

Woodstock Public Library Board
Meeting Minutes
September 20, 2016

A regular meeting of the Woodstock Public Library Board was held on September 20, 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
Brenda Turnbull, Trustee
Councillor Connie Lauder

b) The following Board members sent regrets:

Councillor Deb Tait

c) The following persons were also present:

Bruce Gorman, CEO
Lori Peixoto, Recorder

d) The following guests were present:

Noelle Carr-Rivard, Supervisor, Circulation Services

1. Call to order/Chairperson's Remarks

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

The Chair directs Board members to the iPad tablets provided to view their first-ever eAgenda. The package was pre-loaded to all tablets, ready to go for the Board meeting. Board members are pleased with the simplicity of the electronic package.

2. Approval of the Agenda

Motion 16-45

MOVED by Trustee Turnbull and seconded by Councillor Lauder to move item 11(a) up to become item 4, and approve the Agenda for the meeting of September 20, 2016.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Minutes of the Meeting of June 21, 2016

Motion 16-46

MOVED by Trustee Pihowich and seconded by Trustee Jones to approve the Minutes of the Meeting of June 21, 2016.

Motion carried.

b) Staff Member Introductions

The Chair explains the concept of inviting staff to discuss their role and engage with the Board; creating a more friendly environment for staff and Board members.

Noelle Carr-Rivard, Supervisor, Circulation Services presents informally to the Board including her move to Woodstock, her experience with Woodstock Public Library, and her eventual hiring as Page through to Circulation Clerk, and most recently, Supervisor, Circulation Services.

At the conclusion of Ms. Carr-Rivard's presentation, the Chair asks Board members if this is something they would like to continue. The Board agrees it that it's appropriate to invite interested staff members to make similar presentations, and would like to get a good mix of staff from various levels in each department.

5. Business Arising from the Minutes

None.

6. Board Education

a) Future Governance Topics – Financials and Statistics

The CEO asks members how the Board would like to evolve and what training would be useful. The Chair suggests it would be helpful to have a member of the City's Treasury department attend a Board meeting to discuss finances. Board members agree.

The CEO will follow up with Patrice Hilderley, City Treasurer.

7. Consideration of Correspondence

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

The CEO discusses how he makes the Friends aware of how appreciate the Board is, and that it would be helpful to the group if the Library used some monetary resources to help attract new members.

**b) Service Comment Form, dated June 7, 2016
Youth hanging around the front of the Library**

The CEO addresses items 7, b, e, f, and g. Over the course of the summer, small groups of youth were gathering and growing; creating issue for Library patrons and staff. As a last line of defense, the Police were engaged which resulted in one-month bans for two groups of teens. Two individuals have since had their bans extended for an additional three months. Since then, there have been far less negative occasions in and outside of the Library.

Trustee Turnbull stresses the importance of taking a tough stand with this type of behaviour; making for a safe and welcoming place for the community. The CEO agrees that this type of negative behaviour will not be tolerated, and that staff needs to feel safe as well. The CEO reports that 'No Loitering' signs have been posted on the exterior walls of the Library, there is an increased Police presence, the external power source/outlet has been turned off, and wifi will be turned off at night.

**c) Service Comment Form, dated June 19, 2016
Compliment on Travelogue series**

**d) Service Comment Form, dated June 30, 2016
Video game stickers**

- e) **Service Comment Form, dated July 14, 2016**
Youth behaviour in Children's department
- f) **Service Comment Form, dated August 22, 2016**
Youth loitering in front of the Library
- g) **Service Comment Form, dated July 15, 2016**
Disruptive youth in the jigsaw area
- h) **Service Comment Form, dated July 25, 2016**
Library bags
- i) **Service Comment Form, dated August 6, 2016**
Lego Mindstorm
- j) **Service Comment Form, dated August 9, 2016**
Library bags

The CEO explains that once the supply of Library-branded reusable bags is depleted, stock should be replenished after new branding is complete. There is money in the reserve fund for marketing that could include bags.

- k) **Service Comment Form, dated August 15, 2016**
Easily saving a document

The CEO agrees that our current PCs through Useful are not user-friendly. The Library should be providing things people need in the normal manner in which they're used to using them every day. There is funding for this year to upgrade our technology.

- l) **Service Comment Form, dated August 17, 2016**
Non-resident fee

The Chair explains that this surfaces every once in a while. People are reminded that it's not a free service to use the Library. It's incorporated in their taxes. The response is to continue that we'll take comments under advisement, and the Board is content with this response. The current Non-resident Fee is in keeping with what the City's taxpayers contribute. The Board could consider a non-resident household fee as opposed to a fee for each person residing at the same address. Trustee Turnbull suggests this conversation continue at a future Board meeting. Councilor Lauder suggests asking the City Treasurer what the current cost per household is for library services. The Chair suggests this for follow up in November. Trustee Pihowich would like to know when the last rate increase occurred.

