

**SCUGOG MEMORIAL PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**

**Thursday, January 21st at 7 pm (Online Meeting)**

Present: Debbie Watson (Chair), Bonnie Bunting, Donna Ankrett, Louise Bardswich, Colleen Simpson, Christy Stone-Curry, Mark Lewis

Regrets: Janna Guido, Catherine McGuigan

Secretary/Treasurer: Amy Caughlin, CEO, Scugog Memorial Public Library

Recording Secretary: Sarah White, Manager of Public Services, Scugog Memorial Public Library

Meeting called to order at 7:00 pm.

1. **Additions to and Approval of Agenda:**

The following items were added to the Agenda:

5.4 Library Board Advocacy

6.1 OLS Board Assemblies

6.2 Book delivery for those unable to utilize the contactless pickup service

**2021-01        MOVED by Bonnie Bunting, SECONDED by Donna Ankrett, that the Agenda be approved as amended**

**CARRIED**

2. **Disclosure of Conflict of Interest:** No conflict of interest was declared.

3. **Consent Agenda**

**2021-02        MOVED by Colleen Simpson, SECONDED by Donna Ankrett, that the Consent Agenda be approved**

**CARRIED**

4. **Committee Proposals Requiring Discussion and Items Removed from Consent Agenda:**

4.1. **Treasurer's Report:**

4.1.1. **Monthly Financials:** Amy reported that there are still some outstanding 2020 invoices, but it appears that the library will have a surplus for 2020. Amy is predicting a significant revenue shortfall in 2021, given that the library's meeting rooms cannot be booked and in-person programs cannot run due the pandemic and it is unknown when these services can resume.

**2021-03        MOVED by Colleen Simpson, SECONDED by Donna Ankrett, that the Treasurer's Report be accepted**

**CARRIED**

5. **Business Arising from the Minutes:**

5.1. **Covid Update:** The service delivery under the Stay at Home Order is very close to what we already had in place in our plan for the Grey Zone, so the transition has been smooth and the contactless pickup being well-used by the community.

- 5.2. **Update on bequest:** Amy reported that the cheque for the bequest has been received and deposited into a high-interest savings account. There was some discussion around recognition of the gift and the development of a future committee (when the Library Board can resume in-person meetings) to guide the usage of the funds. A portion of these funds has already been earmarked for the development of the Makerspace in the library. The library board will defer further discussions until the Library Board is able to meet in person again.
  - 5.3. **CEO Evaluation:** The Library Board is not moving in-camera for a portion of this meeting. Bonnie will compile the feedback and forward it to all members of the Library Board. Debbie will set up a Zoom meeting for Tuesday, February 16<sup>th</sup> at 7 pm. A meeting will be set up with the CEO, but there are no time-sensitive discussions required from the feedback, so the date will be set in the near future, in keeping with current provincial guidelines around in-person meetings.
  - 5.4. **Library Board Advocacy:** Mark reported that he had worked with a group of students from the Durham College Project Management program to put together a presentation that the Library Board can utilize when speaking to groups in the community. Christy has indicated that she will organize an opportunity for a Library Board member to present to the Rotary Club.
6. **New Business:**
- 6.1. **OLS Board Assemblies:** Amy distributed the information from OLS that was sent out regarding the board assemblies, which consist of 2 annual virtual meetings (in the spring and fall). As Catherine has previously attended the SOLS Trustee meetings, Amy will ask her if she would like to continue to represent the Scugog Memorial Public Library Board at these meetings. This will be added to the agenda of the February Library Board meeting.
  - 6.2. **Books for those unable to use the contactless pickup service:** The Library Board discussed options for members of the public who are unable to leave their homes to utilize contactless pickup. Although the library does not have the resources to offer a delivery service, the Rotary Club is already offering a telephone service to check on seniors and is willing to organize deliveries of books. The library currently has a selection of books that are no longer part of the library's collection, so those can be distributed through this delivery service to ensure that these members of the community have access to books. Christy will follow up with Amy to arrange a pickup of materials.
7. **Date of Next Regular Meeting** – Thursday, February 18th at 7 pm (via Zoom)
  8. **Adjournment** - The meeting was adjourned at 8:20 pm on a motion by Mark Lewis