

**STRATFORD PUBLIC LIBRARY BOARD
MINUTES OF A MEETING
HELD ON TUESDAY, JANUARY 20, 2009**

MEMBERS OF THE BOARD PRESENT:

Ted Boniface Anita Gaffney Susan Fox
Paul Rempel Geoff Williams
Patty Mann Peter Brooks

REGRETS:

Keith Culliton Frances Brennan

MEMBERS OF THE STAFF PRESENT:

Sam Coghlan, Library Director
David Harvie, Associate Director
Cathy Perreault, Recording Secretary
Anne Marie Heckman, Community Services Librarian

1. CALL TO ORDER:

The meeting was called to order in the library auditorium by Library CEO, Sam Coghlan 7:02 p.m.

2. ELECTION OF CHAIR:

Sam Coghlan opened the floor for nominations for Chair of the Library Board. Anita Gaffney nominated Ted Boniface, seconded by Patty Mann.

**2009-01 Moved by P. Rempel, seconded by S. Fox to close nominations.
CARRIED**

Ted Boniface was acclaimed as Chair of the Library Board.

Chair Ted Boniface now took over the meeting. The floor was opened for nominations for vice chair.

**2009-02 Moved by A. Gaffney, seconded by P. Mann to nominate Geoff Williams for the
position of Vice Chair.
CARRIED**

Geoff Williams was acclaimed as Vice Chair of the Library Board.

3. CHAIRPERSON'S REMARKS:

Ted Boniface thanked Anita for her work during her term as Chair. Sam presented a token of appreciation.

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

None declared.

5. APPROVAL OF THE AGENDA:

**2009-03 Moved by P. Rempel, seconded by G. Williams that the agenda be approved.
CARRIED**

6. BOARD EDUCATION: Anne Marie Heckman gave an informative talk on what the Library offers the community always but especially during the recent economic hard times. (included)

7. APPROVAL OF THE MINUTES OF DECEMBER 16, 2008:

**2009-04 Moved by G. Williams, seconded by P. Rempel that the minutes of December 16, 2008
be approved. CARRIED**

8. BUSINESS ARISING FROM THE MINUTES:

8.1 Proposed Policies

2009-05 Moved by P. Mann seconded by A. Gaffney to accept the Board Job Description and Chief Executive Officer Job Description as amended. (included)

9. BUSINESS OF THE BOARD:

9.1 Appointments:

- 9.1.1 Friends liaison – Frances Brennan
- 9.1.2 Foundation liaison - Susan Fox
- 9.1.3 PCIN Board – Paul Rempel and Geoff Williams
- 9.1.4 SOLS trustee – no appointment made. Sam will alert Board if a meeting requires a representative from the board present.
- 9.1.5 Planning Implementation Committee – Geoff Williams (chair), Anita Gaffney, Paul Rempel, Patty Mann, Peter Brooks and Ted Boniface (ex-officio)
- 9.1.6 CEO Performance Review – Ted Boniface, Paul Rempel, Geoff Williams

2009-06 Moved by P. Brooks, seconded by G. Williams to approve all appointments.
CARRIED

- 9.2 Planning Implementation Committee: Has not met since the last Board meeting.
- 9.3 Report from the Foundation: Has not met since the last Board meeting
- 9.4 Report from the Friends: Met last week. They are still working without a full executive. Have voiced their concern over lack of Board representation. Wendy will be working with them on their vision statement.
- 9.5 Report from PCIN: There has been no PCIN meeting since the last report.

10. CEO MONITORING REPORTS:

2009-07 Moved by A. Gaffney, seconded by P. Rempel to accept the CEO's 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, February 17th at 7:00 p.m., Library Auditorium

14. ADJOURNMENT:

2009-08 Moved by A. Gaffney, seconded by P. Brooks that the meeting adjourn at 8:10 p.m.

