

## **Woodstock Public Library Board**

### **Meeting Minutes**

**November 20, 2018**

A regular meeting of the Woodstock Public Library Board was held on November 20, 2018 at 5:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Ethel Boyd, Trustee  
Rebecca Farrell, Trustee  
Tony Pihowich, Trustee  
Councillor Connie Lauder

b) The following Board members sent regrets:

Chris Landry, Chair  
Brenda Turnbull, Vice-chair  
Councillor Deb Tait

c) The following persons were also present:

Karen Scott, CEO (Acting)  
Lori Peixoto, Recorder

d) The following guests were present:

Iva MacCausland

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#### **1. Call to order/Chairperson's Remarks**

The Acting CEO called the meeting to order at 5:05 pm in the absence of the Chair and Vice-chair. Nominations were held to elect a Chair for the meeting.

#### **Motion 18-101**

MOVED by Trustee Pihowich and seconded by Trustee Boyd to approve the nomination and subsequent appointment of Councillor Lauder as Chair for the meeting of November 20, 2018.

#### **Motion carried.**

The Chair welcomes Iva MacCausland who requested a delegation to the Board. The Chair invites Ms. MacCausland to the table to make her presentation. Ms. MacCausland shares her thoughts on the regular meeting of the Board of September 18, 2018.

At the conclusion of the presentation, the Chair thanks Ms. MacCausland, and requests a copy of her presentation.

The CEO thanks Ms. MacCausland for taking the time to present to the Board, and speaks to some of Ms. MacCausland's concerns. The CEO explains the meeting in September as being out of the ordinary – an extraordinary event – in that the Board and Union were still in negotiations. Posting Minutes and Agendas to the Library's website became less of a priority during this time.

Trustee Pihowich addresses the unusual nature of the meeting in September, and explains that the great length of the In-camera session that seemed out of the ordinary to the public was necessary due to negotiations.

Ms. MacCausland states that she's appreciative of the time given to her to present her concerns and observations to the Board, and wishes the Board give consideration to posting photos of active trustees for the public to see.

**Motion 18-102**

MOVED by Trustee Pihowich and seconded by Trustee Farrell to accept the presentation of the delegation by Iva MacCausland as information received.

**Motion carried.**

**2. Approval of the Agenda**

**Motion 18-103**

MOVED by Trustee Boyd and seconded by Trustee Farrell to amend and subsequently approve the Agenda with the addition of item 10 (b) – 2019 Revenue Fund (Operating) Budget.

**Motion carried.**

**3. Declaration of Conflict of Interest**

None.

**4. Approval of Minutes of Previous Meetings**

**Motion 18-104**

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

**Motion carried.**

## **Motion 18-105**

MOVED by Trustee Farrell and seconded by Trustee Pihowich to approve the Minutes of the Meeting of November 13, 2018.

Chair Lauder would like to speak to the comments of the Board in the last meeting regarding her regrets sent as well as the regrets sent by Councillor Tait. The Chair would like it noted that she sent regrets to the meeting of November 13, 2018, on October 25<sup>th</sup>, indicating that she had a conflict with the meeting of the Art Gallery Board as well as the Woodstock Hospital Foundation Board of which she is Chair, and was expected to be in attendance to speak that evening.

Councillor Tait had informed of her regrets for the meeting of the Woodstock Public Library Board on November 8, 2018, due to a work conflict.

**Motion carried.**

### **5. Business Arising from the Minutes**

#### **a) Strategic Plan (standing item)**

The CEO noted that Andrew Norris of 'The Flying Squirrel' provided her with a brief movie of the Library's Strategic Plan, and it will be presented at the next Board Meeting.

### **6. Board Education**

None.

### **7. Consideration of Correspondence**

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

Minutes of the Meeting of October 10, 2018

#### **b) Service Comments Form, dated November 1, 2018**

Delegation request – Iva MacCausland

The CEO states that she did not write a response letter since she spoke with Ms. MacCausland on the telephone, inviting her to this evening's meeting.

### **8. Administrative Reports**

#### **a) Report of the Chief Executive Officer**

The CEO asks if there are any questions related to the updates in her monthly report. The CEO notes that, as usual, the Library is offering some great programming that is highly attended.

**b) Statistics: Library Systems Activities**

The CEO states that with so much inconsistency in the stats, it's difficult to establish patters at this point. eLibrary services continue to rise, and public workstation usage is up. The Chair comments on the increase in teen programming, and it's positive to see. The Library is a great place for teens to come to.

