

Woodstock Public Library Board

Meeting Minutes

November 15, 2016

A regular meeting of the Woodstock Public Library Board was held on November 15, 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, Brenda Turnbull
Ethel Boyd, Trustee
Tony Pihowich, Trustee
Councillor Connie Lauder
Councillor Deb Tait

b) The following Board members sent regrets:

Heather Jones, Trustee

c) The following persons were also present:

Bruce Gorman, CEO
Lori Peixoto, Recorder

1. Call to order/Chairperson's Remarks

The Chair called the meeting to order at 5:02 pm.

2. Approval of the Agenda

Motion 16-63

MOVED by Vice-chair Turnbull and seconded by Trustee Boyd to approve the Agenda with the requested amendments of OLA Attendance and Library Donation included in New Business.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes from the meeting of October 18, 2016

Motion 16-64

MOVED by Trustee Pihowich and seconded by Trustee Boyd to approve the Minutes of the Meeting of October 18, 2016.

Motion carried.

5. Business Arising from the Minutes

a) The Vice-chair asks if the previous question regarding non-resident fees has been looked into. The CEO reports that he will be meeting with Patrice Hilderley regarding the history of the non-resident fees as well as the Jessie McDougall Trust Fund. The CEO also reports that the City has closed the application date for Board applicants, and Councillor Tait notes that appointment will take place Thursday at the City Council meeting.

6. Board Education

None.

7. Consideration of Correspondence

**a) Friends of the Woodstock Public Library
Minutes of the Meeting of November 9, 2016**

The Minutes are distributed to Board members. The CEO reports that the National Friends of Public Libraries is disbanding. The Woodstock Friends is an independent chapter, and does great work for our community, and so this does not affect our group in any way.

The Chair draws Board members' attention to the annual potluck date.

**b) Letter from Ontario Library Association, dated October 6, 2016
Gillian Green, Reference Librarian re: Forest of Reading Program**

The CEO reminds the Board of Ms. Green presenting during the last Board meeting, and speaks of the great work she does with the children in our library. The CEO suggests presenting Ms. Green with a letter of thanks on behalf of the Board.

8. Administrative Reports

a) Report of the Chief Executive Officer for October and November, 2016

The CEO reports on the success of another IFOA event; quoting the organizers in saying Woodstock is one of the most successful in the tour of eleven cities, likely due to the amount of money and effort spent on it by the Library. IFOA organizers appreciate the commitment Woodstock Public Library puts out for the event. Attendance was down this year compared to previous years, and it's suspected that is in part due to the lack of well-known authors head-lining our event. The Library had little to no say in the chosen authors, and that process will be addressed in a debrief with IFOA. Results of the debrief will be reported back to the Board. The Chair suggests for next year going back to bringing in an author for youth in order to attend local schools for a reading in addition to the evening event. This will broaden the event to bring in people of all ages. All in all, consensus was that it was a nice evening to attend an author reading and enjoy a wine and cheese reception on the beautiful second floor of the Library on a Friday night.

The CEO reports on the staff development day that was held on November 11th during library closure to the general public. Staff members attended a morning session focusing on team-building, and then broke to attend the Remembrance Day ceremony. Prior to lunch, the CEO spoke to staff regarding the vision for the Library going forward. Lunch was then provided, and afterward, staff attended an afternoon session focusing on the adolescent mind. The day was a success, and a positive building block of annual staff development days to come.

b) Statistics: Library Systems Activities

The CEO reports that it will be January before we create more meaningful numbers. Statistics are similar to that of last year at this time.

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 16-64

MOVED by Trustee Boyd and seconded by Vice-chair Turnbull

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

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

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

The CEO notes the overspent accounts, and reports that the Library is only 72% overall which indicates that we'll end the year in a surplus position.

Motion carried.

b) Draft 2017 Revenue Fund (Operating) Budget

Motion 16-65

MOVED by Trustee Pihowich and seconded by Vice-chair Turnbull to approve the Draft Revenue Fund (Operating) Budget as presented.

The CEO notes that increases are driven by OMERS, CPP, EI, and the collective agreement salary increases. The Library is requesting increased funding for online resources; specifically 'Hoopla' which provides the streaming of music, movies and the download of graphic novels. This is a good use of funds. The CEO also notes the increased ask for the 'Pay in Lieu of Benefits' account. It's been overspent for the past two years, and adding \$2,100 should bring that up to balance for 2017.

Motion carried.

c) Budget Items to be Carried Over Year-end

Motion 16-66

MOVED by Councillor Lauder and seconded by Trustee Boyd to defer \$50,000 for the Library Expansion Design Study, and \$5,000 for the Digital Projector capital projects to 2017.

Motion carried.

11. New Business

- a) Vice-chair Turnbull reports that she has received her OLA Super Conference package, and suggests it would be beneficial to attend the Library Branch Tour as we look toward future expansion. The tour looks at three branches on the periphery of Toronto. The CEO suggests Board members review the package, and report back to him their interest for attending the Conference.
- b) The CEO reports that with a recent donation of \$8,500, the Library seeks approval of the Board to accept the funds to be put toward a new Smart Board. It's an exciting purchase for the Library to offer the community a technological tool that they may not normally have access to. At this time, no announcement will be made as to the name of the donors. The CEO is awaiting their signed disclosure.

Motion 16-67

MOVED by Vice-chair Turnbull and seconded by Trustee Boyd that the Board approve additional funds in the form of this donation and apply those funds, at the request of the donors, to the purchase of a new Smart Board.

Motion carried.

12. Notices of Motion

None.

13. Attachments

None.

14. Adjournment

MOVED by Vice-chair Turnbull that the meeting adjourn at 5:34 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.