



## **STRATFORD PUBLIC LIBRARY BOARD MINUTES OF A MEETING**

**April 4, 2016**

**6:30pm at the University of Waterloo, Stratford Campus**

### **MEMBERS OF THE BOARD PRESENT:**

Lorraine Butson, Ken Clarke, Charlene Gordon, Lisa Grogan, Jack Groothuis, Marianne Hawley, Danielle Ingram, Scott Mitchell, Jeff Orr

### **REGRETS:**

Brandi Gillett, Bruce Whitaker

### **MEMBERS OF THE STAFF PRESENT:**

Julia Merritt - CEO, Wendy Hicks – Deputy Director, Krista Robinson – Systems Librarian, Cathy Perreault – Recording Secretary

#### **1. CALL TO ORDER:**

The meeting was called to order at the University of Waterloo, Stratford Campus, Room 2122 by Chair Jeff Orr at 6:30pm.

#### **2. CHAIRPERSON'S REMARKS:**

No remarks.

#### **3. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

None.

#### **4. APPROVAL OF THE AGENDA:**

**2016-23** Moved by C. Gordon, seconded by S. Mitchell to approve the agenda **CARRIED**

#### **5. DELEGATIONS:**

No delegations.

**6. APPROVAL OF THE MINUTES:**

**2016-24 Moved by L. Butson, seconded by J. Groothuis that the minutes of March 7, 2016 be approved.**

**CARRIED**

**2016-25 Moved by L. Grogan, seconded by L. Butson that the minutes of March 7, 2016 in camera session be approved.**

**CARRIED**

**7. BUSINESS ARISING FROM THE MINUTES:**

The Board was informed that the RED program has been suspended and will not be accepting applications.

**8. BOARD EDUCATION:**

A. Julia continued the education piece started in January by Anne Marie Madziak on Library Advocacy. This session we reviewed the various advocacy tactics that Stratford Public Library currently uses. Session 3 of the advocacy education series will be on developing advocacy goals.

B. Before the next meeting the board will be sent a self-evaluation tool to fill out so that it has the opportunity to discuss how it is functioning.

**8 BUSINESS OF THE BOARD:**

9.1 Report from the SPL Foundation: The Foundation Board met on March 14<sup>th</sup>. The Fundraising committee has been working on marketing materials and donor lists. They will be working closely with Julia regarding details and timelines.

9.2 Report from PCIN: PCIN met on March 9<sup>th</sup>.

9.3 Report from SOLS: The next meeting will be April 23<sup>rd</sup>.

**10 CEO REPORTS:**

10.1 CEO Monitoring Report:

**2016-26 Moved by S. Mitchell, seconded by M. Hawley to receive the CEO's Monitoring Reports.**

**CARRIED**

10.2 Reallocations of funds:

**2016-27 Moved by J. Groothuis, seconded by D. Ingram that the Library Board approved the use of the remaining funds from the Chalmers investment for the refurbishment of the former Chalmers Room as a Quiet Study Room.**

**CARRIED**

10.3 Draft Auditorium designs:

Drafts were presented to the Board. Julia will be meeting with designer In2space on April 8<sup>th</sup>.

**11 CORRESPONDENCE:**

No correspondence received.

**12 OTHER BUSINESS:**

No other business arising.

**13 CONFIRMATION OF DATE AND TIME OF NEXT MEETING:**

Next Board meeting will be **Tuesday, May 3, 2016 at 6:30pm at Stratford Public Library**

**14 ADJOURNMENT:**

**2016-28 Moved by K. Clarke, seconded by L. Grogan that the meeting adjourn at 7:15 pm.**

**CARRIED**

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Jeff Orr, Chair

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Julia Merritt, Secretary