



# MINUTES

Monday October 16, 2023, 6:30pm | Hybrid Meeting

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## MEMBERS OF THE BOARD PRESENT

Laurie Brown, Philip Connolly, Michael Corbett, Mackenzie Kipfer, David Mackey, Emma Perin, Arnab Quadry, Chris Zonneville

## REGRETS

Kim Bardwell, JoDee Burbach, Kaitlyn Kochany

## MEMBERS OF STAFF PRESENT

Krista Robinson, CEO; Cathy Perreault, Recording Secretary, Jordan Bulbrook, Technology and Operations Manger Brandi Gillett, Community Engagement Supervisor

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### 1. Call to Order and Land Acknowledgment

The meeting was called to order at the Stratford Rotary Complex, Tim Taylor Lounge, by Chair Michael Corbett at 6:33 pm.

### 2. Chairperson’s Remarks

### 3. Declarations of Pecuniary Interest and the General Nature Thereof

None

### 4. Approval of the Agenda

2023-52 Moved by E. Perin, seconded by C. Zonneville to approve the agenda.  
CARRIED

### 5. Delegations

None

### 6. Approval of the minutes

2023-53 Moved by P. Connolly , seconded by D. Mackey that the minutes of the meeting of September 5, 2023 be approved.  
CARRIED

### 7. Business arising from the minutes

7.1. DRAFT Terms of Reference for the Library Space Ad hoc Committee:

2023-54 Moved by L. Brown, seconded by A. Quadry to approve the Terms of Reference for the Library Space Ad hoc Committee.  
CARRIED

7.2. 2024 Standing Board Meeting Schedule: Effective January 2024 Board Meetings will be held on the second Tuesday of the month starting at 6:45pm.



**8. Board Education**

8.1. Collections & Technical Services: Krista and Jordan provided an overview of the collections, budgets, cataloguing and processing of library items.

**9. Business of the Board**

9.1. Report from PCIN: Next meeting will be in November and focus on Strategic Planning.

9.2. Report from OLS: Board Assembly will be on November 16<sup>th</sup>.

9.3. Report from City Council: None.

9.4. Board Recruitment:

2023-55 Moved by C. Zonneville, seconded by D. Mackey to approve the Terms of Reference for the Board Member Recruitment Committee.

CARRIED

2023-56 Moved by A. Quadry, seconded by L. Brown to form a Board Recruitment Committee consisting of M. Kipfer, C. Zonneville, P. Connolly.

CARRIED

**10. CEO Reports**

10.1. Monitoring report and statistics:

2023-57 Moved by M. Kipfer, seconded by E. Perin to accept the CEO Monitoring Reports.

CARRIED

10.2 Policy Updates:

LB 06 Board Member’s Code of Conduct

LB 07 Committees of the Board

OP 07 Computer and Internet Access

2023-58 Moved by C. Zonneville, seconded by E. Perin to approve the updated policies LB 06, LB 07, OP 07 and to adopt the OLA Statement on Intellectual Freedom and the Intellectual Rights of the Individual.

CARRIED



10.3 Draft Collections Policy:

2023-59 Moved by D. Mackey , seconded by L. Brown to approve the Collection Development Policy as presented.  
CARRIED

10.4 Draft MOU with City of Stratford:

2023-60 Moved by A. Quadry, seconded by P. Connolly to authorize the CEO and Library Board Chair, on behalf of the Board, to enter into the Memorandum of Understanding with the City of Stratford to outline the services and supports to be provided by both parties.  
CARRIED

10.5 2024 Public Closures:

2023-61 Moved by E. Perin, seconded by M. Kipfer that the Draft 2024 Public Holidays and Scheduled Closures be approved.  
CARRIED

11. **Correspondence**

None.

12. **Other Business**

12.1 The schedule for the 2024 OLA Super Conference has been released. Krista will forward information.

12.2 Library board members will join staff for the annual holiday decorating of the library. Date to be determined.

12.3 It was noted that Rheo Thompson Candies has released an Advent calendar depicting Stratford Public Library.

13. **Confirmation of Date and Time of Next Meeting:**

Tuesday, December 5, 6:45p.m at Stratford Public Library

14. **Adjournment**

2023-62 Moved by E. Perin that the meeting adjourned at 8:30pm

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Krista Robinson, CEO

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Michael Corbett, Chair