

Woodstock Public Library Board
Meeting Minutes
January 19, 2016

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

a) The following Board members were present:

Sandra Carnegie, Chair
Lisa Cuncic-Pegg, Vice-chair
Ethel Boyd, Trustee
Tony Pihowich, Trustee
Brenda Turnbull, Trustee

b) The following Board members sent regrets:

Heather Jones, Trustee
Connie Lauder, Councillor
Deb Tait, Councillor

c) The following persons were also present:

Gary Baumbach, CEO
Lori Peixoto, Recorder

1. Call to order/Chairperson's Remarks

Sandra Carnegie, Chair, called the meeting to order at 5:05 pm.

2. Approval of the Agenda

Motion 16-01

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 last meeting

Motion 16-02

MOVED by Trustee Pihowich and seconded by Trustee Boyd to approve the Minutes of the Meeting of December 15, 2015.

Motion carried.

5. Business Arising from the Minutes

a) None.

6. Board Education

a) None.

**7. Consideration of Correspondence
For Information**

**a) 2015-16 Public Library Operating, Pay Equity, and First Nation Salary
Supplement Grants**

Email from Grants Ontario dated December 24, 2015.

The CEO reports that the grant was deposited to our bank account just prior to the year-end. The funds were received later than ever, and we're very happy to receive the money.

**8. Administrative Reports
For Information**

a) Report of the Chief Executive Officer for December 2015 and January 2016

The CEO begins by announcing the retirement of Carolyn Veenstra, Head of Circulation Services, and that it came as a surprise to staff. Ms. Veenstra has been an employee of the Woodstock Public Library for 25 years, and will retire at the end of January, 2016. The CEO spoke of Ms. Veenstra's previous positions in the library, and noted that she is very skilled with staff and customers. Everyone wishes Carolyn a very happy retirement. Head of Circulation Services is a key position that will be filled, and will be posted both internally and externally.

The CEO reports on the progress of the City's project of electronic timecards. It's a complex process.

The CEO announces the library's newly certified members of Joint Health & Safety; Darlene Pretty, Janet M. Smith, and Lori Peixoto. They attended a two-part training session with Occupational Safety Group Inc. in London ON in December, 2015.

The CEO reports on adult programming – ‘tech coaching’. This is what customers are coming to the library for. We’ve tapped into a market that nobody else in the community is offering.

The CEO updates on the seed library in the works. Tom Butler has received a grant from USC Canada in the amount of \$500.00 for the program. The library continues to work with the Woodstock Environment Advisory Committee (WEAC) on this project.

The CEO reports that the carpeting project in the library is now complete. The project was carried out over several days, and the company performing the work was a pleasure to deal with. The work was carried out overnight with little impact on library staff.

The CEO reports that the Capital Budget has been submitted and approved. The Revenue Fund budget presentation is slated for February 18, 2016, during the regular City Council session. Any Board members available to attend would be welcome and encouraged.

b) Statistics: Library Systems Activities

The CEO notes that database usage is down due to the cancellation of some subscriptions. These cancellations were effective as of January 1, 2016, and we cannot obtain the December 2015 statistics. The Manager, eBranch Library is looking into this issue.

The CEO reports that there has been a push in programming, specifically, adult programming. It’s where the library has been weak in the past. Christmas ‘DIY’ adult programs were very well attended.

The CEO reports on circulation, and the fact that we’re down approximately 5000 ‘traditional’ items is indicative of things to come. This shortfall is made up with the rise in electronic products as eLibrary downloads are on the rise. This will be detailed in the budget presentation to Council.

c) Board Meeting Dates 2016

The Board agreed on the following meeting dates for 2016:

- Tuesday, January 19, 2016
- Tuesday, February 16, 2016
- Tuesday, March 15, 2016
- Tuesday, April 19, 2016
- Tuesday, May 17, 2016

Tuesday, June 21, 2016
Tuesday, September 20, 2016
Tuesday, October 18, 2016
Tuesday, November 15, 2016
Tuesday, December 20, 2016

The Chair makes note that she will not be available for the meeting on March 15th due to March Break, and Board members agree to keep the date as is.

d) Committee Appointments 2016

The CEO refers to the recommendations outlined in Administrative Report 8d. Trustee, Heather Jones, was appointed Board Representative for the SOLS Thames Region Trustee Council, and although she hasn't had opportunity to attend a meeting, the CEO recommends the appointment stand for 2016.

Staff members Darlene Pretty, Manager of Public Services, and Lori Peixoto, Administrative Assistant, attended certification training with OSG prior to Christmas, and the CEO recommends that they represent Management on the Joint Health and Safety Committee. Trustee, Tony Pihowich, was appointed Board Representative for the Employer's Grievance Committee, and although he has yet to participate in a meeting, the CEO recommends the appointment stand for 2016. Trustee Pihowich brings great experience to this committee.

The CEO recommends that a board member join staff as part of the New Logo Committee. This is an ad hoc committee, and it would be beneficial to have a board member able to present the vision that the board is looking to portray in a new logo. The eBranch Manager will continue to work with AZ Group on concepts. The Chair asks if anyone volunteers to sit on the ad hoc committee. With no volunteers, the Chair agrees to sit on the committee.

Motion 16-03

MOVED by Trustee Turnbull and seconded by Trustee Boyd that the recommendations outlined above regarding committee appointments be approved as well as the addition of the appointment of Chair Carnegie to the ad hoc New Logo Committee.

Motion carried.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

No report.

b) Health and Safety

The Chair directs members' attention to the Minutes of the meeting of December 18, 2015, and asks if there are questions or concerns. The CEO notes that the most recent inspection was routine, and all was well. Trustee Pihowich asks for an update on the security cameras. The CEO reports that not all cameras are fully functional and that Bulldog Security has been back to work on them. All new cameras have been installed, and I.T. from the City is working with the eBranch Manager on software.

c) Grievance

No report.

10. Finance

a) Treasurer's Report

There are no financials available for this meeting.

**b) DRAFT Revenue Fund (Operating) Budget 2016
Recommended Additions**

The CEO reports that actual numbers are coming through from the City, and directs Board members to the increase in the Building Maintenance Account. The CEO recommends that this account be increased a further \$5000 to \$35,000. This request is due to the cost of maintaining an aging building. Also, the new carpet will have to be maintained regularly, and this will cost more money. The previous carpet did not have a proper maintenance process. Proper maintenance will increase the life of the new carpet.

The CEO directs Board members to the suggested increase of \$3000 in Education/Training. Staff members have expressed a desire for further training. Trustee Turnbull expresses the importance of staff training with their roles evolving. Vice-chair Cuncic-Pegg notes that she attended an excellent mental health first aid training workshop. This training would be ideal for staff that works in the public sector. All Board members agree on the idea. Vice-chair Cuncic-Pegg will forward information on mental health first aid to the CEO.

Motion 16-04

MOVED by Trustee Boyd and seconded by Vice-chair Cuncic-Pegg to approve the increase in funds for the Building Account and Staff Education/Training Account in the DRAFT Revenue Fund (Operating) Budget 2016.

11. New Business

a) None.

12. Committee of the Whole In Camera

Motion 16-05

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

Motion carried.

Motion 16-08

MOVED by Vice-chair Cuncic-Pegg and seconded by Trustee Boyd 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

None.

15. Adjournment

MOVED by Trustee Turnbull that the meeting adjourn at 6:20 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.