

Woodstock Public Library Board

DRAFT Meeting Minutes

October 17, 2017

A regular meeting of the Woodstock Public Library Board was held on October 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
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

1. Call to order/Chairperson's Remarks

The Chair called the meeting to order at 5:09 pm.

2. Approval of the Agenda

Motion 17-43

MOVED by Vice-chair Turnbull and seconded by Trustee Boyd to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes from the Meeting of September 19, 2017

Motion 17-44

MOVED by Trustee Boyd and seconded by Trustee Landry to approve the Minutes of the Meeting of September 19, 2017.

Motion carried.

5. Business Arising from the Minutes

a) CEO Update on Additional Focus Group

The CEO reports attempts to connect with the Principal of St. Mary's High School, and asks if the Board would like him to continue, noting there will be no data from this for the Board Retreat. The Chair suggests the CEO make note of the dates that attempts were made to connect with St. Mary's.

Councillor Tait notes that in a recent meeting with the United Way, there were great things said about the Library CEO.

b) Update on Financial Flow-through Account

The CEO further explains questions that arose during the last meeting regarding the deficit in the Library's flow-through account, and reports that the levy from the City hasn't been applied to our account yet. The CEO spoke with Treasury, and they confirmed that they allocate the levy.

c) Policy Sign-off

The CEO has researched past procedure for policy sign-off, and reported that it's perfectly acceptable for the Board Chair to sign new policies on behalf of the Board, and would recommend adopting this procedure going forward.

d) Board Chair at Friends Meeting

The CEO updates the Board on the Chair's visit to the Friends of the Library's October meeting. The group was pleased that the Chair was there. The Chair notes that she would like to attend every quarter, or at least, after every spring and fall book sale. The Chair discusses the current demographic of the Friends group, noting that it is a large group. The Chair feels it's important for the Board to attend meetings from time to time. Vice-chair Turnbull suggests something on the Library website, promoting the Friends in the hope of recruiting new members. Councillor Tait suggests when the City receives applications for Board positions, a recommendation could be made for those applicants to seek membership with the Friends, if interested. It's also suggested that when new patrons register for a library card, information regarding the Friends could be passed along as well.

6. Board Education

None.

7. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Minutes of the Meeting of October 11, 2017

b) Service Comments Form

New website

Vice-chair Turnbull asks if the website is still a work in progress. She notes that she had to delete and re-install the app for personal use.

The CEO notes that the Library is attempting to bring a lot of services under one umbrella; to have one experience for the user, but there are a lot of vendors to work with in successfully doing so. The eBranch Manager is attune to those issues – some have been resolved, some are outstanding.

Vice-chair Turnbull notes that the Library has a great website as it is full of information.

c) Service Comments Form

Hours of Operation sign

Trustee Landry asks if we are AOTA compliant.

The CEO notes that the Library hosted a visit by a student, working a placement at City Hall, who offered expert opinion in Accessibility compliance. The Library is indeed compliant.

d) Service Comments Form

Java installation

e) Service Comments Form

Minecraft program

f) Service Comments Form

Woodstock and Oxford County Libraries

The CEO notes that this discussion has occurred in the past, and will likely continue in the future. Vice-chair Turnbull notes that the CEO's response letter was well written, noting 'all are welcome' to the Library.

8. Administrative Reports

a) Monthly Report

Report of the Chief Executive Officer for September and October, 2017

The CEO speaks of things that occurred after this report was generated.

The announcement was made that author Roddy Doyle would not be in attendance to the IFOA event due to family issues. There would be a replacement author. The better part of the day was spent updating the Library's event advertising. Approximately 160 tickets have been sold to date, and Lit On Tour will offer refunds for any ticket-holder that is backing out due to the absence of Roddy Doyle. The Library will be looking at Lit On Tour to secure Roddy Doyle for next year's event.

The CEO reports that groups of teens are showing themselves around the Library again. After meeting with the Deputy Police Chief, the CEO notes that due to Privacy, the Police are no longer permitted to demand the names individuals that may be causing issues unless criminal activity is suspected; and for the Library to issue a ban, we need the name of the individual. The Library strives to be a welcoming place for all, but it becomes tricky when groups show up after regular business hours, assuming they can cause a disturbance and get away with it. It's also noted that there hasn't been a Service Comments Form related to disruptive teen behaviour for about a year.

