

Woodstock Public Library Board

Meeting Minutes

January 17, 2017

A regular meeting of the Woodstock Public Library Board was held on January 17, 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

Chris Landry, Trustee

Tony Pihowich, 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

1. Call to order/Chairperson's Remarks

Vice-chair Turnbull called the meeting to order at 5:00 pm.

The Vice-chair welcomes Board members back after the holidays, and expresses that she looks forward to an exciting year in charting new territory.
Councillor Lauder introduces herself to Trustee Landry.

2. Approval of the Agenda

Motion 17-01

MOVED by Trustee Boyd and seconded by Councillor Lauder to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes of December 13, 2016

Motion 17-02

MOVED by Trustee Pihowich and seconded by Trustee Boyd to approve the Minutes of the Meeting of December 13, 2016.

Motion carried.

5. Business Arising from the Minutes

a) Priorities 2017 – Road Map (distributed)

The CEO reports on capital money from prior year commitments, and notes that in the presented plan, the Building Program is a priority. The CEO will be meeting with architects/planners while in Toronto during the OLA Super Conference. The CEO states that by the end of the year, we'd hope to have fulsome public conversations to find out what the community would like to see in their library. A typical public engagement session, 'world café style' with facilitators, is an effective consultation technique. The result is what people would like to see in their library. The Board will be engaged throughout the process. The CEO notes that we have been given \$50,000 to find out what the community needs out of their library. The CEO states that an RFP will determine the scope of what the Library needs, and further define what the space would look like. An architect would determine the appropriate space for the community while keeping with the integrity of the Carnegie design.

The CEO continues discussing the Road Map, moving to the Strat Plan timeframe. The Strat Plan would normally feed everything else including Marketing, Building Program, etc. The Strat Plan could extend into 2018, and take approximately 6 months to finish. The CEO will work with a consultant to do develop the Strat Plan. The Chair suggests starting the Strat Plan sooner than indicated on the Road Map.

With regard to Marketing, the CEO notes the gap in the business of this library. We need to determine what marketing means to the Library. The Library is missing out on social media, and the website is outdated. We need to rebrand ourselves; especially with the upcoming Building Program.

The CEO discusses the staff work area. The space is operational in nature, and with the approval of capital funds, should be completed this year.

The CEO notes that the Library has no effective Performance Management plan in place. Staff members are not held to account. The CEO has discussed this with the City's Human Resources, as they are rolling out a new plan that would be beneficial to be a part of. This will assist staff in a successful career at the Library.

The CEO discusses Job Evaluation, and it being an essential process for every organization. Job Evaluation is not currently in process at the Library. The CEO would like to determine a system in collaboration with the City, Library Management, and the union; running all jobs through it.

The CEO requests input from the Board regarding the presented Road Map. The Chair asks if there are priorities that aren't listed. The CEO notes there are departmental priorities that are very operational in nature. The Chair asks the Board if there are any priorities that should come off list. Trustee Jones asks about marketing and rebranding, looking for clarification in what our brand is currently. The CEO notes, for example, that the Library uses three different logos on current materials. Marketing will tell us what we need with respect to rebranding.

Vice-chair Turnbull suggests re-ordering the first three items on the presented Road Map, noting the Strat Plan should be #1. The CEO notes that the sooner a building program is started, the sooner you're able to capture financial opportunities. The Chair suggests starting the Strat Plan and Building Program at the same time. The CEO notes that both can be started at the same time. The CEO confirms with the Board the new order of planning on the Road Map - Strat Plan and Building Program – Q1; Marketing, Job Evaluation, Performance Management to be deferred until the Strat Plan is in place. The staff work area can be left on the priority list as is.

Vice-chair Turnbull suggests keeping the Road Map on the Agenda going forward as a regular/standing item.

Vice-chair Turnbull requests revisiting Non-resident fees on the next Agenda. The CEO confirms Non-resident Fees will be on the February Agenda.

6. Board Education

None.

7. Consideration of Correspondence

None.

