

Woodstock Public Library Board

Meeting Minutes

June 21, 2016

A regular meeting of the Woodstock Public Library Board was held on June 21, 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

Ethel Boyd, Trustee

Heather Jones, Trustee

Tony Pihowich, Trustee

Councillor Deb Tait

b) The following Board members sent regrets:

Brenda Turnbull, Trustee

Councillor Connie Lauder

c) The following persons were also present:

Bruce Gorman, CEO

Lori Peixoto, Recorder

d) The following guests were present:

Trevor Hunter

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 5:12 p.m.

2. Approval of the Agenda

Motion 16-40

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

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes from May 17, 2016

Motion 16-41

MOVED by Trustee Pihowich and seconded by Trustee Boyd to approve the Minutes of the Meeting of May 17, 2016.

Motion carried.

5. Business Arising from the Minutes

None.

6. Board Education

a) Governance Presentation

Trevor Hunter, Kings University College

The Chair introduces and welcomes Trevor Hunter. Mr. Hunter provides a presentation to the Board on governance. The entire presentation will be made available to all in hard copy format.

Upon conclusion of Mr. Hunter's presentation, the Chair thanks him for attending and reports that this was very different Board education as in the past.

Board members felt the presentation was helpful, and would also appreciate further education on statistics and financials. The Chair confirms that Board Education will remain an Agenda item, and suggests future education to include a presentation by Patrice Hilderley of the City's Treasury Department. The CEO will plan for quarterly education. September's Agenda will include planned discussion for topics the Board feels they would benefit from.

7. Consideration of Correspondence

**a) Friends of the Woodstock Public Library
Minutes of the Meeting of June 8, 2016**

**b) Service Comment Form received, dated May 21, 2016
Re: Youth hanging around the front of the Library**

**c) Service Comment form received, dated June 7, 2016
Re: Youth throwing items outside of the Library**

The CEO comments that he is becoming more visible throughout the Library, and will continue to monitor all areas in and outside of the Library. It's difficult to prevent negative activity, but will act on incidents appropriately. Trustee

Pihowich asks if there is sufficient notice that there is surveillance equipment in and outside of the Library. The CEO confirms there is notification on the doors at the main entrance.

d) Service Comment Form received, dated June 13, 2016
Re: Insufficient lighting in the Library

The CEO reports that a patron was concerned that lights were turned off on Floor II in an attempt to keep the conditions cooler during the roofing project.

8. Administrative Reports

a) Report of the Chief Executive Officer for May and June, 2016

The CEO reports that there are new policies coming from the City related to sexual harassment in the workplace. The Library will be looking to the Board to adopt the City's policy. Revision is to come in September, 2016.

The CEO updates the Board on activity regarding IFOA. Knox Presbyterian Church has provided greater booking flexibility in offering a two-week window in October so that we can secure some great authors. Meetings continue to take place via teleconference with Library management and staff at HarbourFront.

The CEO reports on a successful outdoor concert with Oxford Winds. Special thanks to Trustee Pihowich for attending as well as the Friends for serving refreshments. Trustee Pihowich estimates that 95 people attending the event.

The CEO discusses his enjoyment in becoming more involved with the community. He attended the Pride flag-raising at Museum Square, and will attend an event at the Art Gallery. The CEO is meeting with the CEO of Oxford County Library next week. The CEO and Manager of Public Services met with a representative of Oxford-Elgin Child & Youth Centre in order to build a relationship that will assist in connecting with the youth of the community. The meeting was positive, and something to build upon.

The CEO reports on the launch of TD Summer Reading Club as well as other youth and adult programs that have been well attended including maker labs and tech sessions. The new microfilm readers are in place and continue to be used.

The CEO reports on the completion of the roofing project. The process allowed for minimal disruption to daily processes in the Library, and the trades people were excellent to work with. The weather worked well for us during the process. Everything is now back online, and the project was on time and on budget.

