



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 24th 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 22nd.

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

Jeff Orr, Chair

Julia Merritt, Secretary