstock Public Library Board endorses the inclusion of a branch library in the design of the North Woodstock Recreation Complex. Further, the Library Board strongly asks the City of Woodstock to include a minimum of two Library Staff members to be involved in the design, planning, and construction of the branch.

Motion carried.

15. Notices of Motion

None.

16. Attachments

a) **Interview with a City Councillor**; Heart FM; August 31, 2026

b) **CAO Report, North Woodstock Recreation Complex**; City Council Agenda; September 3, 2026

17. Committee of the Whole In-camera

Personal matters about an identifiable individual, and
Labour relations or employee negotiations.

Motion 26-60

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board moves into Committee of the Whole In-camera at 5:16 pm for personal matters and labour relations or employee negotiations.

Motion carried.

M. Cook, L. Harris, and L. Peixoto exited the meeting at 5:16 pm.

Motion 26-61

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Board moves out of Committee of the Whole In-camera at 5:37 pm.

Motion carried.

Motion 26-62

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 26-63

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Board approves the Minutes of the Committee of the Whole In-camera for June 9, 2026.

Motion carried.

Motion 26-64

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board receives the verbal report from the Chair, as information.

Motion carried.

18. Next Meeting

Tuesday, October 13, 2026, 4:15 pm. This will be the final regular meeting of the Board. The Library Board still holds office until November or December, until the official announcement of the new Board is made and ratified by City Council. Therefore, there will be no meeting of the Board in November.
L. Harris notes that the meeting in December will be reserved for orientation of the new Board, and their first official meeting will be in January, 2027.

19. Adjournment

M.A. Silverthorn declared the meeting adjourned at 5:40 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.