

Woodstock Public Library Board

Meeting Minutes

May 17, 2016

A regular meeting of the Woodstock Public Library Board was held on May 17, 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

d) The following guests were present:

Christene Scrimgeour, Scrimgeour & Company

1. Call to Order/Chairperson's Remarks

Chair Carnegie called the meeting to order at 4:55 pm.

2. Approval of the Agenda

Motion 16-30

The Chair requests moving Agenda item 10 (b) to just after item 3.

MOVED by Councillor Lauder and seconded by Trustee Jones to approve the Agenda with the amendment of moving item 10 (b) to just after item 3.

Motion carried.

3. Declaration of Conflict of Interest

None.

10. Finance

b) Auditor's Report

Report presented by Christene Scrimgeour, CPA, CA, BA, Scrimgeour and Company;
City of Woodstock Auditor

The Chair welcomes Ms. Scrimgeour to present the Library's year-end audited financial statements. Ms. Scrimgeour thanks the Board for inviting her to present, and states that she would be happy to attend the AGM every year to do the same.

Ms. Scrimgeour discusses the audited statements, and answers questions from the Board during the presentation.

At the conclusion of the presentation, the Chair thanks Ms. Scrimgeour once again for attending.

Motion 16-31

MOVED by Trustee Boyd and seconded by Trustee Jones

that the DRAFT audited Woodstock Public Library Board Trust Fund Financial Statements for the year ending December 31, 2015, and

the DRAFT audited Woodstock Public Library Board Financial Statements for the year ending December 31, 2015

be approved.

Motion carried.

4. Approval of Minutes of the Meeting of April 19, 2016

Motion 16-32

MOVED by Trustee Pihowich and seconded by Councillor Lauder to approve the Minutes of the Meeting of April 19, 2016.

Motion carried.

5. Business Arising from the Minutes

a) Deed of Gift

Robert Whale painting to Woodstock Art Gallery

The CEO reminds Trustees of the presentation to the Board by Mary Reid, Curator of Woodstock Art Gallery, in February of 2016. Ms. Reid has forwarded the Deed of Gift for the painting, and the Board is to determine how they would like to be recognized in the credit line of the document. All Trustees agree to the following wording: "Gifted by Woodstock Public Library".

6. Board Education

None.

7. Consideration of Correspondence

**a) Friends of the Woodstock Public Library
Minutes of the Meeting of May 11, 2016**

**b) Service Comment Form received September 30, 2015
Re: complaint of excessive noise during Literacy Program tutor session**

The CEO discusses the idea of expecting teens to enter the library only to study as being unrealistic, and explains that there is no simple approach in dealing with the group of teens causing trouble in and around the Library. The CEO and Manager of Public Services have met with the Police, principle of Central Public School, and the school liaison. There was good dialogue in this meeting, and this will help strengthen the relationship between the groups going forward. As a new member of the community, the CEO states the importance of being engaged with community members; especially youth. If anyone is causing a disturbance in the Library, staff will approach them in the moment to act appropriately. The Chair adds that it's a tough balance, and to be accommodating to the nature of teens as well as respecting the Library space for other patrons will need to be closely monitored as we don't want to lose traditional users due to favouring a specific group. The CEO agrees that it's the goal to ensure everyone enjoys the Library.

**c) Service Comment Form received November 27, 2015
Re: Linux versus Windows**

The CEO states that there was no response forwarded to the individual that filled out this Service Comment Form due to lack of a complete name and address on the form. The CEO goes on to report that Useful was meant to make computer use easier, and it simply doesn't. The CEO will make the change to have regular PCs with Windows in the future.

**d) Service Comment Form received April 22, 2016
Re: Skateboards and bicycles at the front of the Library**

The CEO makes reference to the previous discussion regarding teens in and around the Library, and that issues will be dealt with in the moment.

8. Administrative Reports

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

The CEO reports he attended his first Accessibility Advisory Committee meeting in Woodstock. He did a lot of work on this in Halifax. Councillor Lauder discusses that, being on the Committee as well, she finds they've done a lot of good work in the community.

The CEO reports that Ashleigh Yates-MacKay and Katarina Grambow are returning to the role of Summer Student Aide this year. The previous grant for wage subsidy through Canada Employment Services is no longer available, however, the value they bring to the Library is great. They will work full-time through the summer.

The CEO reports on the Friends of the Library book sale. The sale was held on Saturday, May 14th, and generated \$1400. This was a good day for all.

The CEO spoke of an impromptu meeting with a representative from TechAlliance. It may be beneficial to host an event in which people with entrepreneurial interest may attend; possibly college students.