Ted Boniface, Chair

Sam Coghlan, Secretary

BOARD JOB DESCRIPTION

Legal References:	<i>Public Libraries Act, R.S.O. 1990</i> City of Stratford Bylaw 160-85 Section C-3.8 of the Policies of the Corporation of the City of Stratford
Policy References:	LB 020 (Board Member's Conduct) LB 050 (Strategic Plan)

The *Act* provides for the provision of library services within municipalities. The Stratford Public Library Board is appointed by Stratford City Council every four years, and is responsible for libraries within its jurisdiction, and for the delivery and quality of library programs and services. Legal accountability for board decisions applies to the Board as a corporate entity rather than to individual members. Through policy, the Board delegates administrative authority and responsibility to the chief executive officer (CEO), subject to the provisions and restrictions of the *Public Library Act and Regulations*.

The major areas of responsibility for members Stratford Public Library Board are as follows:

1.0 Accountability to Patrons and for Provision of Excellent Library Services

- 1.1 Promote a culture that supports excellent library services.
- 1.2 Promote clear and consistent expectations to ensure that effective library services are available for all library patrons.
- 1.3 Make decisions that reflect Stratford Public Library Board's mission and values.

2.0 Accountability

- 2.1 Act in accordance with the *Public Library Act*, Regulations, and other statutory requirements.
- 2.2 Perform the functions of a member of the Stratford Public Library Board as required by provincial legislation, municipal policies and board policy.
- 2.3 Provide advice to the City of Stratford regarding implications of City decisions that impact on the Library.

3.0 Accountability to the Community

- 3.1 Make decisions that reflect Stratford Public Library Board's mission, values and strategic plan.
- 3.2 Establish processes that provide the community with opportunities for input.
- 3.3 Ensure communications between Stratford Public Library Board, Stratford City Council, and partners of the Stratford Public Library.
- 3.4 Model a culture that reflects the Board Member's Code of Conduct (Policy LB 020)

4.0 Policy Development, Implementation and Review

- 4.1 Develop policies that outline how Stratford Public Library Board will successfully function.
- 4.2 Approve policy statements that meet the criteria identified by the Stratford Public Library Board.
- 4.3 Regularly review policies to ensure that they reflect the desired impact and/or purpose.

5.0 Board / Chief Executive Officer Relations

- 5.1 Select the chief executive officer.
- 5.2 Provide the chief executive officer with a clear job description and corporate direction.
- 5.3 Through policy, delegate administrative authority and responsibility, subject to the provisions and restrictions of the *Public Library Act*, Regulations and other statutory requirements.
- 5.4 Evaluate the chief executive officer in the first year of service and annually or biannually thereafter.
- 5.5 Use the chief executive officer's job description and the successful implementation of the strategic plan as the basis for the evaluation.
- 5.6 Provide the chief executive officer with an opportunity to meet alone with the Board in closed session at the CEO's request.
- 5.7 Periodically review the compensation of the chief executive officer.
- 5.8 Promote a positive working relationship with the chief executive officer.

6.0 Board Development

- 6.1 Annually review Stratford Public Library Board's effectiveness and performance.
- 6.2 Develop an annual plan for trustee development (both collectively and individually) by increasing knowledge of a) Role, b) Processes, and c) Issues.
- 6.3 Use the expertise of the chief executive officer, and other organizations to help develop and support the board members' development plan.

7.0 Planning

- 7.1 Provide overall direction for Stratford Public Library
- 7.2 Establish the mission and values
- 7.3 Annually approve the strategic plan and post same on web site
- 7.4 Annually use the strategic plan to drive the budget process
- 7.5 Annually evaluate the effectiveness of Stratford Public Library Board in relation to the mission and values of the Library.
- 7.6 Monitor the effectiveness of library services.

8.0 Fiscal Responsibility

- 8.1 Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
- 8.2 Monitor the financial status of the Library based on reports from the CEO as directed.

