

## **Woodstock Public Library Board**

### **Meeting Minutes**

**December 13, 2016**

A regular meeting of the Woodstock Public Library Board was held on December 13, 2016 at 5:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Sandra Carnegie, Chair

Brenda Turnbull, Vice-chair

Ethel Boyd, Trustee

Tony Pihowich, Trustee

Chris Landry, Trustee

Councillor Deb Tait

b) The following Board members sent regrets:

Heather Jones, Trustee

Councillor Connie Lauder

c) The following persons were also present:

Bruce Gorman, CEO

Lori Peixoto, Recorder

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#### **1. Call to Order/Chairperson's Remarks**

The Chair called the meeting to order at 5:05 pm.

#### **2. Approval of the Agenda**

##### **Motion 16-68**

MOVED by Vice-chair Turnbull and seconded by Trustee Boyd to approve the Agenda with an amendment to move item 11. (a) to the beginning of the meeting; just prior to item 3.

**Motion carried.**

**11. New Business**

**a) New Board member orientation**

The Chair introduces new Board Trustee, Chris Landry, and the Administrative Assistant hands him a Board package.

**3. Declaration of Conflict of Interest**

None.

**4. Approval of Minutes of November 15, 2016**

**Motion 16-69**

MOVED by Trustee Pihowich and seconded by Trustee Boyd to approve the Minutes of the Meeting of November 15, 2016.

**Motion carried.**

**5. Business Arising from the Minutes**

**a) Non-resident Fees**

The CEO gives a brief history on the Non-resident fee increases. There is a formula used to determine what the fee should be. At this time, the CEO is requesting the fee be increased to \$50. The Chair offers some background to Trustee Landry on why there is a fee, and proposes that \$50 be the maximum amount charged for such. The CEO reports that revenue generated by the fees has decreased by half since 2008. Vice-chair Turnbull would like to propose a capped fee for families. The CEO would like to research further, and defer a firm rate increase at this time.

**b) Jessie McDougall Trust Fund**

The CEO reports that he has spent some time discussing this Fund with Treasury, and has provided the Board with a letter outlining what the funds can be used for.

**6. Board Education**

None.

**7. Consideration of Correspondence**

**a) Letter to Gillian Green, Reference Librarian  
Forest of Reading Program**

**b) Service Comments Form  
Non-resident Fees**

**8. Administrative Reports**

**a) Report of the Chief Executive Officer for November and December 2016**

The CEO reports that the collection analysis is going well. The weeding will be reflective in the monthly statistics. Better World Books will be engaged to assist in the weeding process, to be launched in January, 2017.

There have been no numbers provided by the Friends regarding the book sale yet.

The Capital Budget will be discussed at Council on Thursday. The CEO reminds the Board of the \$219,000 ask for capital projects.

The CEO reports on a number of successful events that happened around the Library including the visit by Santa in the Children's department, Andrew Carnegie's birthday celebration, and the annual Christmas Tea. Vice-chair Turnbull states that events such as these are well worth offering to the community. People enjoy the ease in the Library as opposed to what libraries used to be. The key is getting people in the door, and that's what these events will do. Congratulations to staff for a job well done. The Chair adds that these events make Board members more accessible to the public, and that patrons enjoy meeting the Board.

**b) Statistics: Library Systems Activities**

Statistics report distributed at the meeting.

**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 16-70**

MOVED by Trustee Pihowich and seconded by Vice-chair Turnbull

that the DRAFT Statement of Revenues and Expenditures for the period ending November 30, 2016, and

the DRAFT Summary of Trust Account for the period ending November 30, 2016, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending November 30, 2016, be approved.

The CEO discusses collapsing the collection lines into one for ease of viewing. The Library is in a very positive position this year.

**Motion carried.**

**b) Allocation of Projected Surplus**

**Motion 16-71**

MOVED by Trustee Boyd and seconded by Councillor Tait to approve the Executive's decision in requesting of Council to move one-half of all funds from the 2016 year-end surplus into the Automation Reserve, and one-half of all funds from the 2016 year-end surplus into the Reserve for Consultant's Services.

**Motion carried.**

**c) Capital Priorities**

The CEO reports on projects that have been completed as well as money that is left to be spent. Vice-chair Turnbull suggests a 'road map' of projects. The CEO confirms there will be a document provided at the next Board meeting outlining upcoming projects.

**11. New Business**

**c) Motion 16-72**

MOVED by Trustee Pihowich and seconded by Trustee Boyd that the Board approve the last three absences of Trustee Jones. The Chair explains the policy of a trustee missing three or more meetings, and in doing so, can be asked to exit the Board.

**Motion carried.**

**12. Committee of the Whole In Camera**

**Motion 16-73**

MOVED by Vice-chair Turnbull and seconded by Trustee Boyd that the Board move into Committee of the Whole In-camera.

**Motion carried.**

**Motion 16-77**

MOVED by Trustee Boyd and seconded by Trustee Landry that the Board concur with the decisions made in the Committee of the Whole In-camera.

**Motion carried.**

**13. Notices of Motion**

None.

**14. Attachments**

- a) "We stick to what libraries do"; Woodstock Sentinel Review, November 21, 2016
- b) "Slight dip in City's 2017 capital budget"; Woodstock Sentinel Review, November 24, 2016
- c) "Weeding Project 2016-17"; brochure Woodstock Public Library
- d) "LIT on Tour: A Season of Ontario Sights"; [www.litontour.com](http://www.litontour.com), December 12, 2016 (distributed at meeting)

**15. Adjournment**

The Chair requests to add 2017 Board meetings to the January, 2017, Agenda.

**MOVED** by Vice-chair Turnbull that the meeting adjourn at 5:42 pm.

***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.