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

The CEO reports on some numbers improving. Circulation numbers are slightly increased. Cardholder stats are normalizing. Regarding the previous decline of ILLO (interlibrary loans), the CEO noted that the staff member who processed the requests was off for a period of time, and the Library suspended service during that time. The CEO notes that he's satisfied with programming statistics, and that programs at the Library are well attended.

c) Woodstock Public Library 2016 Annual General Meeting May 2015 to May 2016 Achievements

The CEO reports on highlights since the last AGM including the increase in collections, the installation of carpet tiles on Floor II, and the installation of new security cameras which are all online and performing well.

The CEO noted the sign-off by the Board of the Collective Agreement, and the processing of the Capacity Fund for technological improvements at the Library. A 3D printer was purchased, and there continues to be great attendance with

programming. Creating space for teens will be a powerful resource in the community going forward..

The CEO reports on a great year with all of the commitments by our Friends of the Library, and looks forward to another engaging year.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

No report.

b) Health and Safety

The Minutes of the Joint Health and Safety Meeting of March 18, 2016, are attached. The CEO notes that nothing is out of the ordinary, and there are no questions or comments by the Board.

c) Grievance

No report.

10. Finance

d) Treasurer's Report

Motion 16-33

MOVED by Councillor Lauder and seconded by Trustee Boyd

that the DRAFT Statement of Revenues and Expenditures for the period ending April 20, 2016, and

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

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

Motion carried.

The CEO notes that the Library is right on track, being 30% spent; where you'd hope to be at this point. The Salaries/Overtime accounts will continue to be overspent while the Cleaner is currently doing the job of both Cleaner and Custodian.

11. New Business

a) Board Education

The Chair brings forward new business in discussion around inviting staff to attend future Board meetings to discuss their role at the Library. The Chair feels this will help engage staff and Board members, and hopefully reiterate the appreciation of the Board to staff for all they do. The CEO states that he will approve funding for staff to attend Board meetings. Councillor Lauder notes that a 10-minute presentation by staff members would suffice, and that the invitation should be presented as a positive exercise for staff to show pride in what they do at the Library.

b) Woodstock Public Library Goals for 2016

The CEO gives a verbal report on goals, and notes he will come to the Board with a quarterly report to show progress on current projects.

With respect to the design study, a space study occurred. This indicated a need to understand what the Library is looking to achieve by gaining space. An architectural study will be done then as a result. The City suggested \$50,000 to perform the design study, and the CEO noted that this is a lean number. The Board needs to determine what services the Library wants/needs to offer. It is agreed among members of the Board that a good idea of what the Library needs is essential, otherwise, we will end up with dysfunctional space. The CEO speaks of the process in two parts. There are consultants that would provide both space and architectural studies, and the Library would need to start with an RFI. The Chair notes that the Board has discussed expansion for several years, but with no clear direction. The CEO notes that even with a formal plan, ideas can change along the journey. The first step is to issue an RFI. The Chair confirms this as the place to start, and the Board directs the CEO to start the process. If special meetings over and above regular meetings of the Board are required, all members agree to being available to dedicate their time to seeing this through.

c) Resignation of Board Vice-chair

The Chair reads the letter of resignation, dated May 17, 2016, submitted by Vice-chair, Lisa Cuncic-Pegg, which will take effect May 30, 2016. The City will advertise the vacant position on the Board.

Motion 16-34

MOVED by Councillor Lauder and seconded by Trustee Pihowich that the Board accepts the resignation of Vice-chair, Lisa Cuncic-Pegg.

Motion carried.

12. Committee of the Whole In Camera

Motion 16-35

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

Motion carried.

Motion 16-39

MOVED by Trustee Boyd and seconded by Trustee Jones 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) "Students for Taipei, Taiwan come to Woodstock Collegiate Institute to complete an exchange"; Woodstock Sentinel Review, April 27, 2016

b) "High-speed rail critical to London, group says"; London Free Press, April 28, 2016

c) "Public meeting for residents to hear from professional mental health agencies rescheduled for May 26"; Woodstock Sentinel Review, April 29, 2016

d) "Newfoundland and Labrador closing more than half its public libraries"; CTVNews.ca, April 29, 2016

Trustee Jones remarked on working in Newfoundland for a number of years, and how the article is misleading. There is an incorrect perception of libraries not serving their people and communities.

e) "LIT on Tour"; enews@ifoa.org, April 29, 2016

f) "Moderne Improvements – A sensitive addition brings an Art Moderne house in Hamilton up to speed for contemporary living"; Canadian Architect, April 2016

g) “Get thee to a library: It’s more important than ever”; The Globe and Mail, May 5, 2016

h) “Big BIG Book Sale” (banner); Woodstock Sentinel Review, May 13, 2016

15. Adjournment

MOVED by Councillor Lauder that the meeting adjourn at 6:50 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.