9.0 Political Advocacy and Communication

- 9.1 Annually develop a plan for Stratford Public Library Board advocacy. Consider in the plan the focus, key messages and advocacy mechanisms.
- 9.2 Ensure that advocacy includes communication with Stratford City Council and other applicable government organizations to identify, discuss, and find solutions to issues facing the Library.
- 9.3 Ensure that Stratford Public Library Board is communicating with the community and beyond.
- 9.4 Use advertising for the purposes of informing and educating the public, and to create awareness of library programs, services, issues, events and community activities of specific interest or benefit to patrons of the Library.

10.0 Recognition

- 10.1 Ensure that Stratford Public Library Board develops mechanism to recognize community members and volunteers.



CHIEF EXECUTIVE OFFICER (CEO) JOB DESCRIPTION

Legal References: *Public Libraries Act. R.S.O. 1990*
Policy References: LB 010 (Governance Commitment: Vision, Mission and Values)
 LB 050 (Strategic Plan)

The Chief Executive Officer (CEO) of the Stratford Public Library is both the CEO of the Stratford Public Library and the Library Director within the administration of the City of Stratford. The CEO reports directly to the Stratford Public Library Board. The CEO is accountable to the Stratford Public Library Board for the organization and operation of the Stratford Public Library. All board authority delegated to staff is delegated through the CEO.

The CEO advises the Stratford Public Library Board and recommends actions to address current emerging issues and trends to ensure that the Stratford Public Library policies and programs result in the attainment of the board's vision, mission and embody its values.

The areas of responsibility of the CEO include, but are not limited to:

1.0 Commitment to Patrons and Provision of Excellent Library Services

- 1.1 Demonstrates commitment to excellence in provision of library services.
- 1.2 Demonstrates care for and commitment to patrons.
- 1.3 Promotes mutually respectful relationships between staff, and between staff and patrons.
- 1.4 Provides guidance, focus and leadership to ensure the provision of excellent library services.
- 1.5 Takes the necessary steps to provide a safe and caring environment in the Library.
- 1.6 Takes the necessary steps to provide facilities that enable the provision of excellent library services.

2.0 Library Leadership

- 2.1 Provides leadership in all matters relating to library services in the Stratford Public Library.
- 2.2 Ensures that patrons of the Stratford Public Library receive services in accordance with appropriate guidelines for library service in the City of Stratford.
- 2.3 Demonstrates positive and proactive leadership that has the support of the staff with whom the CEO works most closely.
- 2.4 Develops and maintains positive and effective relations to ensure the library staff function as an effective and cohesive group.

- 2.5 Develops and maintains positive and effective relations with staff at the provincial and local government levels.
- 2.6 Provides leadership to promote clear, consistent expectations that focus on successful provision of excellent library services.
- 2.7 Undertakes professional development related to the role of the CEO.

3.0 Fiscal Responsibility

- 3.1 Ensures that the fiscal management of the Stratford Public Library is in accordance with the City of Stratford's regulations and procedures, recognizing that the Library's Treasurer is also Treasurer of the City of Stratford.

4.0 Compliance Mandate

- 4.1 Ensures that Stratford Public Library is operated in compliance with all legal and board mandates and timelines.
- 4.2 Reports to the Board as required by Board policy or administrative procedure.

5.0 Planning

- 5.1 Provides leadership for the development of the strategic plan identified in Board Policy LB 050.
- 5.2 Ensures involvement of the Board members in the strategic planning process.
- 5.3 Reports regularly on the progress made toward realizing the strategic plan.

6.0 Personnel Management

- 6.1 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by Board policy or legislation.
- 6.2 Ensures effective systems are in place for the selection, supervision, development and performance review of all staff.
- 6.3 Makes succession plans to ensure strong future leadership and staffing for Stratford Public Library.

7.0 Policy / Procedures

- 7.1 Facilitates the planning, development, implementation, review, and evaluation of Board policies.
- 7.2 Provides leadership in the planning development, implementation, review and evaluation of administrative procedures.

8.0 Chief Executive Officer / Board Relations

- 8.1 Establishes and maintains positive working relations with the Stratford Public Library Board.
- 8.2 Supports the Stratford Public Library Board in performing its role and facilitates the implementation of its role as outlined in Board policy.
- 8.3 Communicates effectively with the Stratford Public Library Board and individual board members.

