

**STRATFORD PUBLIC LIBRARY BOARD
MINUTES OF A MEETING
HELD ON TUESDAY, NOVEMBER 17, 2009**

MEMBERS OF THE BOARD PRESENT:

Ted Boniface Peter Brooks Anita Gaffney
Paul Rempel Geoff Williams
Keith Culliton Susan Fox

REGRETS:

Frances Brennan
Patty Mann

MEMBERS OF THE STAFF PRESENT:

Sam Coghlan, Library Director
Wendy Hicks, Deputy Director
David Harvie, Associate Director
Cathy Perreault, Recording Secretary

1. CALL TO ORDER:

The meeting was called to order in the library auditorium by Chair Ted Boniface at 7:00.

2. CHAIRPERSON'S REMARKS:

No remarks

3. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

No declarations.

4. APPROVAL OF THE AGENDA:

2009-45 Moved by G. Williams, seconded by P. Rempel that the agenda be approved with the change noted of the date for 7.1 to read October 19, 2009.

CARRIED

5. APPROVAL OF THE MINUTES OF OCTOBER 19, 2009:

2009-46 Moved by P. Rempel, seconded by S. Fox that the minutes of October 19, 2009 be approved. **CARRIED**

6. BUSINESS ARISING FROM THE MINUTES:

No business arising.

7. BUSINESS OF THE BOARD:

- 7.1 Planning Implementation Committee: No meeting since last report to Board.
- 7.2 Report from the Foundation: The focus is still on the 2010 fundraising plan. The group will also review the planned giving brochure.
- 7.3 Report from the Friends: The booksale was very successful, both financially and in organization.
- 7.4 Report from PCIN: Nothing to report.
- 7.5 SOLS: Ted attended the meeting this month and reported that SOLS is working on sample policies for libraries as well as a project called Making the Case which deals with space standards and guidelines for libraries.
- 7.6 Board Recruitment: The Planning Implementation Committee will discuss recruitment of people to apply for appointment to the Library Board next year.

7.7 Accessible Customer Service Policy: All staff has received mandatory training and a policy has been created.

2009-47 Moved by G. Williams, seconded by P. Brooks to approve the Accessible Customer Service policy. **CARRIED**

8. CEO MONITORING REPORTS:

Sam discussed statistics from the Municipal Performance Measurement Program. Sam will seek data in order to compare SPL to the libraries used as comparators in the core service review. David reported that the Stratford Horticultural Society, which is responsible for two of our flower gardens and the front urns, have requested that a plaque recognizing their contributions be posted in the Library.

2009-48 Moved by K. Culliton, seconded by S. Fox that the Board Chair write a letter of acknowledgment to the Horticultural Society. **CARRIED**

2009-49 Moved by K. Culliton, seconded by A. Gaffney to approve the proposed draft 2010 Operating budget as amended to increase the contribution to the computer reserve to a total of \$30,000. **CARRIED**

2009-50 Moved by G. Williams, seconded by A. Gaffney to approve the draft 2010 Capital budget as presented. **CARRIED**

2009-51 Moved by P. Rempel, seconded by K. Culliton to accept the CEO's Monitoring Reports. **CARRIED**

9. CORRESPONDENCE:

No action required.

10. OTHER BUSINESS:

Councilor Culliton urged the Library to approach service clubs in early 2010 for continuing donations now that the PLOW project is finished.

11. CONFIRMATION OF DATE AND TIME OF NEXT MEETING:

Next Board meeting will be Tuesday, December 15, 2009 at 7:00 p.m., Library Auditorium

12. ADJOURNMENT:

2009-52 Moved by P. Brooks, seconded by K. Culliton that the meeting adjourns at 8:00 p.m.

Ted Boniface, Chair

Sam Coghlan, Secretary