

**STRATFORD PUBLIC LIBRARY BOARD
MINUTES OF A MEETING
TUESDAY, SEPTEMBER 20, 2011**

MEMBERS OF THE BOARD PRESENT:

Patty Mann Geoff Williams Ted Boniface Peter Brooks
Keith Culliton Ken Clarke Jeff Orr Charlene Gordon

REGRETS:

Tom McCaul

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 7:03p.m.

2. CHAIRPERSON'S REMARKS:

No remarks.

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

Charlene Gordon – agenda item 9.4
Jeff Orr – item 2 in CEO report

4. APPROVAL OF THE AGENDA:

**2011-31 Moved by P. Mann, seconded by J. Orr that the agenda be approved
CARRIED**

5. DELEGATIONS:

No delegations for this meeting.

6. APPROVAL OF THE MINUTES OF JUNE 21, 2011:

**2011-32 Moved by C. Gordon, seconded by K. Culliton that the minutes of June 21, 2011 be
approved. CARRIED**

7. BUSINESS ARISING FROM THE MINUTES:

No business arising.

8. BOARD EDUCATION:

No board education this meeting.

9. BUSINESS OF THE BOARD:

9.1 Planning Implementation Committee: The committee will continue to focus on several areas of exploration in preparing a case for a larger library building. The goal is to present to the board by late 2012 and to make a full presentation to City Council in spring 2013.

**2011-33 Moved by K. Culliton, seconded by T. Boniface to change the Planning
Implementation Committee meetings to be held directly after the Board meetings
effective October 18, 2011. Board meetings will now start at 6:30 pm in the Library
Auditorium.**

9.2 Report from the Foundation: A motion was made at the last meeting to transfer the Foundation's funds to the Community Foundation. Bob Lightfoot will oversee this transaction. A small fundraising venture has been undertaken to secure new materials for PLOW.

- 9.3 Report from the Friends: Planning is continuing for the upcoming book sale. The sale will be at Factory 163 , 163 King Street. The booksale will take place Saturday, October 22.
- 9.4 Report from PCIN: Work continues on the PCIN strategic plan funded by a Trillium grant. The RFID system has been discussed and the group agreed that there are other issues more pressing than this at this time
- 9.5 SOLS: Nothing to report.
- 9.6 Strategic Plan Steering Committee: The committee has hired a producer to plan and implement the upcoming visioning session, as well as a writer and an organizer for the community engagement process which will occur in November. The visioning session will be a town hall type meeting which will provide video clips which will then be used in community engagement consultations. A brainstorming session of the Board resulted in a list of potential audience members for the visioning session. The visioning session will take place at the City Hall auditorium on Wednesday, October 19th.

10. CEO MONITORING REPORTS:

Sam discussed various upcoming items that will have an implication on the 2012 budget. The board had a general discussion regarding internal pay equity, increased hours in two current positions and a change in health benefits.

2011-34 Moved by K. Culliton, seconded by P. Brooks to approve a 2% increase to wages effective January 1, 2011 and a further 2% increase effective January 1, 2012 with each increase contingent on the necessary funding being received from the City.

**2011-35 Moved by K. Clarke, seconded by C. Gordon to approve 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, October 18 at 6:30 p.m., Library Auditorium

14. ADJOURNMENT:

**2011-36 Moved by K. Clarke, seconded by P. Mann that the meeting adjourn at 8:05 p.m.
CARRIED**

Geoff Williams, Chair

Sam Coghlan, Secretary