

MINUTES

Tuesday November 18, 2025 6:45pm | Hybrid Meeting



MEMBERS OF THE BOARD PRESENT

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

REGRETS

Chris Zonneville

MEMBERS OF STAFF PRESENT

Krista Robinson, CEO; Shauna Costache, Public Service Supervisor and Recording Secretary

1. Call to Order and Land Acknowledgment

The meeting was called to order at the Stratford Public Library by Chair M. Corbett at 6:48pm.

2. Chairperson's Remarks

None.

3. Declarations of Pecuniary Interest and the General Nature Thereof

None.

4. Approval of the Agenda

2025-52 Moved by M. Kipfer, seconded by A. Quadry to approve the agenda.

CARRIED

5. Delegations

None.

6. Approval of the minutes of the meeting of October 14, 2025

2025-53 Moved by P. Lewis, seconded by L. Brown to approve the October 14 2025 minutes.

CARRIED

7. Business arising from the minutes

None.

8. Board Education

8.1. OLS Virtual Conference, Nov 19, 6-8pm

Register: <https://resources.olservice.ca/conference/2025>

Session on what constitutes Conflict of Interest with Benjamin Miller from the Ontario Nonprofit Network and VOLT 2.0 with OLS staff.

8.2. OLA Super Conference, Library Board Trustee Boot Camp, Jan 31 9am-4pm <https://olasc26.vfairs.com>

The 2026 Library Trustee Boot Camp will open with a Spotlight Talk by Dr. James Turk from the Centre for Free Expression, and will include a full slate of topics of interest to library boards, and will touch on topics of reconciliation, capital projects, and advocacy. Lunch is included.

Please get in touch with Krista or Cathy if you would like to attend. Many issues facing public libraries will be addressed.

9. Business of the Board

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

The PCIN Board met Wednesday, November 12th 2025 in Milverton. They reviewed Board evaluation



results, as well as information about their work plan.

They have made the decision to continue meeting 4 times per year, with the option to hold more meetings as needed.

The Board has embarked on more forward planning, particularly around potential services.

9.2. Report from OLS – D. Mackey

D. Mackey has attended two board assemblies.

The VOLT update is now available for libraries to access.

There is a cybersecurity update which allows the ministry to ensure libraries are meeting their cybersecurity obligations.

There was discussion around how libraries are not only a City department.

OLS also seeks to improve how OLS is represented to boards, particularly new public library board members. D. Mackey solicited feedback from the Board on OLS and board education. E. Perin mentioned that PCIN Board is currently discussing Board responsibilities. D. Mackey and E. Perin agreed to connect on this.

9.3. Report from City Council – J. Burbach

Council is working toward the 2026 budget.

Last Council meeting featured a report from the Ad-Hoc Grand Trunk Renewal Committee. There was conversation about how best to carry their work forward, now that their mandate has completed.

Two proposals have been shared on social media for use of the Grand Trunk site, both of which include the Library.

9.4. Report from Library Space Committee

There has not been a meeting of this committee since the last meeting of the Library Board. But, department heads have met to confirm their status on the project.

The Library will wait on City's decision on these matters.

Robert Ritz is holding an open house on his proposal at 7pm November 27th, hosted at the Army, Navy and Air Force Veterans Hall.

9.5. Report from Library Finance Committee

Krista is obtaining information from the Stratford Perth Community Foundation on the Library's fund. Next meeting is in January.

9.6. 2026 Schedule of Board Meetings

The group noted the March meeting does not fall on March Break this year, and so will be held as usual.

L. Brown asked when the Board might discuss who plans to return for the next term, with M. Corbett responding September or October. The group noted a desire to have City update their Library information and the application form for Board positions.

2025-54 Moved by. D Mackey, seconded by P. Connolly to accept the 2026 Schedule of Board Meetings as tabled.

CARRIED

9.7. Strategic Planning Risk Mapping

The group completed the Risk Mapping exercise.

10. CEO Reports

10.1. Monitoring Report and Financial Report

2025-55 Moved by J. Burbach, seconded by A. Quadry to accept the CEO Reports.

CARRIED

10.2. 2026 Schedule of Library Closures

2025-56 Moved by M. Kipfer, seconded by E. Perrin to accept the 2026 Schedule of Library Closures as tabled.

CARRIED

10.3. 2026 CEO Workplan

Krista tabled the 2026 CEO Workplan as information. Review to follow in the December meeting.

11. Correspondence

None.

12. Other Business

D. Mackey wondered what the Board will do for a Holiday gathering. L. Brown confirmed it will be at the Speakeasy after the December Board meeting, and consist of a gift exchange and game. Reservations to be made for 8:15pm.

13. Confirmation of date and time of next meeting:

13.1. Board Meeting – December 9, 2025 at 6:45pm

14. Adjournment

2026-57 Moved by D. Mackey, seconded by K. Kochany to adjourn at 8:17pm.

CARRIED