**c) Policy Review**

i. Board By-law 3.3.5 – Agendas

The Chair recommends deferring this for the next Board, and asks how all members feel about this. The CEO notes that the Agenda item was brought forward by Chair Landry, and it would be appropriate to allow them an opportunity to speak to it. Therefore, the item is deferred to the December, 2018, meeting of the Board.

ii. Board By-law 3.3.6 – Delegations Wishing to Appear Before the Board

By agreement, this item is deferred to the regular meeting on December 11, 2018.

iii. WPL Policy 8.1.1 – Code of Conduct

The CEO presents the public services policy revisions, noting there is not a lot of change, but the wording is less harsh in its tone. The Chair asks if the policy needs to recognize anything with the legalization of marijuana. The CEO states that the policy speaks to 'smoking', and that term represents smoking of any type, including marijuana. The Chair asks if the Code of Conduct is posted, visibly, for all to see. The CEO states that the Code of Conduct is on the Library's website, but should be accessible for all, and will look into making the policy more visible.

**Motion 18-106**

MOVED by Trustee Boyd and seconded by Trustee Farrell that the Board approve the revised WPL Policy 8.1.1 – Code of Conduct.

**Motion carried.**

iv. WPL Policy 8.1.5 – Public Internet Services

The CEO addresses the use of the internet, appropriateness of the information on the internet, and our network. The language in the revised policy is meant to be more friendly. The Library is getting a new wireless network as a result of a generous donation, and the difference with this is we'd like to roll it out with no filter for adult services. The Library will maintain filtered internet access on children's stations. Most libraries adopt this under FIPPA, but the Board would need to approve this change.

The revised policy refers to respect in usage; encourages users to be respectful of their surroundings, but offers a lot of leverage. For children, it refers to the Library having filtered software, but responsibility still lies with parents/guardians as it's not the Library's responsibility to govern parental rules while children are accessing the internet at the Library. A lot of Library policies were taken from SOLS, and modified to fit our needs.

The Chair states that the City will often run policies by the City solicitor. The Board should be cautious of anything in the policy that could harm the Library. Formal review tightens the policy and saves harm. Trustee Pihowich agrees that the wording should be reviewed. The Chair suggests checking with the City Clerk and CAO to determine if this is the way the Board should look at policy changes going forward.

**Motion 18-107**

MOVED by Trustee Pihowich and seconded by Trustee Farrell that the Board approves the review of WPL Policy 8.1.5 – Public Internet Services by City solicitor to advise of any changes to the wording prior to Board approval of the revised policy.

**Motion carried.**

**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 18-108**

MOVED by Trustee Pihowich and seconded by Trustee Boyd

that the DRAFT Statement of Revenues and Expenditures for the period ending October 31, 2018, and

the DRAFT Summary of Trust Account for the period ending October 31, 2018, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending October 31, 2018, be approved.

The CEO speaks to the usual accounts being overspent. There was question from Chair Landry regarding the water account being overspent at the previous meeting, and the CEO did confirm with the Building Maintenance Supervisor that this was due to an issue that has since been repaired regarding a faulty valve that caused water to run from a pipe straight to the drain.

Overall, the Library budget is 73% spent, so all looks to be in line.

**Motion carried.**

**b) 2019 Revenue Fund (Operating) Budget**

The CEO is bringing an amended budget to the Board. The previous week, the Board approved the Draft 2019 Revenue Fund (Operating) Budget, and since that time, the CEO learned from Treasury that it needed to be presented to the City in a different way. The status quo budget is presented to Council which includes salaries and benefits – a 3.4% increase. The Chair confirms that a budget 'wish list' will be presented separately, and that represents all additional asks that increases the status quo budget.

**Motion 18-109**

MOVED by Trustee Farrell and seconded by Trustee Pihowich that the Board approves the amended 2019 Revenue Fund (Operating) Budget.

**Motion carried.**

**c) Allocation of Projected Surplus**

**Motion 18-110**

MOVED by Trustee Boyd and seconded by Trustee Farrell that the Board approves the request to Council to evenly divide the projected surplus between the Automation Reserve and Reserve for Consultants.

**Motion carried.**

**d) Budget Items to be Carried Over Year-end**

**Motion 18-111**

MOVED by Trustee Boyd and seconded by Trustee Pihowich that the Board approves the Capital ask for funds transferred from the reserve for the Teen Space project provided in 2018 be carried over to 2019.

**Motion carried.**

**e) Transfer of Funds – United Way Donation**

**Motion 18-112**

MOVED by Trustee Farrell and seconded by Trustee Pihowich that the Board approves the \$15,000 donation from United Way be transferred from the Donations account to the account for Capital Project – Teen Space.

**Motion carried.**

**f) Transfer of Funds – Software & Licensing/Standing Orders**

**Motion 18-113**

MOVED by Trustee Boyd and seconded by Trustee Farrell that the Board approves the transfer of funds from the Standing Orders account to the Software & Licensing account (previously known as the Data Processing account).

The CEO notes that this is a housekeeping item. The two accounts have funds in them, but in simplifying the process and use of each account, moving \$38,250 would be appropriate.

**Motion carried.**

**11. New Business**

None.

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

It is agreed upon by the Board to defer the In-camera session to the next meeting of the Board.

**13. Notices of Motion**

None.

**14. Attachments**

a) Board By-laws

**15. Adjournment**

**MOVED** by Trustee Farrell and seconded by Trustee Boyd 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.