

Woodstock Public Library Board

Meeting Minutes

March 21, 2016

A regular meeting of the Woodstock Public Library Board was held on March 21, 2016 at 5:00 pm 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 Connie Lauder

b) The following Board members sent regrets:

Vice-chair, Lisa Cuncic-Pegg
Brenda Turnbull, Trustee
Councillor Deb Tait

c) 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 5:10 pm.

The Chair thanked everyone for accommodating the change in date for the meeting to allow for proper transition of the previous CEO, Gary Baumbach, to new CEO, Bruce Gorman. Chair Carnegie goes through formal introductions with Board members and the new CEO. Mr. Gorman speaks of his orientation with the previous CEO, and reports that it was a great week of learning. Mr. Gorman likes the feel of the community of Woodstock and is excited to be part of it.

Mr. Baumbach delivered his official retirement letter to Chair Carnegie, and the Chair confirmed with the Board that Mr. Baumbach's official date of retirement is March 31, 2016. Chair Carnegie will scan/email the letter to the Administrative Assistant to then be forwarded to all Board members. Chair Carnegie reports to

members that at Mr. Baumbach's request, there was no official 'send off' to celebrate his retirement. Internal Library staff celebrated throughout his final day with coffee and sweets, and presented him with a gift from all staff. Chair Carnegie suggests inviting Mr. Baumbach to lunch in the near future, and all Board members agreed to this.

2. Approval of the Agenda

Motion 16-24

MOVED by Trustee Boyd and seconded by Councillor Lauder to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes from February 16, 2016

Motion 16-25

MOVED by Councillor Lauder and seconded by Trustee Boyd to approve the Minutes of the Meeting of February 16, 2016.

Trustee Pihowich makes note of two grammatical corrections needed in the Minutes within 'Consideration of Correspondence' and 'Administrative Reports'.

Motion carried.

5. Business Arising from the Minutes

None.

6. Board Education

The Chair explains to the CEO that throughout the year, the Board will be educated by various departments within the Library, explaining what their role is. There is no Board Education for this regular meeting.

7. Consideration of Correspondence – For Information

a) Service Comment Form dated February 17, 2016

Re: Toilet Seats in the Public Washrooms

b) Service Comment Form dated March 3, 2016

Re: Behaviour of Students in the Library

The CEO comments that the issue seems to have been going on for some time. If reviewing Policies and Procedures isn't effective, a ban will be enforced. This is likely good practice to continue. The CEO will discuss it with the City at the next Management Group meeting. The CEO explains that there needs to be a balance; a lengthy ban is not always suitable. Education of staff members is key in this matter.

c) **Service Comment Form dated March 8, 2016**
Teens 'Hanging Out' in Front of the Library

d) **Friends of the Woodstock Public Library**
Minutes of the Meeting of March 10, 2016

8. Administrative Reports

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

The Chair invites the CEO to discuss his report.

The CEO comments that he's learned a lot in the first week of his role at the Woodstock Public Library.

The CEO provides an update on the electronic time cards project being spearheaded by the City. Moving to an electronic system will be most beneficial in efficiency, and there is a lot of opportunity for that. Part of migrating to an electronic time card system will mean the Library will have to be set up with InfoHR; the City's personnel database. There will be a meeting in the near future regarding this migration.

The CEO reports on a successful March Break with some fabulous programming for youth, and explains that this is really what we want to be doing for the community.

The CEO reports on the Library's involvement with the Rec and Leisure Fair, and comments that it's positive community exposure.

The CEO will contact the Palmerston Library for information on their interior lighting in order to upgrade to similar lighting on Floor II of our library.

The CEO comments on the new Seed Library, and what a great idea it is. The Library will apply some programming to support the initiative. The CEO confirms that twenty people have already made use of the Seed Library, and have signed out seeds. This is a self-sufficient process, based on the honour system.

The CEO and Mr. Baumbach participated in a conference call with Harbourfront regarding the International Festival of Authors (IFOA). The ask of Harbourfront was

more funding to be provided by the Library for the event, however, we're already at such a rich level in what we provide to the event, and the representative from Harbourfront agreed. All parties look forward to another great event this year.

The CEO met with Craig Wallace of the City regarding the library building. Mr. Wallace is confident that the new roof project could be completed in stages, keeping the Library open during the process.

The CEO comments on the Budget Presentation that went before Council on February 18th, and states that he was in the audience. The Budget was approved by Council on March 3rd. It's a good vote of confidence from the City.

The CEO reports that the year-end audit has commenced for the Library, and we will be working with the auditor and City staff this week as needed.

b) Statistics: Library Systems Activities for the Month of February, 2016

The CEO reports on some anomalies. The library is not receiving correct statistical information from software vendors. The eBranch Manager is currently working with EBSCO on this matter, and the Board is aware of the issue.

The CEO reports on the rise in numbers for programming in youth and adults. This is the trend in most libraries currently.

Trustee Jones questions the incorrect statistical information coming from software vendors, and asks for an updated report once corrections have been made. The CEO suggests the eBranch Manager could attend the next meeting to further explain. The Board Chair suggests a written report would suffice.

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 16-26

MOVED by Trustee Boyd and seconded by Trustee Pihowich

that the DRAFT Statement of Revenues and Expenditures for the period ending February 29, 2016, and

the DRAFT Summary of Trust Account for the period ending February 29, 2016, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending February 29, 2016, be approved.

The Chair explains that typically the Board will ask if there is anything specific the CEO would like to direct members' attention to.

The CEO reports that he has been discussing methodologies of account transfers with the City's Deputy Treasurer. He also reports that salaries are overspent due to the overtime wage of the current Custodian position. Councillor Lauder asks if the overtime will continue to accumulate, and the CEO confirms it will be ongoing until the issue is resolved.

The CEO reports an error with the posting of Freegal. The amount should be posted to Standing Orders. No other anomalies noted. Trustee Pihowich asks for clarification regarding Freegal, and if the amount was simply posted to the wrong account. The CEO confirms that is the case.

Motion carried.

11. New Business

None.

12. Committee of the Whole In-camera

None.

13. Notices of Motion

None.

14. Attachments

a) "A little known Woodstock group, the Tuesday Reading Club, celebrates 120 years of sharing knowledge"; Woodstock Sentinel Review, February 17, 2016

b) "Halifax native Bruce Gorman will take over as CEO of the Woodstock Public Library in March 2016"; Woodstock Sentinel Review, February 18, 2016

- c) “Woodstock City Council hears budget presentations and gives two townhouse developments the green light”; Woodstock Sentinel Review, February 19, 2016
- d) “Woodstock Environmental Advisory Committee partners with Woodstock Public Library to launch new seed library”; Woodstock Sentinel Review, March 1, 2016
- e) “Art gallery, museum and library all holding programs for kids and teens next week”; Woodstock Sentinel Review, March 9, 2016
- f) Extended Family Project connects those in need with volunteers to help them develop skills and the bonds of friendship”; Woodstock Sentinel Review, March 13, 2016

Board members discuss all of the positive coverage in the Woodstock Sentinel Review. The support from the local newspaper is excellent.

15. Adjournment

MOVED by Trustee Boyd that the meeting adjourn at 5:39 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.