



STRATFORD PUBLIC LIBRARY BOARD MINUTES OF A MEETING

DECEMBER 3, 2019

MEMBERS OF THE BOARD PRESENT:

Kim Bardwell, Lorraine Butson, Michael Corbett, Brent Furtney, Zac Gribble, Jack Groothuis, Marthe Jocelyn

REGRETS: Marianne Hawley, Danielle Ingram

MEMBERS OF THE STAFF PRESENT:

Julia Merritt – CEO

1. **CALL TO ORDER:** The meeting was called to order at Stratford Public Library by Chair Zac Gribble at 6:31 pm
2. **CHAIRPERSON'S REMARKS:** None.
3. **DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**
None.
4. **APPROVAL OF THE AGENDA:**
2019-74 Moved by J. Groothuis, seconded by M. Corbett to approve the agenda
CARRIED
5. **DELEGATIONS:** None
6. **APPROVAL OF THE MINUTES:**
2019-75 Moved by B. Furtney, seconded by M. Jocelyn that the minutes of November 5, 2019 be approved. CARRIED
2019-76 Moved by B. Furtney, seconded by S. Dyke that the in camera minutes of November 5, 2019 be approved. CARRIED
7. **BUSINESS ARISING FROM THE MINUTES:** Following the discussion of fines on Nov 5, a brief chart was circulated that detailed the fines, lost books, and processing fees (both collected and waived) for 2017, 2018, and 2019 YTD. Public service staff have authority to waive if they think it beneficial; waived charges are equivalent to roughly half of what is collected annually.

8. **BOARD EDUCATION:**

8.1 Sally Hengeveld – Children’s & Teen Librarian. Sally presented the Board with an overview of Teen programming at SPL, which began in the last four years as an initiative to engage with Teens beyond their traditional uses of the library and to provide them the same opportunities for creative and community engagement that adults and children are offered.

9. **BUSINESS OF THE BOARD:**

9.1 Report from SPL Foundation: Z. Gribble reported that the governance subcommittee has reached out to lawyers and has chosen to work with Karen Cooper of Drache Aptowitzer LLP. Ms. Cooper has provided a letter providing advice re: the current SPLF Board structure, indicating that its current form is acceptable. Ms. Cooper will also be helping the Library with its charitable status application to ensure a smooth and timely process. This subject will be revisited once the results of the Library’s application have been received, in approximately five months.

9.2 Report from PCIN: Minutes from the November 13th meeting were circulated and discussed. The primary focus of 2019 has been to implement a courier solution. The van purchase is in process and North Perth will host the driver and van. The next meeting will be in April 2020.

9.3 Report from SOLS: Nothing to report.

9.4 November 26th Board Strategy Session Summary: J. Merritt provided an overview of the strategy session for those who were not able to attend. The Board conducted a brief roundtable, describing the main takeaways from the conversation.

Z. Gribble – fuller understanding of revenues, and reliance on municipality for funding.

L. Butson – that stories of library impact should be celebrated further, and that “number of cardholders” is not necessarily an accurate metric for measuring success

M. Jocelyn – although not in attendance, was impressed by the thoroughness of the conversation as evidenced by the report.

S. Dyke – that public perception of the library affects everything

K. Bardwell – found the foresight exercise interesting, wants to review the new ideas in combination with the existing strategic plan.

M. Corbett – pleased with the cohesiveness of the conversation; got the sense that the Board would like to be more involved with promoting the library, politically and within the community.

The Board agreed that the next several Board meetings would redirect the standing Board Education item to be a continuation of this discussion: specifically working to distill this discussion further with respect to the Board’s role and next steps within the existing strategic plan.

10. **CEO REPORTS:**

10.1 Monitoring report and statistics:

The Board reviewed the monitoring reports and requested written confirmation that the anticipated surplus will be moved into the Library’s general reserve account at the end of 2019.

10.2 A decision on funding for the space needs study was deferred until more information is available in January.

2019-77 Moved by M. Corbett, seconded by L. Butson to receive the CEO's Monitoring Reports. CARRIED

11. **CORRESPONDENCE:** None.

12. **OTHER BUSINESS:**

12.1 Closed session: the security of the property of the Board.

2019-78 Moved by J. Groothuis, seconded by M. Jocelyn to move into camera at 8:25pm. CARRIED

2019-80 Moved by L. Butson, seconded by M. Corbett to move out of camera at 8:28pm. CARRIED

2019-81 Moved by M. Jocelyn, seconded by J. Groothuis to accept the motion made in camera. CARRIED

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

Tuesday, January 7, 2019 at 6:30pm at Stratford Public Library Auditorium.

14. **ADJOURNMENT:**

2019-82 Moved by J. Groothuis, seconded by L. Butson that the meeting adjourn at 8:29pm. CARRIED

Zac Gribble, Chair

Julia Merritt, Secretary