

Woodstock Public Library Board

DRAFT Meeting Minutes

October 18, 2016

A regular meeting of the Woodstock Public Library Board was held on October 18, 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

Tony Pihowich, Trustee

Brenda Turnbull, 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

d) The following guests were present:

Gillian Green, Reference Librarian

1. Call to order/Chairperson's Remarks

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

2. Approval of the Agenda

Motion 16-55

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

The Chair requests to amend the Agenda to show item 11.(a) immediately following item 5.

The Chair requests to amend the Agenda to add the motion of electing a Vice-chair in New Business.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes from September 20, 2016

Motion 16-56

MOVED by Trustee Pihowich and seconded by Councillor Lauder to approve the Minutes of the Meeting of September 20, 2016.

Motion carried.

5. Business Arising from the Minutes

- a) Trustee Pihowich asks if there is an update regarding the Non-resident Fee. The Chair confirms that the CEO was going to investigate. The CEO reports that he will meet with the City Treasury Department to discuss the amount that is currently allocated to the Library from Woodstock residents' taxes, and when the last Non-resident Fee increase occurred.

11. New Business

a) Staff Member Introductions

The Chair introduces Gillian Green, Reference Librarian, to Board members, and explains the initiative of inviting staff members of each department to present their role and background to the Board.

Board members introduce themselves. Ms. Green discusses her education and background in Rec & Leisure, and how she came to her preferred career of Reference Librarian. Ms. Green discusses her role in the Library, her interest in research and program development, as well as her preference in working with youth. Ms. Green is a big part of the Library's outreach for children including Good Beginnings and the Early Years Centre. The CEO discusses Ms. Green's role in the collection development team at the Library, and expresses to the Board the positive effect Ms. Green brings to our environment.

The Chair thanks Ms. Green for attending and allowing the Board to learn more about how she came to Woodstock Public Library, and for her continued service in children's programming and to the Library as a whole.

The Board discusses the positive and important nature of having staff from various departments introduce themselves in this manner, and looks forward to future presentations.

6. Board Education

a) Review of Competency Matrix

The CEO discusses the idea behind creating a matrix for adding an additional Board member. It allows for a sense of where skill-sets might be lacking in the Board, and gives an opportunity to fill those gaps. The City Clerk provided a deadline of October 31, 2016, for Board applicants.

The Chair offers the option of Trustees filling out the matrix while looking at the Board as a whole rather than individually, and suggests that while looking at the demographics currently represented, the most important criteria would be 'fit' – someone who understands forward thinking of where libraries are headed.

7. Consideration of Correspondence

a) Friends of the Woodstock Public Library Minutes of the Meeting of October 12, 2016

The Chair asks if members of the Friends request to be on the Board. It's confirmed that Paul Ward served on the Board in the previous term.

No other questions or comments.

b) Service Comment Form received, dated September 16, 2016 Bike racks

The CEO reports that Mary Reid of Woodstock Art Gallery has requested additional bike racks for various points in the city through a provincial grant.

c) Service Comment Form received, dated September 17, 2016 Child interested in young adult materials

d) Service Comment Form received, dated September 27, 2016 WiFi connection and speed

e) Service Comment Form received, dated September 29, 2016 Audio at Knox Presbyterian Church for IFOA

The Chair explains the concept of assistive devices for the hearing impaired. The CEO confirms that Knox Church has four devices, and patrons should ask staff on hand at the event for a device if needed.

**f) Service Comment Form received, dated September 30, 2016
Non-resident fee for teachers working in the city**

8. Administrative Reports

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

The CEO reminds Board members that IFOA is this Friday evening, and he was at the local radio station discussing event details. There will be a banner printed on the front page of the local newspaper Wednesday morning, and preparations are ongoing by staff for another successful event.

The CEO reports that staff members are continuing to work on the annual survey for the provincial grant that is due at the end of the month.

The CEO discusses his findings regarding Board sign-off for updated policies, and that there does not seem to be evidence that Board signature is required. Once the Board approves the updated policy, that serves as the authorization.

The CEO updates on the collection analysis process. The Library's collection is healthy, but too large. There will be a weeding process, and the exiting of materials will be done appropriately by a third party to then distribute to third world countries. There will be patrons that disagree with the weeding process, but it's necessary to increase circulation and create a space for people to more thoroughly enjoy.

There are no questions regarding the monthly report.

b) Statistics: Library Systems Activities

The CEO suggests the current reporting of statistics is not as useful as he'd like it to be, and thinks the Library can do better. The current stat for cardholders doesn't reflect online usage, and eResources stats are provided by suppliers which are not always accurate. Statistics should be reflective of trends and easily understood. The CEO will do some work with staff in bringing forward more reflective numbers that make sense.

