



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

**APRIL 4, 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 – Deputy Director, Krista Robinson – Systems Librarian, Cathy Perreault – Recording Secretary

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

The meeting was called to order at the Stratford Public Library auditorium by Board Chair, Jeff Orr at 6:27pm.

#### **2. CHAIRPERSON'S REMARKS:**

None.

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

None.

#### **4. APPROVAL OF THE AGENDA:**

**2017-19** Moved by D. Ingram, seconded by M. Hawley to approve the agenda **CARRIED**

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

None

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

**2017-20 Moved by C. Gordon, seconded by S. Mitchell that the minutes of March 7, 2017 be approved. CARRIED**

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

No business arising.

**8. BOARD EDUCATION:**

Krista gave an overview of the Technical Services Department. She explained the steps involved: selection of materials, ordering, arrival, cataloguing and processing to achieve a shelf ready product. She reviewed the Interlibrary Loan (ILLO) procedure which gave the Board information in responding questions about to the staff / time savings measures that have been implemented for Book Clubs.

**9. BUSINESS OF THE BOARD:**

9.1 Report from SPL Foundation: The Foundation Board will be meeting on April 24<sup>th</sup> at the University of Waterloo, Stratford Campus.

9.2 Report from PCIN: Next meeting will be April 12 at Stratford Public Library.

9.3 Report from SOLS: Jack will attend Trustee Council 3 meeting and Lisa will attend Trustee Council 2 meeting on April 22<sup>nd</sup>.

**10. CEO REPORTS:**

10.1 CEO Monitoring Report: The RFP for the Makerspace/Auditorium project and the Rebranding contract will be discussed at the May meeting. Attendance is important.

**2017-21 Moved by K. Clarke, seconded by J. Groothuis to receive the CEO's Monitoring Reports. CARRIED**

**11. CORRESPONDENCE:**

**12. OTHER BUSINESS:**

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

Next Board meeting will be **Tuesday, May 2, 2017 at 6:30pm at Stratford Public Library**

**14. ADJOURNMENT:**

**2017-22      Moved by L. Butson, seconded by Z. Gribble that the meeting  
adjourn at 7:40 pm.**

**CARRIED**

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Jeff Orr, Chair

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Julia Merritt, Secretary