

Woodstock Public Library Board

Meeting Minutes

February 16, 2016

A regular meeting of the Woodstock Public Library Board was held on February 16, 2016 at 5:00 pm 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
Tony Pihowich, Trustee
Councillor Connie Lauder
Councillor Deb Tait

b) The following Board members sent regrets:

Heather Jones, Trustee
Brenda Turnbull, Trustee

c) The following persons were also present:

Gary Baumbach, CEO
Lori Peixoto, Administrative Assistant

d) The following guests were present:

Mary Reid, Curator of Woodstock Art Gallery

1. Call to order/Chairperson's Remarks

The Chair called the meeting to order at 5:01 pm.

The Chair noted that Councillor Lauder would be a few moments late for the meeting, and discussion around her time spent at OLA would take place after her arrival.

2. Approval of the Agenda

Motion 16-14

MOVED by Vice-chair Cuncic-Pegg and seconded by Trustee Boyd to approve the Agenda.

Motion carried.

The Chair requests Councillor Lauder's written remarks regarding her OLA sessions be added to the Agenda. All are in favour of adding the item to the Agenda.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes from last meeting

Motion 16-15

MOVED by Trustee Boyd and seconded by Vice-chair Cuncic-Pegg to approve the Minutes of the Meeting of January 19, 2016.

Motion carried.

Motion 16-16

MOVED by Trustee Pihowich and seconded by Chair Carnegie to approve the Minutes of the Meeting of February 10, 2016.

Motion carried.

5. Business Arising from the Minutes

Robert Whale Painting

Mary Reid, Curator of Woodstock Art Gallery, is introduced by the CEO, and the Chair thanks her for attending the meeting to give further background on the Robert Whale painting.

Ms. Reid notes that the attached report was prepared by the Art Gallery's Head of Collections. Ms. Reid takes excerpts from the report to provide a history of how the painting ended up with the Gallery. The CEO notes that with the announcement of his retirement, he felt that ownership of the painting should be finalized prior to his departure. Ms. Reid discusses that the value of the portrait is approximately \$5000, and is currently insured under the Woodstock Art Gallery as it is considered part of the permanent collection. Ms. Reid reports that no formal appraisal would need to be completed for a transfer of title from Woodstock Public Library to Woodstock Art Gallery; however, if required, an appraisal would be part of the Gallery's budget so there would be no monetary output by the Library.

Chair Carnegie recommends the Board considers transfer of title for this portrait.

Motion 16-17

MOVED by Councillor Tait and seconded by Trustee Pihowich that the Woodstock Public Library Board will transfer ownership of the portrait of Canon Bettridge to the City of Woodstock Art Gallery.

Motion carried.

Ms. Reid thanks Board members, and excuses herself from the remainder of the meeting.

6. Board Education

Councillor Lauder arrives, and the Chair invites her to present on her experience at OLA SuperConference 2016.

Councillor Lauder thanks the Board for supporting her experience at the OLA conference, and gives a synopsis of sessions she attended during her two days. A hard copy of Councillor Lauder's summary is handed out to members at the table.

The CEO reports his attendance at the conference was to experience the trade show only. He discusses an interesting concept of a 'green machine' kiosk; a machine that automatically checks in and checks out books from the patron's account once removed from and subsequently returned to the machine. This would be an idea for kiosks around the community such as the Complex or Southgate Centre. Innisfil has purchased a unit.

7. Consideration of Correspondence

a) Service Comment Form received January 22, 2016

Re: Loan Period of DVD "Great Artists of the Italian Renaissance"

The CEO reports that staff has altered the loan period of this series to allow for sufficient viewing by patrons.

b) Thank-you Card from Carolyn Veenstra (at Meeting)

The Board Chair opens the card, reads it, and passes it around the table. The CEO reports that recruitment is underway to fill the position of Head of Circulation Services. The position has been posted both internally and externally.

c) Friends of the Woodstock Public Library Minutes of the Meeting of November 11, 2015

Members have received the Minutes, and the CEO notes that the Friends' meeting for February was cancelled due to inclement weather. The CEO directs members' attention to the fact that the Friends provided funding for new carpet in the Children's area.

8. Administrative Reports

a) Monthly Report: Report of the Chief Executive Officer for January and February, 2016

The CEO reports that the Library will host two co-op students this year; one in the morning, and one in the afternoon. Staff is ready for them to begin this week.

The CEO reports on electronic timecards. City staff members currently work with three Collective Agreements, and this will be taken into account with the new software. The Library will be migrating to InfoHR software. Currently, the Library works on tracking personnel information by way of Excel spreadsheets and paper records. Migration to the new software will be good for the Library; and eSolutions, the new electronic timecard system, will extract data from InfoHR. The Administrative Assistant will be working with the upgrade in the coming months.

The CEO reports that Income Tax clinics will commence March 1st, and run through to April 26th; equating to 15 clinics.

The CEO confirms that Thursday, February 18th is the day of the Budget Presentation to Council. Board Trustees are welcome and encouraged to attend.

The CEO reports that planning has begun on the new roof project, and that work may begin in April/May when the HVAC system doesn't need to be running. There will be a narrow window in which this can be completed. Trustee Pihowich notes that the life of a new roof could be shortened with the potential of library expansion. The CEO agrees, and discusses the importance of the new roof with respect to constant leaks and water damage. Details on timeline to come.

b) Statistics: Library Systems Activities for the month of January, 2016

The CEO reports that statistics in eResources are not complete due to new subscriptions not yet being tracked to their fullest, and the cancellation of older packages that are no longer supported. The eBranch Manager is working with vendors to get accurate statistics.

Statistics show Items Borrowed are down while Programming and Social Media are on the rise. Board members are encouraged to keep an eye on the trends.

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

There are no financials available for this meeting.

11. New Business

a) None.

12. Committee of the Whole In Camera

Motion 16-18

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

Motion carried.

Motion 16-23

MOVED by Trustee Boyd and seconded by Vice-chair Cuncic-Pegg 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) "The Next Big Step for E-Books in Libraries", Publishers Weekly, January 18, 2016

b) “Jan. 27 is Family Literacy Day and experts in Oxford are encouraging families to prioritize reading and learning”, Woodstock Sentinel Review, January 26, 2016

c) “Green Tips – The Woodstock Community Seed Library”, Your Woodstock Environmental Advisory Committee and the City of Woodstock

15. **Adjournment**

The CEO announces that this will be his last official Board Meeting as Woodstock Public Library’s CEO. Bruce Gorman will arrive on March 14, 2016. The CEO asks Board members how long they would like him to stay on while Bruce becomes oriented; the suggestion being one week. Board members concur.

The CEO discusses how wonderful it has been to work for such a wonderful Board, and that the City is a well-run municipality.

Board members thank Mr. Baumbach for his time with the Woodstock Public Library.

MOVED by Vice-chair Cuncic-Pegg that the meeting adjourn at 6:25 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.