

Woodstock Public Library Board

Meeting Minutes

October 16, 2018

A regular meeting of the Woodstock Public Library Board was held on October 16, 2018 at 5:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Brenda Turnbull, Vice-chair
Ethel Boyd, Trustee
Rebecca Farrell, Trustee
Chris Landry, Trustee
Tony Pihowich, Trustee
Councillor Connie Lauder

b) The following Board members sent regrets:

Sandra Carnegie, Chair
Councillor Deb Tait

c) The following persons were also present:

Karen Scott, CEO (Acting)
Lori Peixoto, Recorder

1. Call to order/Chairperson's Remarks

The Vice-chair calls the meeting to order at 5:00 pm.

Vice-chair Turnbull extends a welcome to members of the staff that are observing tonight's meeting, noting it's always nice to have people here, and all are welcome any time. Vice-chair Turnbull notes that there will be a brief In-camera session because it involves an identifiable individual, and will ask members of the public to leave the room during that time. With that, Vice-chair Turnbull welcomes members of the Board, noting regrets from Councillor Tait and Chair Carnegie.

2. Approval of the Agenda

Motion 18-72

MOVED by Trustee Boyd and seconded by Trustee Pihowich to approve the Agenda with the amendment to add two items under New Business including (c) Notice of Motion to City Council and (d) CEO Search.

Motion carried.

The Vice-chair states that the Board will now move into the Committee of the Whole In-camera, and members of the public leave the room.

Committee of the Whole In-camera

Motion 18-73

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

Motion carried.

Motion 18-76

MOVED by Trustee Landry and seconded by Trustee Farrell to amend and subsequently approve the Agenda with the addition of a letter of resignation received from Sandra Carnegie to be filed under Consideration of Correspondence.

Motion carried.

Motion 18-77

MOVED by Trustee Landry and seconded by Trustee Boyd to accept the resignation of Sandra Carnegie, Chair of the Woodstock Public Library Board.

Motion carried.

The Vice-chair asks the CEO to draft a letter to Ms. Carnegie for her years of service, and the Board will present her with a gift of thanks.

The CEO announces the election of a new Chair of the Woodstock Public Library Board. The Vice-chair steps out of the position of Chair, and the CEO calls for nominations.

Motion 18-78

MOVED by Councillor Lauder and seconded by Trustee Pihowich to nominate Trustee Landry for the role of Chair of the Woodstock Public Library Board.

Trustee Landry accepts the nomination.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Minutes of the Meeting of September 18, 2018 (distributed)

Motion 18-79

MOVED by Vice-chair Turnbull and seconded by Trustee Pihowich to approve the Minutes of the Meeting of September 18, 2018.

Motion carried.

5. Business Arising from the Minutes

a) Strategic Plan

The CEO states that based on the previous meeting, it was thought we were waiting to make the document public until further approval. She has since spoken to Andrew Norris of 'The Flying Squirrel' to develop promotional material of the Strat Plan, and expects to hear back shortly.

6. Board Education

None.

7. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Minutes of the Meeting of September 12, 2018

The CEO reports that the Friends confirmed at their October meeting, they will hold a two-day book sale. The Friends will look after promotion of the event with the help of library staff.

b) Service Comments Form

September Board Meeting

c) Service Comments Form

Support of Library staff

d) Service Comments Form

Support of Library staff

e) Service Comments Form

Support of Library staff

- f) **Service Comments Form**
Library card renewal
- g) **Service Comments Form**
Computer classes with Natalie
- h) **Service Comments Form**
Spousal holds pickup
- i) **Service Comments Form**
Board Minutes and Annual Report on website
- j) **Service Comments Form**
Support of Library staff
- k) **Service Comments Form**
Support of Library staff
- l) **Letter of Resignation**
Sandra Carnegie, Chair of Woodstock Public Library Board

Vice-chair Turnbull states that all are good responses to the comment forms. People appreciate knowing they've been heard, and it's important to respond to our customers. All members agree.

8. **Administrative Reports**

a) **Report of the Chief Executive Officer for September and October, 2018**

The CEO notes that the Manager of Public Services would like to see the Public Services Report come from her, so we're trying to incorporate that into the CEO's Monthly Report, and hope the format is suitable for everyone.

Tickets are still selling for IFOA, and it's expected more will be sold at the door. The event is shaping up to be another good one.

The CEO reports successfully completing the annual Public Library Grant. This counts for \$60,000 toward the operating budget.

b) **Statistics: Library Systems Activities for September, 2018**

The CEO reports that she cannot offer solid trends for the past couple of months – unsure of how to read the 'ups and downs'.

The program stats continue to climb, and increased attendance to programs is a solid upward trend. This is great news.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

No report.

b) Health and Safety

Minutes of the meeting of June 22, 2018

Councillor Lauder asks about the holes in the cement walkway between the east end of the building and the former Art Gallery. If the holes have not yet been repaired, Councillor Lauder would like to be informed.

c) Grievance

No report.

10. Finance

a) Treasurer's Report (distributed)

Motion 18-80

MOVED by Vice-chair Turnbull and seconded by Trustee Boyd

that the DRAFT Statement of Revenues and Expenditures for the period ending September 30, 2018, and

the DRAFT Summary of Trust Account for the period ending September 30, 2018, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending September 30, 2018, be approved.

Motion carried.

Chair Landry notes the 20% increase in the water expenditure. The CEO will look into that.