8. Administrative Reports

a) Report of the Chief Executive Officer

The CEO reports on a successful summer for programming. The Library employed two fabulous students for children's programming once again. The turnstile count was 1874 in one day.

The CEO reports on the collection analysis process. The current collection is too large. Shelves should not be more than 75% full. SOLS have been engaged to assist in the process. Once the Library has attained the appropriate statistics, SOLS reps will return to take next steps.

The CEO reports on capital projects. The new pendant lights for Floor II are due to arrive in two weeks, and once installed, will add to the ambience. Meetings are still occurring with Mayhew regarding the office re-organization project. Staff have been involved with the process every step of the way.

The Chair needs to excuse herself from the remainder of the meeting, and Trustee Turnbull is nominated to chair the meeting from this point forward. Trustee Turnbull accepts the nomination.

b) Statistics: Library Systems Activities

The CEO reports that August was the busiest the Library has been in a two-year time period. We're ahead in overall visits as well.

Trustee Jones asks if weeding out the collection due to collection analysis will have a negative impact on the Library's ILLO service. The CEO states it is a sensitive process, and the Woodstock Public Library is a net lender. SOLS confirms this will be taken into consideration.

The CEO reports that some statistics provided by service providers are not always reliable, and it's a work in progress with the providers and our eBranch Manager.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

No report. Trustee Jones reports that she has not yet been contacted regarding the date of the next meeting. Trustee Boyd suggests meetings are in the fall and/or spring.

b) Health and Safety

Minutes of the meeting of June 24, 2016.

c) Grievance

No report.

10. Finance

a) Treasurer's Report

Motion 16-47

MOVED by Trustee Boyd and seconded by Trustee Pihowich

that the DRAFT Statement of Revenues and Expenditures for the period June, July, August 31, 201, and

the DRAFT Summary of Trust Account for the period June, July, August 31, 2016, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period June, July, August 31, 2016, be approved.

The CEO directs the Board to the August Expenditures; line 621. The budget is overspent due to a mispost, and will be corrected by Treasury. Trustee Pihowich questions line 313; Subscriptions/Memberships. The CEO reports that this was due to FOPL, and will be normalized.

Motion carried.

b) Draft Capital Budget 2017

Motion 16-48

MOVED by Trustee Jones and seconded by Trustee Boyd to approve the Draft Capital Budget, 2017, with the understanding that there may be slight increases in numbers that will be communicated to trustees via email due to the timing of budget submission.

The CEO discusses that due to the timeframe of the budget submission being due one day prior to the next Board meeting, the numbers provided for this meeting are as refined as we can get, and asks the Board if there is a channel that we can further refine prior to submitting to the City if the numbers need to be altered either way.

The CEO discusses the items on the list including the security cameras. The Library will keep all new equipment, and replace the old cameras to have appropriate coverage throughout and outside of the building.

The CEO suggests the office reorganization project will not be complete in one phase this year as timing and budget likely won't allow for it.

The CEO asks Board members for their opinion on fireplaces on Floor II. It's agreed that two inserts would add to the ambience of the space.

The CEO reports on discussions between the Library and the City's Horticultural department. There will be an ask for funding next year to assist in beautifying the grounds of the Library.

Motion carried.

11. New Business

a) Woodstock Public Library Vacancy

There is discussion around the advertising of the vacant Board position. The CEO will work with the City Clerk to determine a hard deadline for the application date. A competency survey will be created for current Board members to fill out in hopes of Council determining the most appropriate person for the position based on current deficiencies.

b) Policy Changes

Motion 16-49

MOVED by Trustee Boyd and seconded by Councillor Lauder to approve updated policy 4.5.2 'Workplace Harassment' as approved by the City of Woodstock.

There is question as to whether or not it's practice to get a signature on new or updated policies, and the CEO will look into that.

Motion carried.

c) Staff Training

The CEO discusses the Library's obligation to provide staff seven (7) hours of training per year. City offices are closed on November 11th for Remembrance Day. The CEO has discussed with the union regarding staff training, and is

requesting Board approval to close the Library on November 11, 2016, to provide a staff development day. The Chair stresses the crucial nature to provide staff training, and suggests to defer this item for the Board Agenda for October.

12. Committee of the Whole In Camera

Motion 16-50

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

Motion carried.

Motion 16-54

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) "Summer reading clubs kick off at local public libraries with lots of wild-animal themed activities and books"; Woodstock Sentinel Review, June 20, 2016

b) Email attachment regarding City summer camp visits to the Library; Emma Vondervoort, Aquatics, September 16, 2016

15. Adjournment

MOVED by Trustee Pihowich that the meeting adjourn.

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.