

MINUTES

Tuesday December 9, 2025 6:45pm | Hybrid Meeting



MEMBERS OF THE BOARD PRESENT

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

REGRETS

MEMBERS OF STAFF PRESENT

Krista Robinson, CEO; Brandi Gillett, Community Engagement Supervisor; Cathy Perreault, Recording Secretary; 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 6:47pm.

2. Chairperson's Remarks

None.

3. Declarations of Pecuniary Interest and the General Nature Thereof

None.

4. Approval of the Agenda

2025-58 Moved by C. Zonneville, seconded by P. Lewis to approve the agenda.

CARRIED

5. Delegations

None.

6. Approval of the minutes of the meeting of November 18, 2025

2025-59 Moved by A. Quadry, seconded by D. Mackey to approve the November 18, 2025 minutes.

CARRIED

7. Business arising from the minutes

7.1 OLA Super Conference : Please let Cathy know if you wish to attend.

8. Board Education

- 8.1. 2025 Urban Libraries Council Library Insights Report

For information only.

9. Business of the Board

- 9.1. Report from PCIN – E. Perin, M. Corbett

No meeting since November 12th 2025.

- 9.2. Report from OLS – D. Mackey

D. Mackey has attended two board assemblies.

- 9.3. Report from City Council – J. Burbach

2026 Budget has been passed and city projects will be underway. JoDee has requested that there be a formal MOU with Grand Trunk and Library.

9.4. 2025 Board Evaluation Results

There was discussion about having a better application form for recruitment. It was decided that once the new Strategic Plan was in place there would be a better idea of where we need strength in membership.

9.5. 2026 Policy Review Schedule



	Board Policies to be Updated	Operational Policies to Review & Approve
January AQ, MC, EP	HR 03 Staff Manual HR 04 Health and Safety Policy HR 05 Respect in the Workplace Policy	
February		
March LB, PL	NEW Donation Policy NEW Fundraising and Gift Acceptance Policy LG 13 Investment Policy	
April JB, MK, MC	LG 06 Use of Municipal Resources During an Election Board Job Description	
May CZ, DM	LG 07 Right to Disconnect HR 02 Electronic Monitoring NEW AI policy	
June		
September		
October		OP 07 Computer & Internet Access OP 08 Collection Development KK, PC
November		
December		

9.6. 2026 Draft Board Workplan

Discussion regarding Board continuity and an ad hoc committee for recruitment process. Will be added to January agenda.

10. CEO Reports

10.1. Monitoring Report and Financial Report

2025-60 Moved by L. Brown, seconded by J. Burbach to accept the CEO Reports.
CARRIED

10.2. 2026 CEO Workplan Report

2025-61 Moved by A. Quadry, seconded by K. Kochany to approve the 2026 CEO Workplan as presented.

CARRIED

10.3. 2025 Safety Audit

2025-62 Moved by D. Mackey, seconded by P. Lewis to receive the report.
CARRIED

10.4 2025 Donation Transfer

2025-63 Moved by C. Zonneville, seconded by P. Connolly to receive the report.
CARRIED

11. Correspondence

None.

12. Other Business

13. Confirmation of date and time of next meeting:

13.1. Board Meeting – January 13, 2026 at 6:45pm

14. Adjournment

2026-64 Moved by D. Mackey, seconded by K. Kochany to adjourn at 8:07pm.

CARRIED



Krista Robinson, CEO

Michael Corbett, Chair