

## **Woodstock Public Library Board**

### **Meeting Minutes**

**April 18, 2017**

A regular meeting of the Woodstock Public Library Board was held on April 18, 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  
Chris Landry, Trustee  
Tony Pihowich, Trustee  
Councillor Deb Tait  
Councillor Connie Lauder

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:

Diane Campbell

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

The Chair called the meeting to order at 5:00 pm.

The Chair welcomes Diane Campbell from City Treasury as part of Board Education to present general processes between the Library and the City. Not all Board members have a financial background, so this education is welcome by all members.

#### **2. Approval of the Agenda**

##### **Motion 17-09**

MOVED by Vice-chair Turnbull and seconded by Trustee Boyd to amend and subsequently approve the Agenda with moving item 6 to below item 3.

**Motion carried.**

**3. Declaration of Conflict of Interest**

None.

**6. Board Education**

The Chair explains the reason for the visit by Treasury. The Board reviews the financials every month, and look at overall percentages spent. If someone has a question regarding a particular account, the CEO will answer to that. Not all Board members have a financial background, so having a representative from Treasury present will be helpful.

The Chair welcomes Diane Campbell, Deputy Treasurer.

Ms. Campbell explains that she used to prepare the monthly statements for the Library. A new position was created at the City, and now Adam Sinnaeve, Financial Analyst, prepares the monthly statements for the Library. Patrice Hilderley is the Treasurer of the Board, and has a duty approve budgets and follow finances to ensure appropriate spending for the community. Ms. Campbell further explains that when invoices are received by the Library, allocation is processed through the Library before going to the City's Accounts Payable department for payment. The Library's accounts follow a similar structure as the City's accounts.

The Chair thanks Ms. Campbell for presenting a general overview of finances and the relationship between the City and the Library. All agree that it was informative and helpful to have Treasury visit the Board.

**4. Approval of Minutes of the Meeting of February 21, 2017**

**Motion 17-10**

MOVED by Trustee Landry and seconded by Councillor Lauder to approve the Minutes of the Meeting of February 21, 2017.

Trustee Boyd requests an amendment to the Minutes to show that Vice-chair Turnbull was not present during February's meeting.

**Motion carried.**

b) Informal Notes from March 21, 2017

The Chair reports that the Board did not make quorum for March, and therefore, there was no formal meeting. The CEO reports there was general discussion around Library activities for the month, and updates members on his findings of using the iAnnotate app for highlighting text in the Board

package. There will be future discussion on this as well as a brief training session for the Board.

**5. Business Arising from the Minutes**

None.

**7. Consideration of Correspondence**

a) Friends of the Woodstock Public Library  
Minutes of the meeting of April 12, 2017

b) Service Comments Form  
French language materials

c) Service Comments Form  
French Language Materials

The CEO speaks to both forms above. The Library does have French materials in eProducts. The Manager of Public Services has attempted to engage the French schools in the community in the past. The Chair acknowledges that there is a need in the community to some extent, and the Library is servicing that need as best we can. The schools have an obligation as well. The Chair would have liked to see in the responses that the Library offers eBooks or inter-library loan service for these types of requests.

d) Service Comments Form  
eBooks

The CEO notes that the Library is part of a larger consortium. It's how we are able to access what we can. There are extra copies of popular materials, and the Library will always take suggestions for materials we do not currently have. The Vice-chair notes she has encouraged her book club members to submit comment forms, and two of the members have offered accolades to the Library.

**8. Administrative Reports**

a) **Report of the Chief Executive Officer**

The CEO reports that over 8,000 people came through the doors of the Library during March Break.

The CEO notes that with the position of the Emerging Technologies Librarian, we're able to offer much tech programming to patrons, and that the position is showing immediate benefits already.

The CEO discusses meeting with staff of IFOA to discuss the upcoming year. The previous event wasn't as successful as he'd hoped. Discussions with IFOA will continue in the hope of making 2017 a year of recovery for the event. The Library hosted an author reading event which was very successful. Librarian, Jackie Thompson spent a lot of energy to make this event the success it was with 60 people in attendance. The event was very engaging. This will be taken into account when discussing IFOA for 2017 with Harbourfront. The Library pays a lot of money for IFOA, and we should be able to commission great authors for the event to make it more successful than it was for 2016. The CEO will keep the Board updated as the meetings continue.

The CEO reports that the Library will be hosting the Chamber's 'Business After Five' event in June. The evening will be a wine and cheese social event for two hours, engaging with fellow business colleagues. We will cordon off a portion of the original Carnegie building on Floor II, and hire a caterer with 'smart serve'. The CEO will have a running slideshow of Library highlights and achievements while offering a few words about what the Library has to offer the community. In doing so, this could help promote the need for additional space in the Library.

The CEO reminds the Board that the Friends' book sale is happening on Saturday, May 13<sup>th</sup>, and advertising has started.

