

## **Woodstock Public Library Board**

### **Meeting Minutes**

**February 21, 2017**

A regular meeting of the Woodstock Public Library Board was held on February 21, 2017 at 5:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Sandra Carnegie, Chair

Ethel Boyd, Trustee

Heather Jones, Trustee

Chris Landry, Trustee

Tony Pihowich, Trustee

b) The following Board members sent regrets:

Brenda Turnbull, Vice-chair

Councillor Connie Lauder

Councillor Deb Tait

c) The following persons were also present:

Bruce Gorman, CEO

Lori Peixoto, Recorder

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

The Chair calls the meeting to order at 5:00 pm, and requests a Board-only session. The CEO and recorder leave the room until the Chair asks for their return.

It's noted that the councilors are absent from the meeting this evening due to City Council hearing budget presentations.

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

**Motion 17-05**

MOVED by Trustee Landry and seconded by Trustee Boyd to approve the Agenda with the following amendments: add Board-only session at the start of the Agenda, and move item 11 (g) to follow item 4; and add item 10 (b) Draft Revenue Fund.

**Motion carried.**

**3. Declaration of Conflict of Interest**

None.

**4. Approval of Minutes from January 17, 2017**

**Motion 17-06**

MOVED by Trustee Pihowich and seconded by Trustee Boyd to approve the Minutes of the Meeting of January 17, 2017.

**Motion carried.**

**11. New Business**

- g) Marina Surette, Cataloguer, visits the Board to discuss her role in the Library. The Chair offers introductions around the table and explains why the Board has requested these visits from staff; a way to get to know those that work at the Library, and get a better understanding of what they do in their current role. The CEO notes that Marina will be starting in her new role of full-time cataloguer on Monday, February 27<sup>th</sup>. There will be opportunity for change in the position as the need continues to make library information relevant with search engines online. The cataloguer is in the forefront with producing fulsome records, and the role is evolving.

On conclusion of Marina's presentation, the Chair thanks her for attending and educating the Board on her role as Cataloguer.

**5. Business Arising from the Minutes**

**a) Non-resident Fees**

The Chair gives some background on the reason for fees for those not living within city limits. There are often questions from non-residents regarding the fees; unknowing that city residents pay a part of their taxes toward library fees. The CEO has provided the Board with a report, and explains how a family card for non-residents won't work due to the anonymity that the self-check stations provide. With providing a campaign of information at all points of reference in

the library, the CEO stands by his original recommendation of increasing the non-resident fee from \$45 to \$50 as of September 1, 2017.

**Motion 17-07**

MOVED by Trustee Landry and seconded by Trustee Jones to raise the non-resident fee to \$50 effective September 1, 2017, and to include a clear communication plan for patrons.

**Motion carried.**

**b) iAnnotate**

The CEO updates the Board on a request that was made at the previous Board meeting regarding software that highlights text on a tablet. iAnnotate is a product that the CEO has used in the past, and requested it be installed on Library iPads. There will be a brief session in the future to educate all on how to use the software.

**6. Board Education**

The Chair notes that there was a request to have Patrice Hilderley of City Treasury attend a Board meeting to educate members on finances. Patrice has asked Diane Campbell to attend on her behalf. Diane will be present on April 18, 2017, to discuss finances with the Board.

**7. Consideration of Correspondence**

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

Minutes of the meeting of November 9, 2016

Due to the timing over the holidays, the Minutes are included in this package.

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

Minutes of the meeting of February 8, 2017

Trustee Landry asks what the Friends stand for. The CEO notes that Friends of the Library is an advocacy group for libraries; they support us financially and with promotions of library events. The Chair adds that the group is very dedicated to the Library, and members of the Friends are not library staff.

There is discussion around homebound patrons, and the need for outreach to folks that cannot get to the library. Trustee Jones notes that some senior communities offer reading clubs, but there is also a need for teaching seniors

how to access online materials; how to use the internet. The Chair suggests that with the new strat plan, outreach will be revisited.

c) **Service Comments Form**  
Outdoor Accessibility

The CEO reports that the City is looking to cut the curb right next to the accessible parking space in front of the Library.

d) **Service Comments Form**  
Tech Education Session Times

e) **Service Comments Form**  
Materials Purchase

f) **Service Comments Form**  
Library Closures

The Board questions if the comments were related to the increase in e-materials.

**8. Administrative Reports**

a) **Report of the Chief Executive Officer for January and February, 2017**

The CEO reports on attendance at OLA Super Conference in Toronto this year, and that Woodstock Public Library was well represented with many staff members and two Board members partaking.

The CEO continues to engage members of the community; meeting with various clubs. It's good for the CEO of the Library to be visible.

The Seed Library will be re-launching in March, and we'll do it differently this year. The Library will define the time when seeds are available, and offer programming related to the seeds and harvesting.

The Library's capital projects request was approved, and the CEO will meet with the City's horticulturist to discuss beautifying the outdoor space at the Library.

The CEO discusses some technology upgrades at the Library including the installation of the new Apple computers and additional all-in-one computers.

Trustee Landry asks about cross-promotion with the Library and other facilities in the city. The CEO reports that the Library partners as often as possible, supporting community services. There is a lot we can do for the community.