9.0 Communications and Community Relations

- 9.1 Establishes effective communication strategies to keep Stratford Public Library Board informed of: key monitoring reports; volunteer and staff successes; local issues; and board decisions.
- 9.2 Ensures that open, transparent and positive internal and external communications are in place.
- 9.3 Ensures that Library patrons and all Stratford residents have the opportunity to provide appropriate advice on the provision of library services and the extent to which the needs of the patrons, residents, the community are being met.
- 9.4 Participates in community affairs in order to enhance and support Stratford Public Library Board and promote personal and community development through the use of services provided by the Stratford Public Library.

10.0 Public Relations

- 10.1 Establishes effective recognition programs and strategies to ensure that internal and external audiences are aware of volunteer, staff and Stratford Public Library Board successes.



Stratford
PUBLIC LIBRARY

Public Libraries in Tough Times

Board Education
January 2009

Tough Economic Times



Layoffs now measured in months

January 18, 2009 Beacon Herald

- Stratford's job problems are in keeping with a deep economic recession just about everywhere.
- Statistics Canada figures for November revealed 71,000 jobs were lost in our country, the largest monthly drop in 25 years.
- Last month, 34,400 jobs were lost.

Toyota Production Cuts

January 16, 2009 CJCS

Hendrickson Layoffs

- January 17, 2009 CJCS Radio

Hendrickson Spring is issuing indefinite layoff notices to 164 workers.



Tough Economic Times

Recession-weary patrons are flocking to the library to update résumés, scan for job listings, and find entertainment.

Wall Street Journal

January 15, 2009

“Folks Are Flocking to the Library, a Cozy Place to Look for a Job”



What do people care about?

"What do most people care about? Public safety, employment, housing, and education — and the library speaks to all of those needs."

- **Crime?** Libraries are a sanctuary for at-risk kids, on the loose after school lets out.
- **Employment?** Libraries offer help wanted ads and books and programming on job-hunting, résumé writing, computer literacy, and ESL.
- **Housing?** Libraries provide books and workshops on home remodeling, the home buying process, and financial planning.
- **Education?** Librarians teach children to love reading, provide homework help,"

Jose Aponte, Executive Director, Pikes Peak Library District, Colorado Springs
<http://www.libraryjournal.com/article/CA281649.html>

How Libraries Help

HOW LIBRARIES HELP THEIR COMMUNITIES ACHIEVE THEIR ASPIRATIONS

“...much-loved libraries help the communities they serve achieve their aspirations

- including a sense of community
- economic development
- the education of their children
- safety and health
- recovery from crisis
- and the articulation and realization of the community's values

by Marylaine Block, North Suburban Library System, April 29, 2008

How Libraries Help

BY GIVING EVERYBODY A STAKE IN THE COMMUNITY

Inclusiveness: extending services, programming, and exhibits honoring the heritage and/or creative work of ethnic groups, children and teens, seniors, newcomers, homeschoolers, people with disabilities.

“Perhaps no place in any community is so totally democratic as the town library. The only entrance requirement is interest.” ~Lady Bird Johnson

How Libraries Help

BY CONNECTING PEOPLE WITH COMMUNITY ORGANIZATIONS AND ASSISTANCE

- Information Perth - a Community Information Database that includes more than 1200 organizations and groups
- Local and regional newspapers
- Staff who live in the community



How Libraries Help

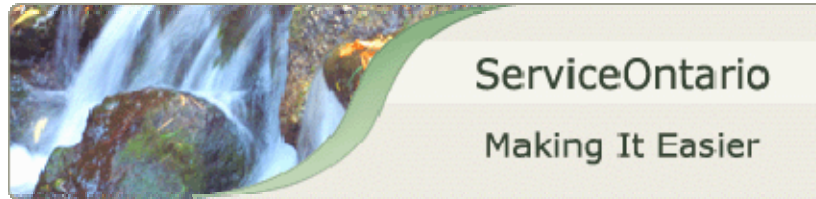
BY HELPING THE COMMUNITY ARTICULATE ITS VALUES

- Through focus groups, community meetings, interactive blogs splshelflife.blogspot.com
- Meeting Rooms for community use and meetings which address local issues
- Friends of SPL and The SPL Foundation
- Open collection, responsive to community input

