

Woodstock Public Library Board

Meeting Minutes

April 19, 2016

A regular meeting of the Woodstock Public Library Board was held on April 19, 2016 at 5:00 p.m. in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Chair, Sandra Carnegie
Vice-chair, Lisa Cuncic-Pegg
Ethel Boyd, Trustee
Heather Jones, Trustee
Tony Pihowich, Trustee
Brenda Turnbull, Trustee
Councillor Connie Lauder
Councillor Deb Tait

b) The following persons were also present:

Bruce Gorman, CEO
Lori Peixoto, Recorder

1. Call to Order/Chairperson's Remarks

Chair Carnegie called the meeting to order at 5:03 p.m.

2. Approval of the Agenda

Motion 16-26

MOVED by Trustee Turnbull and seconded by Trustee Boyd to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes from March 21, 2016

Motion 16-27

MOVED by Trustee Pihowich and seconded by Councillor Lauder to approve the Minutes of the Meeting of March 21, 2016.

Motion carried.

5. Business Arising from the Minutes

**a) Administrative Report
Monthly Board Statistics Explained**

The Chair speaks of the report provided by the eBranch Manager. The CEO notes that he has found in the past, in previous positions, that reporting on monthly acquisition ('Items Added') statistics is not always accurate, and many organizations will cease the monthly reporting in favour of quarterly reporting. The Chair asks members at the table to consider changing the way in which the 'Items Added' statistics are reported. A motion is not needed for the change, and all are agreed to commence the reporting of 'Items Added' statistics on a quarterly basis. The CEO will direct the eBranch Manager accordingly.

6. Board Education

None.

7. Consideration of Correspondence

**a) Friends of the Woodstock Public Library
Minutes of the Meeting of April 13, 2016**

The CEO reports that he attended the meeting. Trustee Pihowich asks if the Friends meet in the current Meeting Room. The Chair confirms that they do meet in the Meeting Room, and it is a tight fit when all members are present. The Chair makes note that the Friends do a lot for the Woodstock Public Library, and we are very lucky to have such a great group.

8. Administrative Reports

**a) Monthly Report
Report of the Chief Executive Officer for March and April, 2016**

The CEO reports that we will be continuing work to move forward on projects that have already been planned.

Currently, we are working with the City on the electronic time cards project. The Administrative Assistant is working on collecting the personnel information that will be entered into the City's database; InfoHR. Phase two will be moving toward electronic time cards as opposed to the current method of hand-written time cards. On completion, the theory is that staff will input their own hours,

and managers will review and approve. The end result will allow for staff hours to be redirected more efficiently.

The CEO updates the Board on the status of roof repair. Of 15 respondent bidders, the contract was awarded to a company from Guelph, Ontario, that quoted job completion at \$147,000. The work is to be done during the shoulder season so that the Library can remain open. This message will be conveyed to the roofing company.

The CEO reports on the current lighting of Floor II. The current fixtures are not in keeping with a Carnegie library. The Library will go through the procurement process to change out the lighting (photo example provided) to keep with our great heritage.

The CEO updates on issues with youth in and around the Library. The Library is a great place for youth to engage. There needs to be boundaries, and rules of conduct need to be followed. Management met with Police and WCI liaison. This was a positive meeting, and by doing so, we're forging a new relationship with Police. In light of the tragic events that have unfolded with youth in our city, the CEO speaks of the opportunity for the Library to be a safe, creative space for teens. Young people have much more to deal with in the complex world of today, and the CEO will strive to engage with youth of our community, and move forward to create a new space for youth to come. The CEO notes that there is a public meeting set for the end of May, and both he and the Manager of Public Services will be attending. The Vice-chair speaks of a mental health first aid training course, and that it's a good thing to pursue for staff that works in the public sector.

The CEO reports on money-saving initiatives in daily operations. The Library intends to join the Ontario Library Consortium, enhancing customer service and providing cost savings. The benefits of such are outlined in the Administrative Report. This will allow our librarians to do what they do best – customer service.

The CEO reports on himself and the managers meeting with representatives of Whitehots. The consensus is that they're a great company to work with. Their focus is shifting to marketing, and this is something the Library needs to spend some energy on. There will be further discussions with Whitehots in the future.

The CEO updates trustees on registration software that the City is implementing for their programs. This will benefit the Library as well.

The CEO reports that March Break programming was successful, and comments on the great outreach that this library offers.

b) **Statistics**

Library Systems Activities for the month of March, 2016

The CEO notes that he is looking to increase some of the Library's numbers – cardholder registration – and will investigate various ways of doing so; likely with marketing. The CEO makes reference to circulation, and that numbers will typically fluctuate. Programming numbers are favourable. Trustee Jones notes that interlibrary loans are down. The CEO spoke to the Manager of Public Services regarding the decline, and will take a closer look. Due to the time it takes to receive the materials, the service may not be as popular now. Trustee Turnbull offered that the decline could be due to the trend of eBooks.

9. **Committee Reports**

a) **Southern Ontario Library Service Trustee Council**

No report.

b) **Health and Safety**

No report.

c) **Grievance**

No report.

10. **Finance**

a) **Treasurer's Report**

Motion 16-28

MOVED by Trustee Boyd and seconded by Trustee Turnbull

that the DRAFT Statement of Revenues and Expenditures for the period ending March 31, 2016, and

the DRAFT Summary of Trust Account for the period ending March 31, 2016, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending March 31, 2016, be approved.

Motion carried.

The Chair makes reference to the Overtime account, and reminds trustees that the Library cleaner is doing the job of the custodian as well.

The CEO makes note that reporting on percentage spent is nice; however, benchmarks would give a better representation over time. The CEO will discuss this with the Treasurer at the City.

11. New Business

None.

12. Committee of the Whole In-camera

Motion 16-29

MOVED by Trustee Jones and seconded by Councillor Lauder that the Board move into Committee of the Whole In-camera.

Motion carried.

13. Notices of Motion

None.

14. Attachments

- a) "City holding a public meeting in light of recent youth suicides in Woodstock";
Woodstock Sentinel Review, April 12, 2016

15. Adjournment

MOVED by Trustee Turnbull that the meeting adjourn at 5:49 p.m.

Vision

Your Destination for Discovery

Mission

The Woodstock Public Library is a community based accessible centre that responds to changing needs by providing up-to-date resources in a welcoming environment.