



STRATFORD PUBLIC LIBRARY BOARD MINUTES OF A MEETING

SEPTEMBER 12, 2017

MEMBERS OF THE BOARD PRESENT:

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

REGRETS: none

MEMBERS OF THE STAFF PRESENT:

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

1. CALL TO ORDER:

The meeting was called to order at the Stratford Country Club by Board Chair, Jeff Orr at 6:30pm.

2. CHAIRPERSON'S REMARKS: None

3. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF: None

4. APPROVAL OF THE AGENDA:

2017-32 Moved by J. Groothuis, seconded by B. Gillett to approve the agenda CARRIED

- 5. DELEGATIONS:** Katie DeBlock Boersma, Fundraising Campaign Chair of the Stratford Public Library Foundation was unable to attend tonight's meeting. A prepared report was distributed and Julia and Jeff were able to answer questions regarding the status of the fundraising project. The Foundation has one more donor matching event planned. The Board is appreciative of the Foundations work to date and recognize that they are reaching the limit of their fundraising ability. The Board has agreed that after the planned fundraising event they will authorize the release of further funds from the Stratford Perth Community Foundation in order to attain a total of \$265,000 which should be sufficient to complete the construction and initial equipment needs.

6. **APPROVAL OF THE MINUTES:**

2017-33 Moved by M. Hawley, seconded by K. Clarke that the minutes of June 6, 2017 be approved. **CARRIED**

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

No business arising.

8. **BOARD EDUCATION:**

8.1 Government of Ontario News Release: It is anticipated that Stratford Public Library will receive approximately \$4,000 from the Improving Library Digital Services project. Details have not yet been finalized.

8.2 Millennial use of libraries: Article was discussed.

9. **BUSINESS OF THE BOARD:**

9.1 Report from SPL Foundation: The Foundation will hold its AGM at 6pm prior to the event on November 17th.

9.2 Report from PCIN: Next meeting will be on September 13th.

2017-34 Moved by S. Mitchell, seconded by K. Clarke that the SPL Board approve the payment of its portion of the 2017 data migration cost to Horizon SaaS from its PCIN ILS reserve fund.

CARRIED

9.3 Report from SOLS: SOLS has reported back that we are not able to change Stratford Public Library's membership with Council 3. Jack and Lisa will continue to attend meetings from other Councils for information purposes but continue to vote in Council 3 meetings.

10. **CEO REPORTS:**

10.1 CEO Monitoring Report:

2017-35 Moved by Z. Gribble, seconded by S. Mitchell to receive the CEO's Monitoring Reports. **CARRIED**

10.2 2018 Draft Operating Budget:

2017-36 Moved by J. Groothuis, seconded by C. Gordon that the Board approve the budget version representing a 2.06% increase for 2018. **CARRIED**

10.3 2018 Draft Capital Budget:

2017-37 Moved by M. Hawley, seconded by S. Mitchell that the Board approve the allocation of capital expenditures as presented for 2018.
CARRIED

10.4 Construction update: Status report received.

10.5 2017 Incident Reports: Further discussion regarding safety measures.

10.6 2017 CEO work plan update: A review of progress.

10.7 Proposed fee change: Following a discussion of exam proctoring for post-secondary students at SPL it was decided that this was a time-consuming service that was duplicating a service that was already being provided by formal post-secondary institutions in the community.

2017-38 Moved by C. Gordon, seconded by Z. Gribble that Stratford Public Library withdraw from exam proctoring services immediately.

CARRIED (2 opposed)

11. **CORRESPONDENCE:** Thank you card from Wendy Hicks was circulated.

12. **OTHER BUSINESS:**

12.1 The January Board meeting will be held on January 9th, 2018.

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

Next Board meeting will be **Tuesday, October 3, 2017 at 6:30pm at Stratford Public Library**

14. **ADJOURNMENT:**

2017-39 Moved by M. Hawley, seconded by J. Groothuis that the meeting adjourn at 8:15 pm.

CARRIED

Jeff Orr, Chair

Julia Merritt, Secretary