

**Woodstock Public Library Board**  
**Annual General Meeting Minutes**  
**May 16, 2017**

The Annual General Meeting of the Woodstock Public Library Board was held on May 16, 2017 at 5:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Sandra Carnegie, Chair  
Brenda Turnbull, Vice-chair  
Ethel Boyd, Trustee  
Heather Jones, Trustee  
Tony Pihowich, Trustee  
Councillor Deb Tait

b) The following Board members sent regrets:

Chris Landry, Trustee  
Councillor Connie Lauder

c) The following persons were also present:

Bruce Gorman, CEO  
Lori Peixoto, Recorder

d) The following guests were present:

Christene Scrimgeour, Scrimgeour and Company

---

**1. Call to order/Chairperson's Remarks**

The Chair called the meeting to order at 5:03 pm.

**2. Approval of the Agenda**

**Motion 17-19**

MOVED by Vice-chair Turnbull and seconded by Trustee Boyd to amend and subsequently approve the Agenda upon moving item 10 (b) after item 3.

**Motion carried.**

**3. Declaration of Conflict of Interest**

None

## 10. Finance

### b) Auditor's Report

The Board Chair introduces Christene Scrimgeour to members, and thanks her for taking the time to review the audited statements with the Board.

Ms. Scrimgeour goes through the Trust Fund statements, noting that there was not a lot of activity during the year; just a small amount of interest made on the fund, nothing much more.

#### **Motion 17-20**

MOVED by Trustee Boyd and seconded by Trustee Jones

that the DRAFT 2016 Woodstock Public Library Board Trust Fund Financial Statements for the year ending December 31, 2016, be approved.

#### **Motion carried.**

Ms. Scrimgeour goes through the Financial (Operations) statements, noting the statements are of a clean audit opinion. Ms. Scrimgeour goes through the accounts, briefly describing activity noted throughout the year, and explaining that the Board Minutes were reviewed to ensure the Board's knowledge of financial decisions that were made during the year. It is of the opinion of Ms. Scrimgeour that the accounts are very clean and healthy.

#### **Motion 17-21**

MOVED by Vice-chair Turnbull and seconded by Trustee Pihowich

that the DRAFT 2016 Woodstock Public Library Board Financial Statements for the year ending December 31, 2016, be approved.

#### **Motion carried.**

Ms. Scrimgeour offers a letter of independence to the Board. This letter confirms that the audit is performed with an independent mind to look at revenue, expenditures and payroll, as well as testing capital projects to ensure clean financial statements. Any anomalies would be brought to the Board's attention.

The Board Chair once again thanks Ms. Scrimgeour for attending to review the annual audited statements.

**4. a) Approval of Minutes from the Meeting of April 18, 2017**

**Motion 17-22**

MOVED by Trustee Pihowich and seconded by Trustee Boyd to approve the Minutes of the Meeting of April 18, 2017.

**Motion carried.**

**b) Report of Executive Meeting of May 1, 2017**

CEO Performance Review Policy

The CEO explains the purpose of the meeting as creating a process in which CEO evaluations are done. The CEO wants to ensure the Board has guidelines to support the work of the Board through the CEO. The draft policy is being reviewed by the Executive.

**c) Report of Executive Meeting of May 2, 2017**

Strategic Plan

The CEO reports that this was an initial meeting with the Executive and Stephen Abram regarding the Strategic Plan to determine early days of the project. Mr. Abram will attend on May 29<sup>th</sup> to engage with staff, the Steering Committee, as well as the Board. The Chair notes that this process is different than what was done in the past, and there will be a need for whole Board engagement at times.

**5. Business Arising from the Minutes**

**a) iAnnotate**

The CEO discusses the procedure for interested Board members to purchase the App and load it on their own device. The Library will reimburse the purchase, and after that time, we will offer a tutorial on using the app. Board members using this app will need to bring their own device to the meetings.

**6. Board Education**

None

**7. Consideration of Correspondence**

**a) Friends of the Woodstock Public Library**

Minutes of the Meeting of May 10, 2017

It's noted that the Friends' meeting was held just prior to the Big Book Sale. The Admin Assistant offers a verbal report on the day. The sale was very successful

in the mind of Chair, Patricia Moody, and early estimates show \$400 more in sales compared to the previous sale. This would put the proceeds at approximately \$1350 from the spring sale.

