

**STRATFORD PUBLIC LIBRARY BOARD
MINUTES OF A MEETING
TUESDAY, JUNE 21, 2011**

MEMBERS OF THE BOARD PRESENT:

Patty Mann Geoff Williams Charlene Gordon Tom McCaul
Keith Culliton Ken Clarke Jeff Orr Ted Boniface

REGRETS:

Peter Brooks

MEMBERS OF THE STAFF PRESENT:

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

1. CALL TO ORDER:

The meeting was called to order in the library auditorium by Chair Geoff Williams at 7:03p.m.

2. CHAIRPERSON'S REMARKS:

Geoff recently met with Mayor Dan Mathieson to discuss any possible conflicts within the community or timelines regarding the Strategic Plan process. The Mayor will be kept fully apprised of what is planned.

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

None

4. APPROVAL OF THE AGENDA:

2011-27 **Moved by J.Orr, seconded by P. Mann that the agenda be approved**
CARRIED

5. DELEGATIONS:

No delegations for this meeting.

6. APPROVAL OF THE MINUTES OF MAY 17, 2011:

2011-28 **Moved by K. Culliton, seconded by C. Gordon that the minutes of May 17, 2011 be**
approved. CARRIED

7. BUSINESS ARISING FROM THE MINUTES:

No business arising.

8. BOARD EDUCATION:

Sam outlined the findings of the Accessibility Audit done by the City in 2005. He explained that although most of the recommendations are limited to building configuration and budgets, we have undertaken smaller projects with positive results. Any major renovations will adhere to the guidelines.

9. BUSINESS OF THE BOARD:

9.1 Planning Implementation Committee: The committee continues to focus on the Strategic Plan project. Jeff and Sam will meet to outline how PIC will move forward in relation to this project. The strategic plan will focus on services that the community would like, not the physical building or partnerships at this point.

9.2 Report from the Foundation: The Foundation AGM took place on May 25, 2011. The Foundation is continuing to explore possible relationship with the Community Foundation.

- 9.3 Report from the Friends: Planning is continuing for the upcoming book sale. The Friends are trying to modernize and expand their activities in order to increase their membership and make members active rather than just the executive being the presence of the Friends.
- 9.4 Report from PCIN: PCIN is in the process of hiring a consultant to oversee the PCIN Strategic Plan project.
- 9.5 SOLS: Nothing to report.
- 9.6 The Steering committee continues to meet and advise on how to proceed with the Strategic Plan. Current discussion is about the “visioning session” from which will be produced a video to show at community engagement sessions in order to raise awareness of possible roles SPL might play. Board members felt that, although it will be nice to have a grand and high profile visioning session, the success of the overall project should not be compromised by aiming too high.

10. CEO MONITORING REPORTS:

Sam pointed out that the new carpet installation has started on the main floor as included in our capital budget.

The Provincial Election Toolkit was discussed. Sam will consult with other librarians in the riding to use the tool kit with the exception of the letter to municipal councils. Board members indicated their approval .

2011-29 Moved by K. Culliton, seconded by K. Clarke to approve the CEO monitoring reports.
CARRIED

11. CORRESPONDENCE:

12. OTHER BUSINESS:

13. CONFIRMATION OF DATE AND TIME OF NEXT MEETING:

Next Board meeting will be Tuesday, September 20 2011 at 7:00 p.m., Library Auditorium

14. ADJOURNMENT:

2011-30 Moved by K. Clarke, seconded by J. Orr that the meeting adjourn at 8:05 p.m.
CARRIED

Geoff Williams, Chair

Sam Coghlan, Secretary