8. Administrative Reports

a) Report of the Chief Executive Officer for December, 2016, and January, 2017

The CEO reviews highlights of the month including the SmartBoard installation before Christmas. The Library has already shown movies on the SmartBoard over the holidays. The donors of the SmartBoard don't want any recognition.

With regard to technology, the CEO reports on the future of dismantling the server room. The City could potentially host some of our servers. The Library should have less staff working with the servers, and more technology in 'the cloud'.

The CEO reports that the Library was awarded the capital ask of \$219,000; the largest ask/receive for the Library in the current City Treasurer's time. This sets the bar for future asks and Council's trust that it's money well spent.

The CEO notes that he is presenting at PROBUS this month with how libraries are evolving.

Trustee Pihowich asks about the recent boiler leaks in the Library. The CEO reports that a plumber repaired the leak with rubber pipe, and noted that with the hard water in Woodstock, this could be an issue the Library revisits in the future. The City works with a company that can condition water, improving the health of the pipes.

Trustee Turnbull asks if there is additional funding for the position of Emerging Technologies Library, and the CEO reports that the position is taking an existing position with a recent retirement.

b) Statistics: Library Systems Activities for the Month of December, 2016

The CEO notes that he wants to revisit the way stats are reported. The Library is currently reviewing the process to provide the Board more meaningful numbers. There are some anomalies regarding Children's stats. The Library will look at different types of programming. Adult programs are on the rise, providing a whole host of programs that add value to adults. The CEO will consult with the Manager of Public Services regarding Children's stats in the future.

9. Committee Reports

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

No report.

b) **Health and Safety**

Minutes of the meeting of September 30, 2016.

No comments.

c) **Grievance**

No report.

10. Finance

a) **Treasurer's Report**

The CEO reports that there is no financial information from City Treasury.

b) **DRAFT 2017 Revenue Fund (Operating) Budget Amendment**

The CEO reports the City has a formula for payroll rates, and the Library was doing a manual calculation in the past. Manual calculations are not an effective use of our time, and we should be using the City for this process. If approved, this amendment will put us over 1% of the original ask. The Library is currently in surplus, with money going into reserve accts.

Vice-chair Turnbull suggests increasing the numbers to account for inflation. The CEO reminds the Board that the Library is often in surplus of \$100,000 per year to use. The CEO would like to be responsible this year for money the Library asks for being that the Capital ask was high, but will do what the Board is suggesting. Councillor Lauder notes that we don't yet know the actuals for 2016, and suggests there may be enough cushion with the current figures. The CEO notes a meeting with Treasury in the near future to go through the accounts; line by line. The Library presentation to Council is scheduled for March 2, 2017.

The Chair clarifies that the Board needs to make a decision at the current meeting to approve the amended operating budget with the understanding that the Executive will determine the final budget based on actuals provided by the City.

The CEO will have a discussion with the City Treasurer tomorrow, asking when actuals are due to come out, and when the Library is locked in.

The Chair asks the Board to table any questions. Seeing none, the Chair asks, as a board, to approve the DRAFT 2017 Revenue Fund (Operating) Budget with the amendments as listed.

Motion 17-03

MOVED by Trustee Jones and seconded by Trustee Boyd to approve the amended budget on the notion that once the Board receives actuals from City Treasury, if small increases are warranted related to utilities, a meeting of the Executive will further amend and approve the final budget.

Motion carried.

11. New Business

- a) Board Meeting dates for 2017
(distributed)

It's suggested moving the December, 2017, Board Meeting to December 12, 2017.

Motion 17-04

MOVED by Vice-chair Turnbull and seconded by Trustee Boyd to accept the meeting dates as reflected in the package with the amendment to move the December, 2017, meeting to December 12, 2017.

Motion carried.

- b) Vice-chair Turnbull requests investigation of software to highlight text in the Board Minutes while on-screen. The CEO confirms there is such software, and will investigate.

12. Notices of Motion

None.

13. Attachments

None.

14. Adjournment

MOVED by Vice-chair Turnbull that the meeting adjourn at 6:19 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.