**b) Service Comments Form**

Computer stations

**c) Service Comments Form**

Silent study area

Trustee Jones asks if there is appropriate signage indicating 'quiet study area' in the Library. The CEO confirms there is signage displayed. The Chair speaks of other libraries that have carrels for independent study as well as small group study areas. Vice-chair Turnbull states that this is important consideration for the future. The CEO agrees to the importance of architecturally creating environments for a variety of activities; crafting the space that the community needs.

**d) Service Comments Form**

French language materials

Trustee Jones notes that with the amount of French immersion in the city, this could be a valid point. It may also be important to question the amount of Arabic materials. The CEO states that foreign language materials haven't been very popular to which Trustee Jones suggests maybe more outreach is needed. The Chair states that there is more outreach in larger communities such as Mississauga, especially for newcomers to the area.

**8. Administrative Reports**

**a) Report of the Chief Executive Officer for April and May, 2017**

The CEO reports that the Library's technology is now in the cloud. The eBranch Manager did an outstanding job without much impact to the public. The system is much more reliable now as we're not using our resources, but rather the consortium. It was a good decision. The Chair states that she followed the process on facebook, and it was very interesting to watch it all unfold.

The CEO reports that the Library has now hired a permanent part-time librarian for Children's. Katrina Campbell will start on May 29<sup>th</sup>. Ms. Campbell comes highly recommended for her outstanding children's programming skills.

The CEO reports that the collection weeding has commenced, and Darlene Pretty, Manager of Public Services is leading the project.

**b) Statistics: Library Systems Activities for April, 2017**

The CEO reports a 6.3% increase in new cardholder registrations. The Library will begin to see an upward swing in circulation with the collection analysis. We will decide later this year on possibly instituting our own wireless system. Patrons are using their own devices with our wireless, and our old legacy system is too old to get statistics on.

The CEO reports that adult tech programs are down because our tutorial sessions are slimming. These sessions were very popular in the beginning, but are not needed as much anymore as more people become familiar with their devices.

**c) Woodstock Public Library 2017 Annual General Meeting Achievements**

The CEO notes the Library workforce of 34 people – a significant staffing change which is already affecting the way we operate in a positive way. The CEO received a telephone call from a member of the Zonta Club, giving accolades to Natalie Marlowe, Emerging Technologies Librarian, for the fabulous presentation she did, noting what a great representative of the Library she is.

**d) 2017 Goals – Q1 Update**

The CEO notes that the Board agreed late last year to receive a goals update quarterly. The CEO asks if there are any other items on the list that the Board wishes to defer. The Chair notes that while in attendance at OLA, she heard a Board members state that their library was accredited which allowed for additional funding. The CEO looked into this, and confirmed that accreditation does not garner a library any extra status or funding. The Chair notes that questions came up to reflect part of the Strat Plan. If the Board is comfortable, we could defer.

**Motion 17-23**

MOVED by Trustee Jones and seconded by Vice-chair Turnbull to defer community engagement strategy review and library accreditation to a later date.

**Motion carried.**

**e) Policy Review**

None

**9. Committee Reports**

**a) Southern Ontario Library Service Trustee Council**

Report from Trustee Landry

As Trustee Landry has sent regrets for this meeting, the SOLS Trustee Council Meeting report is deferred to next month.

**b) Health and Safety**

No report

**c) Grievance**

No report

**10. Finance**

**a) Treasurer's Report**

**Motion 17-24**

MOVED by Trustee Jones and seconded by Trustee Boyd

that the DRAFT Statement of Revenues and Expenditures for the period ending April 30, 2017, and

the DRAFT Summary of Trust Account for the period ending April 30, 2017, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending April 30, 2015, be approved.

**Motion carried.**

**11. New Business**

None

**12. Committee of the Whole In Camera**

None

**13. Notices of Motion**

None

**14. Attachments**

**a) Canada 150 Initiative – Susan Earle**

Vice-chair Turnbull notes that it's nice the Library is supporting this initiative in discovering some Canadian authors we may not have otherwise read.

**15. Adjournment**

**MOVED** by Vice-chair Turnbull that the meeting adjourn at 5:51 p.m.

***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.