**b) Statistics: Library Systems Activities**

- Library Systems Activities for the month of March, 2017  
New registrations have increased, and the Inter-library Loans are up as are the number of wireless sessions.
- Program Statistics Reporting  
The CEO directs the Board to the Board Report that indicates some of the programming statistics have changed. They will be presented in this way going forward. This presentation provides clarification, and the reporting will continue to mature from this point forward.

**c) Policy Review**

- Section 7 – Library Services  
The CEO notes that the changes to the policy are noted at the bottom of the document. The CEO walks members through the changes, and notes that this policy has not changed since its inception. The Adult Non-resident Fee was last increased to \$45.00 on September 1, 2012, and the Board will be

updated with the next increase that will happen in September, 2017. There is discussion regarding the student fee being enforced only for non-resident students that do not attend school in Woodstock. This is noted on the policy.

**Motion 17-11**

MOVED by Vice-chair Turnbull and seconded by Trustee Lauder to approve Section 7 of the Library Services policy with the amendments noted.

**Motion carried.**

- Health & Safety Declaration

The CEO notes that this signed declaration is required by the Ministry of Labour to be posted on our Joint Occupational Health & Safety board. The Chair and CEO will sign the declaration, and it will be posted on the board immediately. This requirement is annual, and the document is in keeping with the language the City uses.

**9. Committee Reports**

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

The next meeting is scheduled for Saturday, April 22, 2017; 10:00 am-1:00 pm. Trustee Jones is unable to attend the meeting. If anyone else is available and interested in attending, please let the CEO know, and he will forward the details.

**b) Health and Safety**

Minutes of the meeting of December 29, 2016, are presented for information.

**c) Grievance**

No report.

**10. Finance**

**a) Treasurer's Report**

**Motion 17-12**

MOVED by Trustee Boyd and seconded by Trustee Pihowich

that the DRAFT Statement of Revenues and Expenditures for January, February, and March, 2017, and

the DRAFT Summary of Trust Account for January, February, and March, 2017, and

the DRAFT Summary of the Jessie McDougall Trust Fund for January, February, and March, 2017, be approved.

**Motion carried.**

**11. New Business**

a) RFP Recommendation

The Chair directs the Board to the CEO's report of recommendation, and turns the floor over to the CEO.

The CEO reports that both he and the eBranch Manager scored both RFPs separately and rigorously. Both came back with similar results to each other, and in the end, budget was the significant factor. The recommendation is in favour of Lighthouse Consulting. The firm is well versed in libraries, and has been around a long time. Overlap is fairly new, and suggested offloading a lot of work to Library staff. At this stage, Lighthouse is a good decision for the Library, and the CEO feels very comfortable recommending the firm to the Board.

Trustee Turnbull asks if only the two firms applied. The CEO responds that the previous consultant that the Board hired to do the strat plan is no longer consulting in this form. They chose not to respond.

Trustee Landry notes that Lighthouse came in with an estimate 25% higher than what was budgeted for the strat plan. The CEO responds that he is not unhappy with the estimate, and is confident in what Lighthouse will provide the Board. Trustee Landry notes that he is in favour of the presentation made by Lighthouse, and the Chair agrees that even without the difference in estimates between the two firms, Overlap provided more language without substance for this project.

The Chair notes that the Board seems to be in favour of Lighthouse Consulting, and asks if all members agree to the CEO's recommendation. All agree.

The Chair discusses the time commitment involved of the Board to see the strat plan through, and asks members to consider the amount of time needed to devote to this project. If any member feels they do not have the time required to devote, they are asked to make it known now rather than later, and to voice their concerns privately with the Board Chair if need be. The Vice-chair requests some dates be presented to commence the project. The Chair states that she will be unavailable the weekend of June 3<sup>rd</sup> and the first week-and-a-half of July.

**Motion 17-13**

MOVED by Vice-chair Turnbull and seconded by Trustee Landry that the Board approve the recommendation to hire Lighthouse Consulting Inc. for the purpose of developing the strategic plan.

**Motion carried.**

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

**Motion 17-14**

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

**Motion carried.**

**Motion 17-18**

MOVED by Trustee Boyd and seconded by Trustee Landry 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) Overlap Associates Inc. proposal
- b) Lighthouse Consulting Inc. proposal
- c) *A whole bunch of adorable*; Woodstock Sentinel Review; March 31, 2017
- d) *Triple Word Score*; Woodstock Sentinel Review; April 4, 2017
- e) Ann Walmsley author event at the Library
- f) Celebrating *National Robotics Week* (April 9-15)

The CEO notes that the Library has been in the media a lot recently. The Chair notes she likes to see the media articles on the activities at the Library. It's nice to have them in the Board packages.

15. **Adjournment**

**MOVED** by Trustee Turnbull 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.