How Libraries Help

BY PROMOTING CITIZENSHIP

- Service Ontario - assistance with e-government forms and e-laws



- Giving local officials an opportunity to speak with citizens in formal and informal events such as the Noon Hour Club, Volunteer Appreciation events
- Local government documents made available to the public
 - Highway 7 & 8 consultations
 - Sewer repair

How Libraries Help

BY PLACEMAKING THAT ENCOURAGES HUMAN CONNECTION

- The “community living room”
- Homebound delivery service

BY HELPING THE COMMUNITY COPE WITH CRISIS

- James Bay community evacuation - April 2008
- Water crisis – October 2005
- Cooling centre declared by PDHU in summer heatwave
- Pandemic preparedness

How Libraries Help

ECONOMIC DEVELOPMENT

- Physical presence as agent of downtown revitalization
- Workforce training, career information, resume writing, job hunting
- Research for small business and entrepreneurs
- Bringing outside funds, from grants and fundraising, into the community
- Making the community a more attractive place to live - being used by realtors as selling points
- Grantsmanship resources

Imagine  Canada

How Libraries Help

SAFETY AND HEALTH

- partnerships with local health and other agencies
 - Step counters (pedometers)
 - Wonderful World of Pregnancy information kit
 - Autism materials
 - Aids Action Perth
 - Kill-a-Watt appliance tester

How Libraries Help

EDUCATION AND PARENTING

- Parenting information
- Early childhood literacy : Baby Time, Story Garden, Tales for 2's
- Family Literacy : PLOW, Whale of a Tale
- Adult literacy/ESL
- Family Literacy Day
- Homework Help
- Collaboration with school boards Calling All Three Year Olds (CATYO)

Stratford Public Library offers

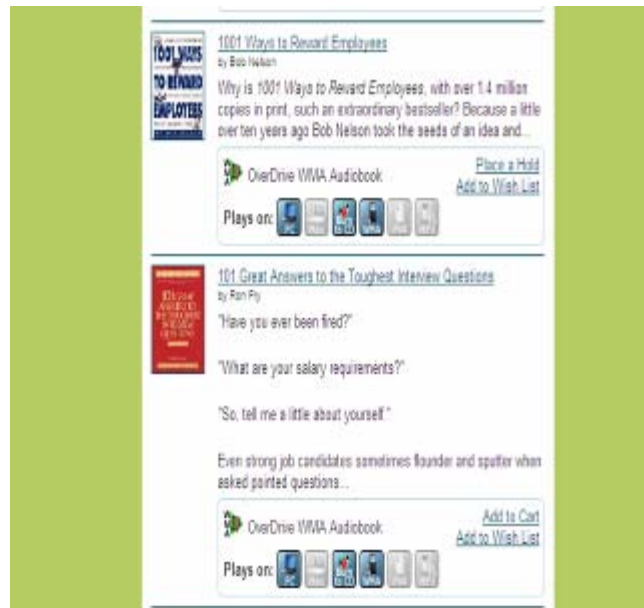


- Business and job related books
- Magazines
- Newspapers
- Videos and dvds
- Computer Training
- Programs that can help enhance skills, inform and entertain
- Electronic resources, many available from home



Stratford Public Library offers

download *Library*



- Audiobooks and downloadable items for self-help and leisure
- Self-help
- Business & Careers
- Language Learning

Stratford Public Library offers

- Website “branch”
- Kids website
- Teen website
 - Homework help
 - Reliable and safe links
- WebWatch monthly e-newsletter



Stratford Public Library offers

Business

Imagine  Canada

[back to top](#)

Canadian Directory to Foundations and Corporations

This is an online database containing updated information on over 2,200 Canadian grant-making foundations. Together these foundations hold assets of almost \$12 billion and award grants with a total value of over \$1 billion. In addition, there are over 150 American foundations included with a history of granting in Canada.

