



STRATFORD PUBLIC LIBRARY BOARD MINUTES OF A MEETING

NOVEMBER 7, 2017

MEMBERS OF THE BOARD PRESENT:

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

REGRETS: Brandi Gillett, Lisa Grogan

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 Public Library 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:

2017-44 Moved by C. Gordon, seconded by S. Mitchell to approve the agenda

CARRIED

5. DELEGATIONS: None

6. APPROVAL OF THE MINUTES:

2017-45 Moved by J. Groothuis, seconded by K. Clarke that the minutes of October 3, 2017 be approved.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES:

No business arising.

8. **BOARD EDUCATION:** None

9. **BUSINESS OF THE BOARD:**

9.1 Report from SPL Foundation: Jeff reminded everyone that the launch of the MakerSpace and auditorium renovations will be taking place with a donor recognition event on Friday, November 17 and public open house on Saturday, November 18th.

9.2 Report from PCIN: The next meeting will be November 8th in Listowel.

9.3 Report from SOLS: Council 3 will meet on November 25th.

10. **CEO REPORTS:**

10.1 Monitoring report and statistics:

2017-46 Moved by S. Mitchell, seconded by M. Hawley to receive the CEO's Monitoring Reports.

CARRIED

10.2 Draft 2018 Closures:

2017-47 Moved by C. Gordon, seconded by L. Butson to approve the 2018 closures.

CARRIED

10.3 Closed Session: Labour relations or negotiations.

2017-48 Moved by J. Groothuis, seconded by D. Ingram to move into Closed Session. (7:31 pm)

2017-49 Moved by S. Mitchell, seconded by D. Ingram to move out of Closed Session. (8:15 pm)

2017-50 Moved by J. Groothuis, seconded by Z. Gribble to approve the updated 2017 Staff Manual to act as the extended Terms and Conditions of Employment for all employees at the Stratford Public Library.

CARRIED

10.4 Report to Board Strategic Plan 2019-2022:

2017-51 Moved by C. Gordon, seconded by J. Groothuis that a committee will assist the CEO throughout the RFP and evaluation process of selecting a consultant for the strategic plan.

CARRIED

Committee consisting of Charlene Gordon and Jack Groothuis.

10.5 Report to Board MakerSpace cost recovery:

2017-52 Moved by K. Clarke, seconded by Z. Gribble that the Board approves the implementation of cost-recovery charges for consumable products used by the public in the MakerSpace, AND THAT SPL staff are authorized to modify those charges as dictated by the supplies without prior approval of the Board.

CARRIED

11 CORRESPONDENCE: None

12 OTHER BUSINESS:

13 CONFIRMATION OF DATE AND TIME OF NEXT MEETING:

Next Board meeting will be **Tuesday, December 5, 2017 at 6:30pm at Stratford Public Library**

14 ADJOURNMENT:

2017-53 Moved by Z. Gribble, seconded by C. Gordon that the meeting adjourn at 8:16 pm.

CARRIED

Jeff Orr, Chair

Julia Merritt, Secretary

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