The CEO reports on the Canada 150 grant. The Library will be advocating for the remainder of the restoration project to be included in the five projects being supported by the City. The Library will be looking for Board support as we request 33% of the grant to restore the sides of the building.

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

The CEO reports that Library management met with representatives from WhiteHots. The meeting was positive, and we look forward to working more closely with the organization in the future. They have done great things with library marketing.

The CEO reports that there are some anomalies in getting correct information from vendors regarding database usage. The CEO makes note of the growth in Adult Programs, and will continue to watch Visits in Person statistics. The Library will investigate best ways to expose services to different people. The continuing goal is to educate people on diverse reasons of coming to the Library.

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 16-42

MOVED by Trustee Boyd and seconded by Councillor Tait

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

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

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

Motion carried.

The CEO notes that the Library continues to pay overtime for the Custodian while he performs the duties of both Custodian and Cleaner, noting he does a fabulous job.

The CEO thanks the Board for his moving allowance to come to Woodstock.

b) Auditor's Report – Letter of Independence: Scrimgeour & Company

Motion 16-43

MOVED by Trustee Jones and seconded by Councillor Tait that the Board accepts the Letter of Independence of Scrimgeour & Company as Chartered Accountants for the purpose of the Library's year-end audit.

Motion carried.

11. New Business

a) Woodstock Public Library Capital Priorities

Attachment

The CEO makes note that money has been carried over from years past. It's discussed that the Facility Review is important work, and the CEO wants to ensure it's done correctly with the right planners involved. This will be a multi-million dollar project, and although it is a priority, all agree not to rush through it. The CEO notes that neither marketing or Circulation area is listed on Woodstock Public Library Capital Priorities.

b) eGovernance – Paperless Agendas for the Board

For discussion

The CEO is hopes to get a better understanding of what the Board is looking for with this project, and notes that it was in the works for last year. The CEO asks Board members how they would like to access the Agenda – tablets or computers – and states that we can provide the Agenda electronically as early as the next Board Meeting. The Chair notes that paperless works for some members, but not all. Board members agree to have the Agenda sent electronically, and those in favour of paper can print at home. Tablets will be provided for the Board Meeting. This electronic process will commence for the September Board Meeting, and will trial over the next few meetings. All agree.

c) WPL Programming Page in the What's On Woodstock Magazine

For discussion

Trustee Jones opens the discussion by acknowledging a letter that she forwarded to the CEO regarding wording that she found problematic in the Library's

advertising in the What's On Woodstock (WOW) magazine. Trustee Jones reads a prepared statement to the Board. The statement is provided to the Administrative Assistant to be attached to the Minutes.

The Chair requests to see a copy of the WOW for exact wording of the program "Pimp Your Spero", and discussion takes place around the use of language today versus original meanings of words from years past. All agree that language is powerful, and words are not always used in their original context by people today. The Library does not want to come across as being offensive, but rather, engage the youth of today. All agree that the Library will be more mindful going forward.

d) Support of Canada 150 Grant
Attachment

The CEO requests Board support for the Library as part of the City's application to the Canada 150 Grant.

Motion 16-44

MOVED by Trustee Boyd and seconded by Trustee Pihowich that the Board move support the Library's initiative to apply for funding through the Canada 150 Grant in order to complete the exterior restoration of the building.

Motion carried.

12. Notices of Motion

None.

13. Attachments

a) "Woodstock youth suicides have community seeking answers";
www.cbc.ca/news, June 6, 2016

b) "Toronto public libraries, Google to offer free take-home Wi-Fi";
www.cbc.ca/news, June 15, 2016

Members of the Board discuss their interest in this article, and the CEO states that these are the types of things he would like to implement in the Woodstock Public Library.

14. **Adjournment**

Prior to adjourning, the Board Chair states she would like to forward a 'thank you' to Trevor Hunter for presenting on Board Governance.

MOVED by Trustee Boyd that the meeting adjourn at 6:55 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.