

Woodstock Public Library Board
DRAFT Meeting Minutes - Amended
April 9, 2019

A regular meeting of the Woodstock Public Library Board was held on April 9, 2019 at 4:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Ken Whiteford, Chair
Ross Gerrie, Vice-chair
Mary Anne Silverthorn, Trustee
Vanessa Vogwill, Trustee
Mayor Trevor Birtch
Councillor Connie Lauder
Councillor Deb Tait

b) The following persons were also present:

Karen Scott, CEO (Acting)
Lori Peixoto, Recorder

1. Call to order/Chairperson's Remarks

The Chair called the meeting to order at 4:00 pm.

The Chair notes that the Vice-chair will arrive at approximately 4:45 pm.

2. Approval of the Agenda

Motion 19-27

MOVED by Trustee Vogwill and seconded by Mayor Birtch to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of the Minutes of the Meeting of March 19, 2019

Motion 19-28

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to approve the Minutes of the Meeting of March 19, 2019.

Motion carried.

5. Business Arising from the Minutes

a) Strategic Plan

Nothing new to report.

b) Tote Bags

The Acting CEO presents the approved tote bag for sale by the Library. The new bags are cotton, re-usable and eco-friendly. Six hundred bags were purchased by the Friends of the Library to be sold at a price of \$5 each with all proceeds coming back to the Library.

6. Board Education

There is discussion regarding Board Education, and it's confirmed that this section of the Agenda is used for Board governance.

There is no Board Education this month.

7. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Nothing new to report.

b) Service Comments Form received, dated March 15, 2019

Suspicious activity

c) Service Comments Form received, dated March 21, 2019

Suspicious activity

The Acting CEO reports that items (b) and (c) are from the same individual. The Acting CEO has spoken to the author of the Comments Forms, and a good conversation was had.

d) Service Comments, dated March 26, 2019

Sleeping in the Library

Councillor Lauder reports that she received an email from a friend regarding concern about people laying around the Library and sleeping. Councillor Lauder notes that this is not a complaint about staff, but rather, concern for people in the community that may not have a place to go.

The Acting CEO speaks of not being aware of this particular incident, and notes the Code of Conduct. Staff have been given direction to wake patrons that appear to be sleeping, and the Code of Conduct is being printed and will be posted for all to see upon entering the Library.

8. Administrative Reports

a) Report of the Chief Executive Officer for March and April, 2019

The Acting CEO reports on staffing – the hiring of a part-time Reference Librarian, the hiring of a part-time Circulation Clerk, and ongoing interviews for two summer students.

The Acting CEO reports on her attendance at the annual COSUGI conference as being a great resource and a valuable conference for our library.

The Acting CEO notes that the Library’s year-end audit is underway as part of the City of Woodstock audit.

b) Statistics: Library Systems Activities for March, 2019

The Acting CEO reports that circulation is up from last month as well as visits per person, and the Library is now capturing more accurate numbers for wireless usage. Teen programs have largely increased, and it’s noted that there is a consistent group of teens returning to programs.

c) Policy Review

None

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

Trustee Vogwill connected with a SOLS representative, and highlights what she learned. Trustee Vogwill noted the impressive amount of information that is offered for CEOs and Boards. More detailed information will be forwarded to Trustees.

Trustee Vogwill will follow up with SOLS regarding the quarterly Trustee Council meetings.

b) Health and Safety

No Report

c) Grievance

No Report

10. Finance

a) Treasurer's Report

Motion 19-29

MOVED by Councillor Tait and seconded by Trustee Vogwill

that the DRAFT Statement of Revenues and Expenditures for the periods ending January, February, and March, 2019, and

the DRAFT Summary of Trust Account for the periods ending January, February, and March, 2019, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the periods ending January, February, and March, 2019, be approved.

The Acting CEO notes the Overtime budget line is overspent due to the Building Maintenance Supervisor currently doing two roles. As long as the Building Maintenance Assistant role goes unfilled, the Supervisor will be working overtime.

The Acting CEO answers questions regarding the description of various accounts.

Motion carried.

11. New Business

a) Floor I Flooring

The Acting CEO discusses the flooring on the main level of the Library. There are issues with the flooring in the Children's department, and tiles are now coming up in the lobby. The Acting CEO proposes a single-type of flooring throughout the entire main level, and has received suggestions from Craig Wallace, Manager of Building and Facilities for the City. The inside of the building is left to the Library to manage as opposed to the City.

The Acting CEO will contact Treasury to determine what the reserve accounts are at for the next meeting, and will investigate flooring options.

12. Notices of Motion

None

13. Attachments

None

14. Committee of the Whole In Camera – The security of the property of the Board

Motion 19-30

MOVED by Trustee Vogwill and seconded by Councillor Lauder that the Board move into Committee of the Whole In-camera at 4:50 pm.

Motion carried.

Rise from Committee of the Whole In Camera at 5:38 pm

Motion 19-32

MOVED by Trustee Silverthorn and seconded by Vice-chair Gerrie that the Board approve the Agenda for the Meeting of the Committee of the Whole In-camera for April 9, 2019.

Motion carried.

Motion 19-33

MOVED by Councillor Lauder and seconded by Trustee Vogwill that the Board approve the Minutes of the Committee of the Whole In-camera for March 19, 2019.

Motion carried.

Motion 19-34

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill that the Board receive CEO Report No. 2-2019 as presented.

Motion carried.

15. Adjournment

MOVED by Councillor Lauder and seconded by Vice-chair Gerrie that the meeting adjourn at 5:40 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.