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 16-57

MOVED by Trustee Boyd and seconded by Vice-chair Turnbull

that the DRAFT Statement of Revenues and Expenditures for the period ending September 30, 2016, and

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

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

The CEO discusses accounts that are overspent. Custodial overtime continues to be overspent due to the current employee working both custodian and cleaner positions. The account for Pay in Lieu of Benefits is overspent, and the CEO will investigate this, and look to normalize the account in future budgets. The Collection accounts should be represented by one account to show a true representation that we're on track for proper spending – some collections are up, and some are down. As a whole, the Library is currently in surplus for collections. The CEO will discuss with Treasury to report this as a whole in the future.

Trustee Pihowich looks for clarification on the Jessie McDougall Trust Fund, and asks what the Library can use the funds for.

Motion carried.

b) Updated Capital Plan 2017

The Administrative Assistant distributes an updated and revised plan. The Chair explains that this differs from the original Capital Plan. The Chair met with the

CEO and authorized this new plan to be submitted to the City because it was due the day prior to this Board meeting.

The CEO explains the desperate need for updated space for staff to meet and collaborate; to provide a positive and appropriate functional workspace. He explains that his current office space is too large, and would be more appropriate use for a meeting room. The plans create open space for the Librarians to sit together as well as moving Management closer together. The plans also allow for the Custodian to have appropriate desk space outside of the current utility closet.

The CEO further explains that due to the history of the Library not typically planning years in advance, this project, with the current high cost estimate, will be only one of two Capital requests for this year. The plan allows for respectable space and includes all furnishings to complete the project in two phases over 8-12 weeks. All Board members agree that the ask is justified. The Capital Plan was submitted to the City yesterday; October 17, 2016.

11. New Business

b) Remembrance Day Closure/Staff Development Day

The CEO requests to move back to the tradition of closing the Library to the public in order to provide annual staff development. The Board discusses the importance of ongoing development for staff, and the Chair suggests a motion is not needed. Therefore, the Library will close to the public in observance of Remembrance Day, and staff will attend training sessions provided for the day at the Library.

c) IFOA Library Closure

The Chair reports that, in the past, the Library has remained open until its usual closing time of 8:30 pm on IFOA evening. It would be more efficient and helpful for staff if the Library was to close earlier, giving plenty of time for event set-up. Therefore, the ask of the Board is to have the Library close at 7:00 pm on the evening of the IFOA. All members agree. The Library will close at 7:00 pm on Friday, October 21, 2016.

d) Holiday Closure

The Chair explains the need for closure in lieu of statutory holidays falling on the weekend over Christmas this year. The Board approves Library closure on the following days:

Saturday, December 24, 2016 – closed for Christmas Eve
Sunday, December 25, 2016 – closed for Christmas Day
Monday, December 26, 2016 – closed for Boxing Day
Tuesday, December 27, 2016 – closed in lieu of Christmas falling on a Sunday
Saturday, December 31, 2016 – closed for New Year’s Eve
Sunday, January 1, 2017 – closed for New Year’s Day
Monday, January 2, 2017 – closed in lieu of New Year’s Day falling on a Sunday

e) December Board Meeting

The Chair suggests moving the next Board meeting one week earlier to Tuesday, December 13, 2016. All approve the revised date for the December Board meeting.

f) Vice-chair

The Chair suggests the importance of electing a Vice-chair for the remainder of the term now that the position has remained vacant since the departure of Vice-chair Cuncic-Pegg, and opens the floor to nominations. Councillor Tait nominates Trustee Turnbull, and Trustee Pihowich seconds the nomination. There are no other nominations, and the call for nominations is declared closed by the Chair. Trustee Turnbull accepts the nomination, and is elected the Vice-chair of the Woodstock Public Library Board.

12. Committee of the Whole In Camera

Motion 16-58

MOVED by Councillor Lauder and seconded by Vice-chair Turnbull that the Board move into Committee of the Whole In-camera.

Motion carried.

Motion 16-62

MOVED by Vice-chair Turnbull 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

a) FOPL Data Report

The CEO notes that this report indicates Woodstock Public Library tops all other libraries in our bracket.

- b) “Nobody came to sit with him”; Woodstock Sentinel Review, September 23, 2016

The CEO directs the Board to the newspaper’s article, and the fact that the boy felt the Library a safe enough location to sit while feeling he had no place else to turn.

15. Adjournment

MOVED by Vice-chair Turnbull 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.