



STRATFORD PUBLIC LIBRARY BOARD MINUTES OF A MEETING

NOVEMBER 1, 2016

MEMBERS OF THE BOARD PRESENT:

Ken Clarke, Charlene Gordon, Zac Gribble, Lisa Grogan, Jack Groothuis, Marianne Hawley, Danielle Ingram, Jeff Orr

REGRETS: Lorraine Butson, Brandi Gillett, Scott Mitchell

MEMBERS OF THE STAFF PRESENT:

Julia Merritt - CEO, Wendy Hicks – Deputy Director, Krista Robinson – Systems Librarian, Cathy Perreault – Recording Secretary, Kate Schillings – Manager of Volunteer and Home Delivery

1. CALL TO ORDER:

The meeting was called to order at the Stratford Public Library auditorium 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:

2016-61 Moved by C. Gordon, seconded by D. Ingram to approve the agenda **CARRIED**

5. DELEGATIONS:

6. APPROVAL OF THE MINUTES:

2016-62 Moved by K. Clarke, seconded by M. Hawley that the minutes of October 4, 2016 be approved. **CARRIED**

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

No business arising.

8. **BOARD EDUCATION:**

Kate Schillings, Manager of Volunteer and Home Delivery Services, presented the Board with an overview of the volunteer program of the Library. We have an excellent retention of volunteers who find their work very meaningful. The home delivery program in a recent survey has scored a 94% overall satisfaction. Kate described her intake process and shared some stories of volunteers and services. Jeff commented that her compassion and commitment to the service is very evident in such a successful program.

9. **BUSINESS OF THE BOARD:**

9.1 Welcome New Board Member: Brief introduction to Zac Gribble who is replacing Bruce Whitaker for the remainder of the term.

9.2 Report from SPL Foundation: No report. Julia will ask Katie for an updated on the fundraising campaign which she will forward to all Board members.

9.3 Report from PCIN: Next meeting will be on November 9 at St. Marys Public Library.

9.4 Report from SOLS: Nothing to report, next meeting will be November 5th.

10 **CEO REPORTS:**

10.1 CEO Monitoring Report:

2016-63 Moved by L. Grogan, seconded by D. Ingram to receive the CEO's Monitoring Reports. CARRIED

10.2 SPL Audited Financial Statements 2015:

2016-64 Moved by J. Groothuis, seconded by Z. Gribble to receive the 2015 Audited Financial Statements. CARRIED

10.3 2017 Closures:

2016-65 Moved by M. Hawley, seconded by K. Clarke to approve the 2017 closures as presented. CARRIED

11 **CORRESPONDENCE:**

Correspondence received, no action required.

12 **OTHER BUSINESS:**

13 CONFIRMATION OF DATE AND TIME OF NEXT MEETING:

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

14 ADJOURNMENT:

2016-66 Moved by C. Gordon, seconded by Z. Gribble that the meeting adjourn at 7:20 pm.

CARRIED

Jeff Orr, Chair

Julia Merritt, Secretary