11. New Business

a) Draft 2019 Capital Budget

The CEO notes that the capital budget submission is due to City Hall on Friday of this week. The CEO reports the only ask being \$30,000 to finish the Teen Space project. Councillor Lauder asks if work on the project has commenced. The CEO responds that we will wait to receive all funding prior to starting the project. It's a big project for 2019.

Motion 18-81

MOVED by Trustee Farrell and seconded by Councillor Lauder that the Board approves the Capital Budget submission and the transfer of \$30,000 from the Library's Automation Reserve to complete Project #2018-001LIB Teen Space Renovation.

Motion carried.

b) Sunday Closure

The CEO distributes the Library's Sunday sign-up sheets, noting there was one date that did not get full complement. The sign-up sheet was passed around to staff four times, according to the Manager of Public Services, and due to the lack of staff willing to volunteer to work on Sunday, October 28, 2018, there seems to be no other option but to close the Library that day. Service desks being staffed are vital to the operation. The plan was to let the Board know, even though it's an operational decision, and send out communication immediately to staff and the public so everyone has the opportunity to know well in advance of the date.

Motion 18-82

MOVED by Vice-chair Turnbull and seconded by Trustee Farrell that the Board accepts as information that the Library will be closed on Sunday, October 28, 2018, due to lack of staffing.

Motion carried.

c) Notice of Motion to City Council

Chair Landry discusses the Notice of Motion by Councillor Tait to City Council that would reduce the Woodstock Public Library Board to seven (7) – three (3) City councilors and four (4) lay persons. Chair Landry would like the Board's support in making a delegation to City Council on why this is not favourable to the Library.

Councillor Lauder notes that Councillor Tait did not arrive to this decision on her own; that Library staff provided information to her. The City CAO recommended that the Library Board become five (5), similar to that of the Police Board. Councillor Tait is recommending two (2) councillors, the Mayor, and four (4) members of the public to create a new Library Board.

Trustee Pihowich suggests City Council should hear what the current Library Board has to say on the matter.

Vice-chair Turnbull discusses the need for a larger Board; not smaller. The Library needs diversity in representing the community's demographics. Woodstock is a changing city, and we need to ensure our diverse community is represented appropriately in the Library Board. This is hardly possible in reducing the number of representatives on the Board.

Chair Landry reports that he has connected with Stephen Abram and members of the SOLS Trustee Council. Library Boards vary in size between seven and eleven members; most being nine (two councilors). Chair Landry notes that he's reached out to City councilors as well. Vice-chair Turnbull notes that she's done the same.

Trustee Pihowich states that he will attend the Council meeting in support of the Library Board.

Motion 18-83

MOVED by Trustee Boyd and seconded by Trustee Farrell that the Board support the delegation by Chair Landry to City Council on the Notice of Motion by Councillor Tait to reduce the size of the current Library Board.

Motion carried.

d) Reconsideration of Motion 18-64 – New CEO Search

Vice-chair Turnbull suggests the Board reconsider the motion to postpone the process of the search for a new CEO for the new Board. The concern is that if the current Board doesn't start the process, it could be as late as June, 2019, before the Library sees a new CEO in place.

Motion 18-84

MOVED by Councillor Lauder and seconded by Trustee Farrell that the Board reconsiders Motion 18-64.

Motion carried.

The CEO speaks to the volume of work involved in carrying on with two full-time positions and the amount of projects expected of each position. The implication of dual roles for a great length of time will result in the work laid out in the Goals

and Objectives not getting done. Currently, at this time of year, and in the current climate of the Library, staffing and budgeting are the focus. These tasks are very time-consuming and cannot be avoided. The hope is to see the Marketing role filled as soon as possible, and that would address some of the concerns.

Chair Landry notes that the search for a new CEO is not going to be a quick process, and asks if there is something additional that the Board can offer in the mean time. Vice-chair Turnbull recalls the Board promising support, if needed, and the offer still stands. The CEO states that training an individual temporarily would not likely be a solution, but would make more work for her, and stall the important work currently underway. Filling the Marketing position would be a good start.

There is discussion around the table of previous CEO search processes. The Board favours an ad hoc Search Committee to work with the City HR Manager as opposed to hiring an external consultant.

The Board takes a vote on Motion 18-64, moved by Trustee Landry and seconded by Vice-chair Turnbull, to delay the search of a new CEO. All are opposed to delaying the search. The Motion is defeated.

Chair Landry requests volunteers from around the table to form a CEO Search Committee, noting there will be extra work involved. By a show of hands, Chair Landry, Vice-chair Turnbull, and Trustee Pihowich volunteer to form a sub-committee.

Motion 18-85

MOVED by Councillor Lauder and seconded by Trustee Boyd that the Board form an ad hoc committee comprised of Chair Landry, Vice-chair Turnbull and Trustee Pihowich for the purpose of working with the City to recruit a new CEO for Woodstock Public Library.

Motion carried.

Chair Landry states that seeing as there are no Notices of Motion, the Board could review item #14 of the Agenda – ‘Attachments’ – in the presence of the public, and adjourn the regular session so that the Board could then move into the Committee of the Whole In-camera. All members are in agreement to this.

13. Notices of Motion

None.

14. Attachments

a) "Board Cuts at Library"; Heart FM Website; October 5, 2018

b) "Tait aims to trim library board"; Woodstock Sentinel Review; October 5, 2018

There are no questions or comments regarding the attachments.

12. Committee of the Whole In-camera (return to session)

Motion 18-86

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

Motion carried.

Motion 18-93

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

Motion carried.

15. Adjournment

MOVED by Vice-chair Turnbull and seconded by Trustee Farrell 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.