



STRATFORD PUBLIC LIBRARY BOARD MINUTES OF A MEETING

December 1, 2015

6:30pm in the Library Auditorium

MEMBERS OF THE BOARD PRESENT:

Lorraine Butson, Charlene Gordon, Lisa Grogan, Jack Groothuis, Marianne Hawley, Scott Mitchell, Jeff Orr

REGRETS:

Ken Clarke, Brandi Gillett, Danielle Ingram, Bruce Whitaker

MEMBERS OF THE STAFF PRESENT:

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

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:

Reminder of the Board Holiday Social being held Monday, December 7th at Downie Street Burgers, 5:00 pm.

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

None.

4. APPROVAL OF THE AGENDA:

2015-51 Moved by M. Hawley, seconded by C. Gordon to approve the agenda

CARRIED

5. **DELEGATIONS:**

No delegations.

6. **APPROVAL OF THE MINUTES:**

2015-52 Moved by J. Groothuis, seconded by C. Gordon that the minutes of November 3, 2015 be approved.

CARRIED

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

No business arising.

8. **BOARD EDUCATION:**

8.1 The board watched the Health and Safety module created by Public Services Health and Safety Association regarding Board responsibilities for the workplace. Stratford Public Library has a very active Health and Safety committee which ensures all policies and procedures are in compliance. There will be revised policies in this area which will come to the board's attention in 2016. Julia will begin including quarterly reports from the Health and Safety Committee in her CEO Monitoring Report.

8.2 Advocacy Self-Assessment Survey: Please return completed survey. Anne Marie Madziak from Southern Ontario Library Services Centre will be coming to speak on this subject in January.

8.3 OLA Superconference 2016: Please let Julia know if you are interested in attending.

9 **BUSINESS OF THE BOARD:**

9.1 Report from the SPL Foundation: The Foundation Fundraising committee has met with Julia and Jeff. They are committed to the project of renovating the auditorium. Staff will provide the committee with conceptual drawings and details of furniture and equipment by spring. The committee will be meeting regularly to plan the fundraising details. Julia will update the board on the progress made. Please forward any suggestions of design to Julia.

9.2 Report from PCIN: Approximately 2,300 KIT cards have been produced across Perth County. Due to the labour negotiations at the schools they have not yet been distributed. A review of statistics shows a dramatic increase in interlibrary loans and download library.

9.3 Report from SOLS: Nothing to report.

10 CEO REPORTS:

10.1 CEO Monitoring Report:

2015-53 Moved by J. Groothuis, seconded by C. Gordon to receive the CEO's Monitoring Reports. CARRIED

10.2 2016 Public Holidays and Closures:

**2015-54 Moved by J. Groothuis, seconded by L. Grogan to approve the 2016 Public Holiday and Closures
CARRIED**

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, January 5, 2016 at 6:30pm**

14 ADJOURNMENT:

**2015-55 Moved by M. Hawley, seconded by L. Butson that the meeting adjourn at 8:00 pm.
CARRIED**

Jeff Orr, Chair

Julia Merritt, Secretary