

Woodstock Public Library Board

DRAFT Meeting Minutes

June 20, 2017

A regular meeting of the Woodstock Public Library Board was held on June 20, 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
Councillor Connie Lauder

b) The following Board members sent regrets:

Brenda Turnbull, Vice-chair
Councillor Deb Tait

c) The following persons were also present:

Bruce Gorman, CEO
Lori Peixoto, Recorder

1. Call to order/Chairperson's Remarks

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

2. Approval of the Agenda

Motion 17-25

MOVED by Trustee Boyd and seconded by Councillor Lauder to amend the Agenda to allow item 11 (a) to be moved directly after item 4, and subsequently approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes of the Meeting of May 16, 2017

Motion 17-26

MOVED by Trustee Pihowich and seconded by Trustee Boyd to approve the Minutes of the Meeting of May 16, 2017.

Motion carried.

11. New Business

a) Staff Visit to the Board

The Chair introduces Karen Scott, eBranch Manager, to the Board. The CEO speaks of the remarkable things the Library has accomplished in 2016-17 related to technology, and felt it was important to bring in the eBranch Manager to discuss the important work that has been done. Ms. Scott discusses the various changes that have occurred including, but not limited to, having membership in the Ontario Library Consortium, moving resources to the Cloud and working with Sirsidynix, and providing HOOPLA online services to patrons. The work done in technology will result in cost-savings for the Library. The CEO confirms that in wanting people to come here, we need to keep agile and provide the right services at the right time.

5. Business Arising from the Minutes

None.

6. Board Education

None.

7. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Minutes of the Meeting of June 14, 2017

b) Service Comments Form

Access to Fax machine

The Chair doesn't think we need to change our current processes to include offering Fax services.

- c) **Service Comments Form**
Library card identification

The Chair states that in the public's best interest, the current sources of identification to obtain a library card are best.

8. **Administrative Reports**

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

The CEO notes that a significant amount of time has been spent with Strat Plan Consultant Stephen Abram. Meetings have been held with members of the City as well as the County, and the CEO looks forward to working more closely with these partnerships. There have been public consultations with teens and Chamber of Commerce members. Mr. Abram is scheduled to return on July 13th for two days to engage attendees at the Public Consultations at Goff Hall. There has been an excellent response from the survey questions.

The CEO reports on programming. The Oxford Winds put on a fantastic performance, and it was well attended. The Chamber of Commerce 'Business After 5' event was successful, and something the Library has not hosted in the past. The event exposed the Library to a different audience which was necessary. The Chair comments that it was a nice venue to host the event.

The CEO notes that in speaking with Harbourfront, a great author has been secured for IFOA on October 20, 2017. Preliminary planning is in the works for the event.

- b) **Statistics: Library Systems Activities**

The CEO notes that programming is down slightly, and it's likely due to the fact that we haven't been fully staffed. Unfortunately, some programs suffered, and numbers should now increase.

- c) **Policy Review**

None.

9. **Committee Reports**

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

Trustee Landry attended SOLS in Middlesex County, and notes that the main take-away was that most libraries had just completed their Strat Plans. Many of them used Overlap, and were very happy with their results, however, they had

to adjust their budgets accordingly. Trusty Landry also heard a very high level of respect for our consultant, Stephen Abram – he’s very popular in the library world. It’s good to hear such things as the Library Board embarks on their own Strat Plan. Trustee Landry reports that the meeting was brief, and there was not a lot of time afterward for attendees to have discussion. The Chair thanks Trustee Landry for attending the session.

b) **Health and Safety**

No report.

c) **Grievance**

No report.

10. Finance

a) **Treasurer’s Report**

Motion 17-27

MOVED by Trustee Landry and seconded by Trustee Boyd

that the DRAFT Statement of Revenues and Expenditures for the period ending May 31, 2017, and

the DRAFT Summary of Trust Account for the period ending May 31, 2017, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending May 31, 2017, be approved.

Motion carried.

b) **Auditor’s Report**

The CEO distributes the bound report of the 2016 audited financial statements.

11. New Business

b) **Holiday Closure**

Motion 17-28

MOVED by Councillor Lauder and seconded by Trustee Pihowich that the Board approve the Christmas holiday closure to include Wednesday, December 27, 2017 in lieu of December 24, 2017; and Tuesday, January 2, 2018, in lieu of

December 31, 2017. Thus, the full holiday closure will be December 24, 25, 26, 27, 31, 2017; and January 1, 2, 2018.

Motion carried.

c) Non-resident Fees

The CEO notes that he's followed the direction of the Board set in place for an increase in the Non-resident Fees, and the informational campaign is to begin July 1st, however, considers with the Strat Plan process underway, it might be favourable to wait for the outcome of the Plan before implementing a higher fee. The CEO notes that most other libraries do not implement a Non-resident Fee, and is happy to implement as is, but wonders if the Library should defer the increase until after the Strat Plan is complete. The Board discusses the importance of people paying for the library services. City residents pay for library services through their taxes, and non-residents should have to pay as well; thus, the Non-resident Fee. Trustee Landry notes that in his experience, it is common for libraries to charge a Non-resident Fee, and used Kitchener-Waterloo as an example. Councillor Lauder notes that it's unfair to City taxpayers that non-residents should not have to pay a fee to use library services. Trustee Jones suggests reconsidering after the Strat Plan is in place. The Chair states that although understanding the CEO's concept, the Board had already made the decision to increase the Non-resident Fee, and the Library shall follow the original decision made by the Board.

12. Committee of the Whole In Camera

Motion 17-29

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

Motion carried.

Motion 17-33

MOVED by Councillor Lauder 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) *Local youth recipient of \$150 from RBC with no strings attached to do good in the community; Woodstock Sentinel Review; May 17, 2017*
- b) *“Holding on to Mamie: My Mother, Dementia and Me” was written following the death of Elizabeth Murray’s mother in 2008; Woodstock Sentinel Review; May 17, 2017*
- c) Thank-you card from retired employee Lorraine Manley is received by the Board for information.

15. Adjournment

MOVED by Trustee Boyd that the meeting adjourn at 6:20 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.