



## **STRATFORD PUBLIC LIBRARY BOARD MINUTES OF A MEETING**

**FEBRUARY 7, 2017**

### **MEMBERS OF THE BOARD PRESENT:**

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

**REGRETS:** Ken Clarke

### **MEMBERS OF THE STAFF PRESENT:**

Julia Merritt - CEO, Wendy Hicks – Deputy Director, Krista Robinson – Systems Librarian, Cathy Perreault – Recording Secretary, Shauna Costache - Public Service Supervisor

#### **1. CALL TO ORDER:**

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

**2017-08** Moved by J. Groothuis, seconded by C. Gordon to approve the agenda **CARRIED**

#### **5. DELEGATIONS:**

None

#### **6. APPROVAL OF THE MINUTES:**

**2017-09 Moved by M. Hawley, seconded by S. Mitchell that the minutes of January 3, 2017 be approved. CARRIED**

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

No business arising.

**8. BOARD EDUCATION:**

Shauna led the Board through the duties and responsibilities in the Public Service Department. She pointed out some changes which are a direct result of the Strategic Plan and staff reorganization. Many of the modifications in service are a response to public feedback in the Counting Opinions survey. Shauna outlined trends in other libraries and in our community that impact the way we do business. Stratford Public Library has engaged in new standards and procedures which have been extremely positive based on increase foot traffic and usage statistics.

**9. BUSINESS OF THE BOARD:**

**9.1 Appointment to committees**

9.1.1 To the SPL Foundation: Jeff Orr (two year term to be reviewed after one)

9.1.2 To the SOLS Trustee Council: Lisa Grogan, Jack Groothuis. Lisa to be voting member.

9.2 Report from SPL Foundation: No report. Fundraising update to be provided for March meeting.

10.3 Report from PCIN: Next meeting will be March 7<sup>th</sup> at Stratford Public Library.

10.4 Report from SOLS: No report. Next meeting will take place in April. Jack will attend Trustee Council 3 meeting and Lisa will attend Trustee Council 2 meeting.

**10. CEO REPORTS:**

10.1 CEO Monitoring Report:

**2017-10 Moved by J. Groothuis, seconded by S. Mitchell to receive the CEO's Monitoring Reports. CARRIED**

**11. CORRESPONDENCE:**

A letter from the University Grads Book Club was distributed and discussed. Jeff and Julia will respond.

12. **OTHER BUSINESS:**

None.

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

Next Board meeting will be **Tuesday, March 7, 2017 at 6:30pm at Stratford Public Library**

14. **ADJOURNMENT:**

**2017-11 Moved by C. Gordon, seconded by B. Gillett that the meeting adjourn at 7:45 pm.**

**CARRIED**

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Jeff Orr, Chair

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Julia Merritt, Secretary