

MINUTES



Tuesday, December 10, 2024 6:45pm | Hybrid Meeting

MEMBERS OF THE BOARD PRESENT

Laurie Brown, Jo-Dee Burbach, Philip Connolly, Michael Corbett, Mackenzie Kipfer (zoom), Kaitlyn Kochany (zoom), Patty Lewis, David Mackey, Emma Perin, Arnab Quadry, Chris Zonneville

REGRETS

MEMBERS OF STAFF PRESENT

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

1. Call to Order and Land Acknowledgment

The meeting was called to order at the Stratford Public Library by Chair M. Corbett at 6:47 pm.

2. Chairperson's Remarks

3. Declarations of Pecuniary Interest and the General Nature Thereof

None

4. Approval of the Agenda

2024-67 Moved by C. Zonneville, seconded by K. Kochany to approve the agenda as amended.

Addition of 5.1 Delegation Jane Marie Mitchell

CARRIED

5. Delegations

5.1. Jane Marie Mitchell – donation to the board

Ms. Mitchell presented the board with a donation of the book "A Winning Campaign – Lessons for effective campaign organizing from Get Concerned Stratford" written by Sam Denby and Mike Balkwill.

6. Approval of the minutes

2024-68 Moved by D. Mackey, seconded by P. Connolly that the minutes of the meeting of November 12, 2024 be approved.

CARRIED

7. Approval of the minutes of the Closed Session

2024-69 Moved by M. Kipfer, seconded by K. Kochany that the minutes of the meeting of November 12, 2024 be approved as amended.

CARRIED

8. Business arising from the minutes



8.1. Perth South Contract: Perth South has signed individual contracts with Stratford Public Library and St. Mary's Public Library effective January 1, 2025 for a 5-year commitment.

9. Board Education:

9.1. OLA Super Conference Library Trustee Bootcamp – February 1, 2025

10. Business of the Board

10.1. Report from PCIN: Next meeting in April.

10.2. Report from OLS: No report.

10.3. Report from City Council: J. Burbach gave a brief update on the status of the budget meetings that are currently ongoing.

10.4. Performance Review Committee: C. Zonneville gave an update on creating a formal review process.

10.5. Library Space Ad Hoc Committee: Meetings with key partners are continuing.

10.6. 2025 Policy Review Schedule:

	Board Policies to be Updated	Operational Policies to Review & Approve
February		OP 01 Room Rentals DM, EP
April		
May		OP 06 Working from Home MK, PC
June	HR 03 Staff Manual CZ, DM	
September		OP 02 Partnership Framework KK, MC
October	NEW Donation Policy PL, LB NEW Fundraising and Gift Acceptance Policy	
November		
December	HR 04 Health and Safety Policy AQ, EP HR 05 Respect in the Workplace Policy	

10.7. 2025 Board Agenda/Workplan: For information purposes.

11. CEO Report

11.1. Monitoring Reports and Financials

2024-70 Moved by D. Mackey, seconded by L. Brown to accept the CEO Monitoring Reports.

CARRIED

11.2 2022 Audited Financial Report for review and approval.



2024-71 Moved by A. Quadry, seconded by L. Brown to approve the 2022 Audited Financial Report as presented.

CARRIED

11.3 Draft 2025 Workplan

2024-72 Moved by J. Burbach, seconded by E. Perin to accept the CEO Workplan for 2025.

CARRIED

11.4 Policy Updates

11.4.1 HR 04 Health and Safety Policy

2024-73 Moved by D. Mackey, seconded by E. Perin to approve the Health and Safety Policy.

CARRIED

11.4.2 HR 05 Respect in the Workplace Policy

2024-74 Moved by P. Connolly, seconded by A. Quadry to approve the recommended changes to the Respect in the Workplace policy.

CARRIED

11.5 Canada Helps Donations: An update was given on donations received to date.

2024-75 Moved by M. Kipfer, seconded by C. Zonneville to receive the 2024 Canada Helps Donations report.

CARRIED

12. Correspondence: None

13. Other Business:

14. Confirmation of date and time of next meeting: January 14, 2025 at 6:45pm

15. Adjournment

2024-76 Moved K. Kochany, seconded by J. Burbach that the meeting adjourned at 8:00 pm.

CARRIED

Krista Robinson, CEO

Michael Corbett, Chair