



STRATFORD PUBLIC LIBRARY BOARD MINUTES OF A MEETING

SEPTEMBER 1, 2020

MEMBERS OF THE BOARD PRESENT:

Kim Bardwell, Lorraine Butson, Michael Corbett, Shannon Dyke, Zac Gribble, Marianne Hawley, Marthe Jocelyn

REGRETS:

Brent Furtney, Jack Groothuis, Danielle Ingram

MEMBERS OF THE STAFF PRESENT:

Julia Merritt – CEO

1. **CALL TO ORDER:** The Zoom video conference meeting was called to order by Chair Zac Gribble at 6:31 pm
2. **CHAIRPERSON'S REMARKS:**
3. **DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**
None.
4. **APPROVAL OF THE AGENDA:**
2020-47 Moved by L. Butson, seconded by M. Jocelyn to approve the agenda
CARRIED
5. **DELEGATIONS:** none
6. **APPROVAL OF THE MINUTES:**
2020-48 Moved by K. Bardwell, seconded by M. Jocelyn that the minutes of August 4, 2020 be approved. **CARRIED**
7. **BUSINESS ARISING FROM THE MINUTES:** No business arising.
8. **BOARD EDUCATION:** None.
9. **Business of the Board**
 - 9.1 Report from SPL Foundation: Charitable status application for SPL is nearly complete. SPLF will meet on October 6, 2020 after the regular board meeting.
 - 9.2 Report from PCIN: Next meeting will be September 7, 2020.

9.3 Report from SOLS: Nothing to report.

10. **CEO REPORTS:**

10.1 Monitoring report and statistics:

A brief discussion regarding a memorandum of understanding (MOU) between the City and Library. Julia to gather examples and make a recommendation on how to proceed.

2020-49 Moved by S. Dyke, seconded by L. Butson to receive the CEO's Monitoring Reports. CARRIED

10.2 2021 Draft Operating Budget:

2020-50 Moved by M. Corbett, seconded by K. Bardwell to approve the draft 2021 operating budget at 2.76% increase and to authorize staff to adjust that number downward as needed. CARRIED

10.3 2021 Draft Capital Budget:

Consensus was to request funding for space needs analysis in 2022.

2020-51 Moved by L. Butson, seconded by M. Corbett to approve the allocation of capital expenditures in the amount of \$50,000 as presented. CARRIED

11. **CORRESPONDENCE:** None.

12. **OTHER BUSINESS:** The staff manual subcommittee will refer changes to staff. Full report to come to Board in October.

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

Tuesday, October 6, 2020 at 6:30pm; digital or in-person meeting TBC.

14. **ADJOURNMENT:**

2020-52 Moved by L. Butson, seconded by M. Jocelyn that the meeting adjourn at 7:25 pm. CARRIED

Zac Gribble, Chair

Julia Merritt, Secretary