**b) Statistics: Library Systems Activities**

The CEO reports that in the next meeting of the Board, stats will be reported in a more meaningful way.

**9. Committee Reports**

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

The CEO notes that the next meeting is scheduled for Saturday, April 22, 2017; 10:00 am to 1:00 pm. Trustee Jones is the SOLS rep, and is unfortunately, unable to attend on that day. The Chair volunteers to attend if her calendar permits. The Board will discuss at its meeting in March.

**b) Health and Safety**

No report.

**c) Grievance**

No report.

**10. Finance**

**a) Treasurer's Report**

No financial information from City Treasury for this meeting.

**b) Draft Revenue Fund**

The CEO discusses the request to transfer money out of reserve accounts. Although Library money, Council approval is required. Previously, the capital ask was \$50,000 for the building program, however, the scope of work involved is worth more than that amount. Four years ago, the recommended amount for consulting was \$75,000. The ask is to transfer an additional \$50,000 from the reserves to allow for \$100,000 for the feasibility study. If the money is not all used, the additional money can go back into the reserve account next year. At the same time, we're asking for an additional \$10,000 from the reserve accounts for the strat plan as \$20,000 is typical for this environment. The final piece to the ask for additional funds is the updating of the Pay Equity plan. The union has requested an update, and the Library does need to bring the 29-year-old plan up to date. It's a legal requirement. The cost for this will be approximately \$12,000. The total ask for transfer of money from the reserve accounts is \$72,000. The

Library requires Board approval, and then the request goes to Council on March 2, 2017.

**Motion 17-08**

MOVED by Trustee Pihowich and seconded by Trustee Jones that the Board amend the 2017 Operating Budget to reflect the transfer of \$72,000 from the reserve accounts into the consulting services account.

**Motion carried.**

The Chair requests clear language going forward regarding the feasibility study. Confusion came about when the former Art Gallery became vacant, and the Library was looking at space requirements. Going forward, the Board agrees to use 'Expansion Feasibility Study' as the language for the facility review.

**11. New Business**

a) **2017 Goals and Objectives**  
(distributed at meeting)

The CEO discusses the document and indicates that it was developed from the Road Map that was presented at the January meeting of the Board. The Goals and Objectives is in keeping with the current strat plan – important goals that need to get done this year, and most are achievable in the current year. This working document will be presented quarterly.

The Chair asks if all are in agreement with keeping current items from the original Road Map deferred. All in favour. The Chair asks the Board to rethink the idea of working on the strat plan and building program simultaneously. The expansion of the Library will be driven by the strat plan, and so the request from the Chair is to defer the building program slightly until fully engaged in the new strat plan. Trustee Jones agrees that with both projects so big, it makes sense to hold off on the building program. The strat plan needs to govern the Library's projects. The CEO agrees with this also.

b) **Building Program RFP**

Deferred. The Chair suggests dealing with the RFP once the strat plan is in progress.

c) **Strat Plan RFP**

The Chair begins discussion with the priority of the Strat Plan. The current Plan is not really keeping with the vision of the Library. The CEO requests the Board approve a five-year Strat Plan. The previous was only three years. All are in favour of a five-year strat plan. If approved, the RFP could go out next week, and the CEO notes that he would like the appropriate time to get a quality response from potential vendors.

d) **Pay Equity**  
(verbal report)

Discussed in newly added item 10 (b).

e) **OLA Super Conference 2017**

The Chair reports that both she and the Vice-chair attended OLA this year. They attended the Branch Tour with the Manager of Public Services. The second day of the conference was more interesting for Board members than the first. Take-away from a marketing session was 'be all things to all people at all stages of their life'. The Chair notes that she attended a session on Policy and Bylaw Review, and discusses that this was a regular Agenda item in the past. We need to add it back on, going forward so as not to miss key pieces of legislation. The Chair reports that attending OLA was a valuable experience.

The CEO reports that he had a positive experience at OLA, and attended some good sessions on Mental Health & Youth. The CEO took the opportunity to meet with some potential vendors for the upcoming workroom re-org while in Toronto.

f) **Budget Presentation**  
(verbal report)

The CEO notes that the presentation to Council is next Thursday; March 2<sup>nd</sup> at 7:00 pm. Trustee Pihowich states that he will attend.

g) **Ontario Library Accreditation**  
(verbal report)

The CEO reports that this came up after the Chair attended a Policy session at OLA. This is a best practice accreditation through SOLS, and has no additional funding attached to it. The updated version is released in June, 2017. The Chair suggests putting this on the September Agenda.

Trustee Landry asks about the update on the budget, and whether or not actuals were released by the City. The CEO reports that once actuals were released, an Executive meeting was held to review budget lines. There were no areas of great concern, and the Executive felt it best not to ask for budget increases while the Library is in surplus.

h) **Policy Review/Update**

It's agreed to add Policy Review/Update to the Agenda going forward.

**12. Notices of Motion**

None.

**13. Attachments**

a) *'Benefits of Accreditation for Ontario Libraries'*; Municipal World; December, 2013

**14. Adjournment**

**MOVED** by Trustee Boyd that the meeting adjourn at 6:55 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.