

# **Woodstock Public Library Board**

## **DRAFT Meeting Minutes**

**March 20, 2018**

A regular meeting of the Woodstock Public Library Board was held on March 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  
Councillor Deb Tait

b) The following Board members sent regrets:

Brenda Turnbull, Vice-chair  
Councillor Connie Lauder

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 called the meeting to order at 5:01 pm.

**2. Approval of the Agenda**

**Motion 18-12**

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

**Motion carried.**

**3. Declaration of Conflict of Interest**

None.

**4. Approval of Minutes from December 12, 2017**

**Motion 18-13**

MOVED by Trustee Pihowich and seconded by Trustee Boyd to approve the Minutes of the Meeting of December 12, 2017.

**Motion carried.**

**Approval of Minutes from February 20, 2018**

**Motion 18-14**

MOVED by Trustee Landry and seconded by Trustee Pihowich to approve the Minutes of the Meeting of February 20, 2018.

**Motion carried.**

**5. Business Arising from the Minutes**

None.

**6. Board Education**

None.

**7. Consideration of Correspondence**

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

Meeting of February 14, 2018

The Chair asks that she be reminded of the meeting in April so that she may attend.

Trustee Pihowich asks if there has always been a membership fee to join the group. The Chair confirms the \$10.00 annual fee. The CEO reports that the Chair of the Friends is engaging the group with new initiatives to increase membership.

**8. Administrative Reports**

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

The CEO gave some Board members a tour of the staff work room. Half of the space has been renovated, and comments were favourable regarding the new modern work space.

The CEO thanks the Board for attending the Budget Presentation to Council.

The CEO notes that the union is requesting a meeting regarding pay equity. The Library has secured a consultant, and a meeting will be booked in September, 2018.

Negotiations will commence on April 10<sup>th</sup> at City Hall. The Chair notes that the Library relies on the City's H.R. Manager during the bargaining process, and has every confidence that he will keep the Board's interest in top of mind during the process.

The CEO reports reviewing the Library's technical services process to have a better understanding of how efficient we are. The CEO may look at ways to enhance the speed of processing and efficiency.

The CEO reports on the Library's presence at the annual Rec and Leisure Fair. The event was well attended, and it's a good place for the Library to be.

The CEO reports March Break attendance at the Library as being over 8000 people. There was a great deal of programming during March Break.

The CEO reports the Library has an active WSIB claim at present. A staff member has been off work since the first week of March, 2018. All procedures are being followed in conjunction with WSIB, and the CEO is in regular communication with both the staff member and her claims adjudicator.

**b) Statistics: Library Systems Activities**

The CEO notes the month-to-month numbers. Electronic database use is reported by the vendors, and the eBranch Manager is trying to get the numbers normalized.

The Freegal music service is slightly down, and the eBranch Manager will consult with Freegal regarding a streaming service.

There appears to be a decline in children's programs, however, the children's reading club was pulled out of that statistic.

Teen programming numbers haven't been reported until now, so the numbers are 'new'.

Trustee Landry notes the difference in numbers regarding circulation. The CEO gives credit to the progress in the weeding project. The reversal of the circulation decline is definitely a highlight.

**c) Policy Review**

None.

**9. Committee Reports**

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

No report.

**b) Health and Safety**

No report.

**c) Grievance**

No report.

**10. Finance**

No financials available from Treasury.

**11. New Business**

**a) Holiday Closure**

The CEO requests approval for the Library to close on November 12<sup>th</sup> for annual staff development. Trustee Pihowich notes that all of the holiday closure days around Christmas and New Year's are absent from the report. The CEO notes that the holiday closures are determined by the stat holidays, and only those additional days in lieu of how the stat falls during the week are listed. There is discussion around the dates the Library will close during that time.

The Chair asks if there are further questions. There are no further questions.

**Motion 18-15**

MOVED by Councillor Tait and seconded by Trustee Farrell that the Board approve the closure of the Library on Monday, November 12, 2018, for staff development; and Sunday, December 23, 2018, and Sunday, December 30, 2018, during the holiday closures of Christmas and New Year's.

**Motion carried.**

**b) Goals and Objectives**

The Chair directs the Board's attention to the document being handed out by the CEO, noting that it's difficult for the Board to offer direction when the Strategic Plan is not yet complete. The Board does need to provide direction to the CEO for the year. The CEO discusses the items in the document.

The CEO will use some of the reserve funds for the development of a marketing strategy.

Partnerships continue with Woodstock District Developmental Services, Fanshawe College, Upper Thames Brewing Company, and the City to assist with the youth advisory group.

The Library continues to have conversations with the media outlets in order to tell our story in the community.

The CEO has made connections with potential funders in the community for a new teen space within the Library.

The Library will continue with cutting-edge programming, education tools in Lynda.com, looking toward expansion with a feasibility study along with an action plan, and the Strat Plan will be completed this year.

Policies and procedures will be reviewed. The Library will get some input from the County Library system regarding their circulation policies in order to offer the most customer-friendly approach. Trustee Landry notes that during the OLA session Board Boot Camp, there was discussion around patrons avoiding their library due to overdue fines. This could be something to further discuss in the future.

**12. Committee of the Whole In Camera**

**Motion 18-16**

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

**Motion carried.**

**Motion 18-20**

MOVED by Trustee Landry and seconded by Trustee Boyd that the Board concur with the decisions made in the Committee of the Whole In-camera.

**Motion carried.**

**13. Notices of Motion**

**Motion 18-21**

MOVED by Councillor Tait and seconded by Trustee Landry to excuse the Vice-chair of her third consecutive absence in as many meetings.

The Chair explains the process and reason for the motion to Board members.

**Motion carried.**

**14. Attachments**

- a) *Police, art gallery and library each seeking increases to budgets; Woodstock Sentinel Review; March 5, 2018*
- b) Staff work space renovation – photos
- c) *'Crisis' situation in children's mental health; Woodstock Sentinel Review; March 14, 2018*

The CEO discusses the article on children's mental health as well as the Library's partnership with CMHA attending every Wednesday. The Library is in a good position to assist with these initiatives.

The Board received a 'thank you' card from previous summer student Ashleigh Yates-MacKay. The Chair passes around the card.

The Chair requests the Strat Plan being added as a standing item to the next Agenda.

**15. Adjournment**

**MOVED** by Trustee Landry that the meeting adjourn.

***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.