

**STRATFORD PUBLIC LIBRARY BOARD
MINUTES OF A MEETING
TUESDAY, NOVEMBER 15, 2011
As amended December 20, 2011**

MEMBERS OF THE BOARD PRESENT:

Tom McCaul Geoff Williams Peter Brooks
Keith Culliton Jeff Orr Ken Clarke Patty Mann

REGRETS:

Charlene Gordon Ted Boniface

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 Geoff Williams at 6:35p.m.

2. CHAIRPERSON'S REMARKS:

The budget has been passed by finance subcommittee but may still have reductions asked of by Council.

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

None declared.

4. APPROVAL OF THE AGENDA:

2011-41 Moved by K. Culliton, seconded by J. Orr that the agenda be approved.
CARRIED

5. DELEGATIONS:

No delegations for this meeting.

6. APPROVAL OF THE MINUTES OF OCTOBER 18, 2011:

2011-42 Moved by J. Orr, seconded by K. Culliton that the minutes of October 18, 2011 be approved. **CARRIED**

7. BUSINESS ARISING FROM THE MINUTES:

No business arising.

8. BOARD EDUCATION:

David Harvie presented a statistical overview of how things have changed at Stratford Public Library and emerging trends. A copy of the presentation will be sent to Board members.

9. BUSINESS OF THE BOARD:

9.1 Planning Implementation Committee: Community engagement sessions will soon begin lead by Laura Dent. There will be no PIC meeting in December.

9.2 Report from the Foundation: The Foundation has recently purchased a banner type display to be used at events. It will be present as part of the Community Foundation display at the upcoming Mayors Gala.

- 9.3 Report from the Friends: The unofficial proceeds from the booksale are approximately \$4,200. The Richard Monet collection raised \$1,200 for the Chalmers fund. Discussion continues regarding the best venue for next year's sale
- 9.4 Report from PCIN: The next meeting will be on November 23rd.
- 9.5 Report from SOLS: Ted represented the Board at the November 5th SOLS meeting.
- 9.6 Strategic Plan Steering Committee: This committee may meet one more time.

10. CEO MONITORING REPORTS:

Sam spoke to the report that was distributed at the board meeting about RFP 11-03 and explained that it will be more economical to hire a network administrator on staff than to accept either of the proposals that were received for providing network administration under contract. He also explained that the budget for book processing could be reduced because we plan to purchase more ebooks. The total net reduction in the budget will be \$3,966.

2011-43 That the two proposals received in response to RFP 11-03 to Provide Computer Network Administration Services be rejected.

Moved by K. Culliton, seconded by K. Clarke CARRIED

2011-44 Moved by J. Orr, seconded by K. Culliton to receive the CEO monitoring reports. CARRIED

11. CORRESPONDENCE:

No correspondence received.

12. OTHER BUSINESS:

No other business arising.

13. CONFIRMATION OF DATE AND TIME OF NEXT MEETING:

Next Board meeting will be Tuesday, December 20 at 7:00 p.m., Library Auditorium

14. ADJOURNMENT:

2011-45 Moved by K. Culliton, seconded by J. Orr that the meeting adjourn at 7:40 p.m.

CARRIED

Geoff Williams, Chair

Sam Coghlan, Secretary