The CEO reports on the exciting time that lies ahead regarding the staff work space renovation. Mayhew and SG Cunningham reps were in to show the furniture plans this past week.

b) Statistics: Library Systems Activities

The CEO explains that the programming stats format has changed, and the Library will continue to work on formatting in the next quarters. The summer reading numbers are down; likely due to the shorter length of summer programming this year.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

No report.

b) Health and Safety

No report.

c) Grievance

No report.

10. Finance

a) Treasurer's Report

Motion 17-45

MOVED by Vice-chair Turnbull and seconded by Councillor Lauder

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

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

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending September 30, 2017, be approved.

The CEO notes that wages and overtime continue to be overspent due to the current custodial situation. The permanent full-time Building Maintenance Supervisor position was posted internally, and the successful applicant who is currently in the temporary position will assist in the hiring process for a cleaner in the near future.

Motion carried.

b) Draft 2018 Revenue Fund (Operating) Budget

Budget information is distributed to the Board, and the CEO notes that there is time to discuss the information before it's due in November. The Library will require approval at the next Board meeting, however, the CEO wanted to specifically discuss two areas that have caught his attention this year.

One area is marketing. Now, more than ever, libraries are entering communities in ways they never have before. We need to use the tools and dollars to get the word out of all that the Library can offer. We're currently overspent in Advertising for important events such as IFOA and the public consultations. Next month, the Library will be asking for an additional \$10,000.00.

The other part of the story is an exciting new service called "Lynda.com" by "LinkedIn". This resource offers endless online courses. Currently, in this city, there is a work strike that is affecting many students. The Library needs to become an important part of students' education process. Having this new service would be a fabulous addition to the community.

There will be a document provided at the next Board meeting, requesting approval for the upcoming budget submission. The City CAO was deliberate in stressing that departments should be lean in spending. The Library, however, is doing well this year with surplus and reserve accounts. The total new ask would be \$18,000.00, and is new money against the levy that requires an official ask. The Board will have the benefit of the findings of the Strat Plan before approving the budget request. Trustee Landry notes that he's had positive experience with

“Lynda.com”. The CEO states that it’s a great opportunity, and would like the Library to incorporate courses into the catalogue in the future.

11. New Business

a) Business Case

The CEO reports that as the community continues to grow, the Library wants to increase its footprint with programming; engage people in different ways that enrich their lives. In 2013, the Manager of Public Services role was created, and the Head of Children’s Services was not filled. Funds have been sitting in the wages account since that time. Now we see where our current needs are – in programming and better coverage for the Information desks. The Library is, therefore, seeking approval for a 0.6 FTE (part-time position). The post would be external. The Chair asks if this is new money. The CEO states that it is not. The money hasn’t been allocated since 2013.

Motion 17-46

MOVED by Trustee Landry and seconded by Councillor Tait that the Board approve an additional 0.6 FTE (part-time) Reference Librarian I position.

Motion carried.

b) Donation

The CEO notes that patrons Bill and Cass Murphy donated last year toward the purchase of our new Smart Board. The couple offered another large donation this year, and the CEO suggested ideas that they were pleased with. The donation will again be in the form of stock.

The Chair suggests the Board send a letter of thanks to the Murphys for their generosity and continued support.

12. Committee of the Whole In Camera

Motion 17-47

MOVED by Vice-chair Turnbull and seconded by Councillor Lauder that the Board move into Committee of the Whole In-camera.

Motion carried.

Motion 17-51

MOVED by Councillor Lauder 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) *An afternoon distraction*; Woodstock Sentinel Review; June 28, 2017

b) World Architecture Day Media Release; October 2, 2017

The Chair notes that she wanted to attend this important event, but was unable to.

The CEO states that he was the only non-architect in attendance. He attended *Question Period* as part of the event. It was a great experience with good recognition for our library.

c) *The Woodstock Public Library building was honoured in Queens Park*; Heart FM website; October 11, 2017

15. Adjournment

MOVED by Vice-chair Turnbull that the meeting adjourn at 6:09 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.