[Use in Library Only](#)



CPI.Q (Canadian Periodicals)

Use this database to find articles from a comprehensive list of Canadian and international journals, magazines, selected sections of the Globe and Mail, Canadian biographies, and other reference content from Thomson Gale, all with a Canadian focus. [Searching tips](#) pdf requires Adobe Reader
[Use in Library or Outside Library](#) (requires Stratford Public Library card)



Communication & Media eCollection

From marketing professionals to students studying for advanced degrees in linguistic theory, this collection provides current and accurate information from more than 100 journals focused on all aspects of the communications field. Key subjects covered include: advertising and public relations, literature and writing, linguistics, and many more. [Searching tips](#) pdf requires Adobe Reader

[Use in Library or Outside Library](#) (requires Stratford Public Library card)



Computer Database

Use this database to find computer-related product introductions, news and reviews in areas such as hardware, software, electronics,



Stratford
PUBLIC LIBRARY

Stratford Public Library offers



- Public access to the Internet - free
- Chalmers Theatre Resource collection
- A variety of Programs for the community
- FREE* Library Card
 - * residency requirement

Stratford Public Library offers

- Support to community businesses
- Support to local arts and cultural organizations
 - Stratford Shakespeare Festival
 - Summer Music
 - Docfest
 - Gallery 96
 - Stratford Civic Orchestra
 - Stratford Perth Museum



Stratford Public Library offers

In partnership:

The Office of the Worker Adviser (OWA) is an independent agency of the **Ontario Ministry of Labour**.

- The OWA provides free services to non-unionized injured workers and their survivors in workplace insurance matters (formerly called workers' compensation).
- Monthly clinics are offered at SPL



Stratford Public Library offers



- Knowledgeable professional library staff available to help answer difficult (or tricky) questions

Value of Public Libraries

DIVIDENDS:

The value of public libraries in Canada

Researched by Jody Warner

Written by Leslie Fitch and Jody Warner

for

*The Library Action Committee
of the*

BOOK AND PERIODICAL COUNCIL

- Information is vital to the success of organizations and businesses, workers and supervisors, employers and the employed, and those looking for work.
- "the community's economy benefits when business people use library resources to make wise business decisions, employees use them to improve their job skills, or the disadvantaged use them to help break the cycle of poverty" (Godwin, 1991, p.53)

Value of Public Libraries



DIVIDENDS:

The value of public libraries in Canada

Canadians are fortunate to have the public library as a lifelong learning centre. The public library offers Canadians resources and services that "aid the acquisition and improvement of personal skills, competence and knowledge and fosters personal creativity, motivation, confidence and self-improvement" (*Norton, 1991, p.91*) These are the skills Canadians will need to remain competitive in the economy of the 21st century.

What's it worth to you?

- www.stratford.library.on.ca/calculator.html

What is your library worth to you?

How much would you pay out-of-pocket for your library services?

- Enter in the left hand column the number of times **per month** you or your family use each service.
- Estimated retail value of each service will be calculated on the right.
- Total value of your library use is shown at the bottom of the worksheet.
- **Tip** : Tab between entries and do not use commas.

Input Your Use	Library Services	Value of Services
<input type="text"/>	Books Borrowed	\$ <input type="text" value="0.00"/>
<input type="text"/>	Magazines Borrowed	\$ <input type="text" value="0.00"/>
<input type="text"/>	Videos and DVDs Borrowed	\$ <input type="text" value="0.00"/>
<input type="text"/>	Audio Books Borrowed	\$ <input type="text" value="0.00"/>
<input type="text"/>	Children's Programs Attended	\$ <input type="text" value="0.00"/>
<input type="text"/>	Hours of Computer Use (i.e. Internet, word processing , etc.)	\$ <input type="text" value="0.00"/>
<input type="text"/>	Reference Questions Asked	\$ <input type="text" value="0.00"/>

\$