



STRATFORD PUBLIC LIBRARY BOARD MINUTES OF A MEETING

November 6, 2018

MEMBERS OF THE BOARD PRESENT:

Charlene Gordon, Zac Gribble, Jack Groothuis, Marianne Hawley, Danielle Ingram, Scott Mitchell, Jeff Orr

REGRETS: Lorraine Butson, Ken Clarke, Brandi Gillett, Lisa Grogan

MEMBERS OF THE STAFF PRESENT:

Julia Merritt - CEO, Krista Robinson – Systems Librarian, Cathy Perreault – Recording Secretary

1. **CALL TO ORDER:** The meeting was called to order at the Stratford Public Library by Chair Jeff Orr at 6:29 pm.
2. **CHAIRPERSON'S REMARKS:**
3. **DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**
4. **APPROVAL OF THE AGENDA:**
2018-47 Moved by S. Mitchell, seconded by J. Groothuis to approve the agenda
CARRIED
5. **DELEGATIONS:** None
6. **APPROVAL OF THE MINUTES:**
2018-48 Moved by D. Ingram, seconded by C. Gordon that the minutes of October 2, 2018 be approved.
CARRIED
7. **BUSINESS ARISING FROM THE MINUTES:** No business arising.
8. **BOARD EDUCATION:**
9. **BUSINESS OF THE BOARD:**
9.1 Report from SPL Foundation: No report.

9.2 Report from PCIN: No report.

9.3 Report from SOLS: Jack is continuing conversations with SOLS regarding issues with Trustee Council 3 meetings.

9.4 Report from School Board Trustee Candidates' Forum: Although there was low attendance at the actual forum there was a very large viewership of the Facebook Live feed of nearly 3,000 people (including the weeks after the forum). This has proven to be a very strong civic engagement tool that the library will utilize in other areas of programming. There were many comments appreciating the Boards effort to include the schoolboard candidates.

9.5 Report from 2019-2022 SPL Board Candidates Committee: There were 17 applications to fill the 10 spots. The committee will be forwarding their recommendations to city clerk.

10. CEO REPORTS:

10.1 Monitoring report and statistics:

2018-49 Moved by M. Hawley seconded by D. Ingram to receive the CEO's Monitoring Reports. CARRIED

10.1.1 2017 Audited Financial Statements:

2018-50 Moved by J. Groothuis, seconded by M. Hawley to approve the 2017 Audited Financial statements as presented. CARRIED

10.2 Draft 2019 Capital Budget:

2018-51 Moved by S. Mitchell, seconded by C. Gordon to approve the allocation of capital expenditures as presented for 2019. CARRIED

10.3 Draft 2019 Public Closures:

2018-52 Moved by J. Groothuis, seconded by Z. Gribble to approve the 2019 Public Closures as presented. CARRIED

10.4 Strategic Plan: Draft 2019 Workplan:

2018-53 Moved by C. Gordon, seconded by J. Groothuis to approve the Strategic Plan workplan as presented. CARRIED

10.5 Strategic Plan: Public rollout:

2018-54 Moved by D. Ingram, seconded by J. Groothuis to proceed with the public rollout of the Strategic Plan as presented. CARRIED

10.6 Policy Updates:

2018-55 Moved by S. Mitchell, seconded by M. Hawley to approve the following policies as presented. CARRIED

10.6.1 HR 01 Human Resources Policy

10.6.2 LB 01 Mission and Vision

10.6.3 LB 02 Stratford Public Library Board Governance By-laws

10.6.4 LB 03 Board Job Description

10.6.5 LB 04 Executive Officer Job Description

- 10.6.6 LB 05 Delegation of Authority
- 10.6.7 LB 06 Board Members Code of Conduct
- 10.6.8 LB 07 Committees of the Board
- 10.6.9 LB 08 Strategic Plan
- 10.6.10 LG 01 Health and Safety Policy
- 10.6.11 LG 02 Workplace Discrimination, Harassment and Violence Prevention
- 10.6.12 LG 04 Stratford Public Library Purchasing Policy
- 10.6.13 LG 05 Stratford Public Library Board Sale and Disposition of Land

11. **CORRESPONDENCE:** None.

12. **OTHER BUSINESS:** Julia provided an update on the progression of security issues.

Krista was able to update the board that she has met with Chief Building Official, Johnathan DeWeerd, regarding a formal process of capital building issues at the Library.

Jack Groothuis brought forward a public concern regarding the low vision strips on the front staircase.

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

Tuesday, December 4, 2018 at 6:30pm in the Stratford Public Library auditorium

Friday, November 30, 2018 Holiday Decorating Party – details to follow

Tuesday, January 8, 2019 regular board meeting rescheduled from January 1, 2019

14. **ADJOURNMENT:**

2018-56 Moved by Z. Gribble, seconded by M. Hawley that the meeting adjourn at 7:54 pm.

CARRIED

Jeff Orr, Chair

Julia Merritt, Secretary