



STRATFORD PUBLIC LIBRARY BOARD MINUTES OF A MEETING

OCTOBER 4, 2022

MEMBERS OF THE BOARD PRESENT:

Lorraine Butson, Kim Bardwell, Ana Costa Reis, Michael Corbett, Zac Gribble, Jack Groothuis, Marianne Hawley, Mackenzie Kipfer

REGRETS: Danielle Ingram, Marthe Jocelyn

MEMBERS OF THE STAFF PRESENT:

Julia Merritt – CEO, Cathy Perreault – Recording Secretary, Shauna Costache – Public Service Supervisor, Krista Robinson – Systems Librarian

GUEST:

1. **CALL TO ORDER:** The Zoom video conference meeting was called to order by Chair Zac Gribble at 6:32 pm.
2. **CHAIRPERSON'S REMARKS:** No remarks.
3. **DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:** None.
4. **APPROVAL OF THE AGENDA:**
2022-52 Moved by M. Hawley, seconded by K. Bardwell to approve the agenda.
CARRIED
5. **DELEGATIONS:** None
6. **APPROVAL OF THE MINUTES:**
2022-53 Moved by M. Corbett, seconded by A. Costa Reis that the minutes of September 6, 2022 be approved.
CARRIED
7. **APPROVAL OF THE IN-CAMERA MINUTES:**
2022-54 Moved by M. Hawley, seconded by M. Corbett that the in-



camera minutes of September 6, 2022 be approved.

CARRIED

8. **BUSINESS ARISING FROM MINUTES:** None.

9. **BOARD EDUCATION:** None

10. **BUSINESS OF THE BOARD:**

10.1 Presentation of the Facilities Study Report by Lemay: Dan Barham presented an overview of the final report and received questions and comments.

2022-55 Moved by M. Corbett, seconded by M. Kipfer to receive the report for information purposes.

CARRIED

10.2 Report from PCIN: Next meeting is October 12th. Strategic Planning workshop is planned for November 9th.

10.3 Report from OLS: No update.

10.4 Report from the Board Member Recruitment Subcommittee: A skills matrix has been completed.

10.5 Report from the Policy Subcommittee: Work is ongoing.

11. **CEO REPORTS:**

11.1 Monitoring report and statistics

11.2 Draft 2023 Operating Budget:

2022-56 Moved by J. Groothuis, seconded by K. Bardwell to approve the draft 2023 operating budget at 2.53%.

CARRIED

11.3 Draft 2023 Capital Budget:

2022-57 Moved by L. Butson, seconded by M. Hawley to approve the allocation of capital expenditures as presented.

CARRIED



11.4 Draft Electronic Monitoring Policy:

2022-58 Moved by M. Corbett, seconded by M. Kipfer to approve the electronic monitoring policy as presented.

CARRIED

11.5 Draft 2023 Public Closures:

2022-59 Moved by J. Groothuis, seconded by A. Costa Reis to approve the 2023 Public Closures as presented.

CARRIED

11.6 Carpet installation closure: Sunday November 20 – Sunday November 27, 2022

2022-60 Moved by L. Butson, seconded by M. Hawley to approve the closure of the Library for carpet installation from Sunday, November 20 to Sunday, November 27 or until completion of the project.

CARRIED

12. **CORRESPONDENCE:** None.

13. **OTHER BUSINESS:** Zac informed the board that the City is developing a Municipal Cultural Plan.

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

Tuesday, November 1, 2022 at 6:30pm by zoom.

15. **ADJOURNMENT:**

2022-61 Moved by M. Hawley, seconded L. Butson by that the meeting adjourn at 8:01 pm.

CARRIED

Zac Gribble, Chair

Julia Merritt, Secretary