

Woodstock Public Library Board

DRAFT Meeting Minutes

February 20, 2018

A regular meeting of the Woodstock Public Library Board was held on February 20, 2018 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
Rebecca Farrell, 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

1. Call to order/Chairperson's Remarks

The Chair called the meeting to order at 5:02 pm. The Chair announced the presence of new Board Trustee Rebecca Farrell, and introductions went around the table.

2. Approval of the Agenda

Motion 18-04

MOVED by Trustee Landry and seconded by Trustee Boyd to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes from December, 2017, and January, 2018

The Chair notes that there is no quorum to vote on the approval of the Minutes of December 12, 2017, due to the absence of the Chair from that meeting, and the fact

that Trustee Farrell cannot vote on December Minutes as she was not a member of the Board during that meeting. The Minutes will be brought back to the Board for approval at the Meeting of March 20, 2018.

Motion 18-05

MOVED by Trustee Pihowich and seconded by Trustee Boyd to approve the Minutes of the Meeting of January 16, 2018.

Motion carried.

5. Business Arising from the Minutes

None.

6. Board Education

a) OLA Super Conference 2018

The CEO notes that two of our Board members attended the Super Conference this year – Vice-chair Turnbull and Trustee Landry.

The Vice-chair is not in attendance for this meeting, and so the Board will hear comments of Trustee Landry's experience at the Super Conference.

Trustee Landry reports that he attended two days at the Conference including the Board Boot Camp session. Trustee Landry commented positively on the various sessions he attended which included tours of the Vaughan Civic Library and Toronto Albion Library.

Trustee Landry also noted that he met with MPP Ernie Hardeman, and discussed libraries and how they've changed.

The CEO attended the Super Conference, and spent time at marketing sessions.

The CEO makes special mention of Emerging Technologies Librarian Natalie Marlowe, and eBranch Manager Karen Scott, who presented on Virtual Reality at the OLA Super Conference this year. It marks the first time WPL has presented at the Conference.

7. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Meeting of February 14, 2018

The Friends did not forward Minutes of this meeting as they're implementing a new process of approving the Minutes at the following meeting in March. The

Friends did forward an informal summary of topics discussed at their Annual Pot Luck in January. This was not included in the Board package.

b) Compliments Received

The CEO makes note of an email received February 9, 2018, from Craig Martinetti that offered accolades to Library staff.

The CEO plays a voice mail message from patron Maureen Woods. Ms. Woods wanted to offer her gratitude for the kindness she's experienced from Library staff. The CEO shared Ms. Woods' compliments with staff.

8. Administrative Reports

a) Report of the Chief Executive Officer for January and February, 2018

The CEO notes that media is currently a big deal for the Library – featured in What's On Woodstock, the Woodstock Sentinel Review, Heart FM, and Rogers programs. The more the Library is out there, telling its story, the better. The goal is to be everywhere.

The Mayor asked for the CEO's help with selecting a Poet Laureate for the City. The two met, along with a member of the community, to discuss the process.

The Library is hosting a college co-op student for the next 3-4 weeks.

The CEO reports on a recent donation to the Library made by Zonta in the amount of \$500.00.

Trustee Landry asks for an update on the status of the Strategic Plan. The CEO reports that the Steering Committee met to review the first draft of the report. It has been sent back to the consultant with a request to make the document less voluminous. The Committee will meet again to review the edited Plan, and will then present to the Board; likely at the meeting in April, 2018. The Steering Committee has been delayed along the way in the process, but it's important to do it right.

b) Statistics: Library Systems Activities for January, 2018

The statistics report was distributed at the meeting. The CEO notes the increase in new registrations from 2017; total programs are up along with total visits. The Library has put a lot of energy into social media. The Chair comments on how valuable a tool the Library's facebook page is.

c) Policy Review

None.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

The next meeting of the Council is at Brantford Public Library on Saturday, April 21, 2018, at 10:00 am. Trustee Landry agrees to attend.

b) Health and Safety

No report.

c) Grievance

No report.

10. Finance

a) Treasurer's Report

Motion 18-06

MOVED by Trustee Boyd and seconded by Trustee Landry

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

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

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

The CEO notes that these are the year-end financials, and overall, the Library has seen a good year. There was a surplus of \$75,000.00, and that money includes an open position being held. Taking that into account, the Library is close to being spent for the year.

The Library is overspent on overtime for the Custodian. The position of Cleaner has not yet been posted due to the current renovation project. Once the Building Maintenance Supervisor has a new permanent office space, the open position will be posted.

There are several other accounts that the Library is overspent on this year including Travel & Mileage, Advertising, and Programs. The Library is requesting additional money for Advertising in the budget for 2018.

Motion carried.

11. New Business

a) Budget Presentation

The CEO notes that the Budget Presentation is scheduled at City Hall for Thursday, March 1st at 7:00 pm. All Board members are welcome to attend.

The CEO notes the presentation was included in the package for the Board to review prior to presenting to Council. The document includes highlights for 2017, including collection analysis, retrofit of LED lighting, and a look ahead to 2018, with the creation of a teen space. With the presentation, the Library wants to portray an image of community gathering, and not just a quiet place to read books. The Library is requesting a 2.9% budget increase for 2018.

The Chair explains to Trustee Farrell that it's not a requirement to attend the Budget Presentation to Council, but all Trustees are welcome.

b) 2017 Goals and Objectives

The CEO states that he is happy with the outcome of 2017. The Library accomplished almost all of the goals and objectives set out, and achieved or exceeded every metric.

Trustee Landry asks about Ministry accreditation that was discussed at a previous meeting. The Chair notes that it was question raised after she attended last year's OLA session where there was discussion regarding accreditation and what it might mean for libraries. It was determined afterward that accreditation is not something that would enhance the Library's position. It was agreed that it's not particularly an Agenda item to pursue at this time.

12. Committee of the Whole In Camera

Motion 18-07

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

Motion carried.

Motion 18-11

MOVED by Trustee Boyd and seconded by Trustee Pihowich 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) *Library on the front line for mental health; What's ON Woodstock; February, 2018*
- b) *Libraries are changing to meet the needs of the community or they become irrelevant, says Woodstock Public Library CEO Bruce Gorman; Woodstock Sentinel Review; February 7, 2018*
- c) Photograph of Darlene Pretty, Manager of Public Services, at taping of What's Up Oxford; February 6, 2018
- d) Photograph of Bruce Gorman, CEO, and Ann Pearce; donation from Zonta Club of Woodstock; February 16, 2018

15. Adjournment

MOVED by Trustee Landry that the meeting adjourn at 6:08 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.