



STRATFORD PUBLIC LIBRARY BOARD MINUTES OF A MEETING

OCTOBER 3, 2017

MEMBERS OF THE BOARD PRESENT:

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

REGRETS: Lorraine Butson, 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:

2017-40 Moved by J. Groothuis, seconded by D. Ingram to approve the agenda

CARRIED

5. DELEGATIONS: None

6. APPROVAL OF THE MINUTES:

2017-41 Moved by M. Hawley, seconded by S. Mitchell that the minutes of September 12, 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 reported that there will be a donor matching event on Friday, October 6th at Rhéo Thompson Candies.

9.2 Report from PCIN: The PCIN board has approved the payment of the data migration from the PCIN ILS reserve fund.

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

10. **CEO REPORTS:**

10.1 Re-Branding Project: Jamie Hardie from Hardie & Company presented to the Board the proposed new logo and tag line that came from the visioning session held earlier in the year. He reviewed the process the creative and graphics team went through to result in the final product. The Board shared their comments and concerns which Jamie will take back to his team. They will incorporate these changes into the usage document that will be provided to staff. Julia stated that senior staff were pleased and that this is a good step forward for the library. The design and usage document will be shown to staff in a workshop on October 18th.

2017-42 Moved by C. Gordon, seconded by M. Hawley that the Board adopt the revised logo as presented.

CARRIED

10.2 2018 Strategic Planning Process Update: Julia reviewed the process involved in creating the 2013-2018 Strategic Plan. Various components were discussed and evaluated. The Board agreed with the proposal that the new Strategic Plan will be set for 4 years, from 2019-2022 in order to align with the term of the Library Board and become a legacy document from the outgoing board to guide the incoming board. The Board agrees that a third party moderator would be a valuable investment for this project. Julia will bring forward more details to the November meeting.

10.3 Monitoring report and statistics:

2017-42 Moved by B. Gillett, seconded by D. Ingram to receive the CEO's Monitoring Reports.

CARRIED

11. **CORRESPONDENCE:** None

12. **OTHER BUSINESS:**

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

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

14. **ADJOURNMENT:**

2017-43 Moved by J. Groothuis, seconded by K. Clarke that the meeting adjourn at 8:30 pm.

CARRIED

Jeff Orr, Chair

Julia Merritt, Secretary

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