

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

**Thursday, January 20th at 7 pm (Online Meeting)**

Present: Debbie Watson (Chair), Donna Ankrett, Janna Guido, Catherine McGuigan, Christy Stone-Curry, Louise Bardswich, Bonnie Bunting, Mark Lewis

Regrets: Colleen Simpson

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 7:03 pm.

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

2022-01        **MOVED by Bonnie Bunting, SECONDED by Mark Lewis, that the Agenda be approved**

**CARRIED**

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

3. **Consent Agenda:**

2022-02        **MOVED by Catherine McGuigan, 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

2022-03        **MOVED by Louise Bardswich, SECONDED by Mark Lewis, that the Treasurer's Report be accepted**

**CARRIED**

4.2. CEO & MPS Highlights Report:

4.3. Farndale Gallery Update: Amy reported that the exhibitions will go on as planned, but there will be no opening receptions.

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

5.1. **Covid Update:** Amy indicated that all but two staff have provided proof of third doses, with one staff member not yet eligible due to age.

5.2. **Strategic Plan Review:**

2022-04        **MOVED by Donna Ankrett, SECONDED by Catherine McGuigan, that the updated and revised Strategic Plan be approved**

- 5.3. **Workplace Covid 19 Vaccination Update:** As per the approved policy, the Library Board may provide Amy with their proof of third doses at their earliest convenience. If there are any medical indications for a delay in acquiring the third does, (as per an inquiry by a library board member), a projected date for the third dose is all that is required at this time, as the library board is continuing to meet online into 2022.
- 5.4. **2022 Operating Budget Update:** The Operating Budget will be going to Council in February (the date is not yet set, but Amy will share with the Board once this date is confirmed). Library Board members can view the budget presentation to council via Youtube.
- 5.5. **Library Board Recruitment:** Debbie, Bonne and Christy all indicated that they will be stepping away from the Library Board at the end of this term. Other members are encouraged to let the board know what their plans are for legacy/recruitment planning in 2022. The board discussed the opportunity to put effort into recruitment of the future board, including reaching out to the community through local media and communicating with the people you know to encourage applications. Debbie will send an email to board members to get a sense of the number of members planning to reapply to the next board and Bonnie will provide a framework for discussion at the next meeting, including a breakdown of recruitment roles for the Library Board Chair, Board members and the CEO.

6. **New Business:**

- 6.1. **Policy Review: B-14 Workplace Violence & B-15 Workplace Harassment:** Each of the policies were updated to ensure compliance with the OH&SA and will be scheduled for review annually in January, as per the legislative requirements.

2022-05            **MOVED by Mark Lewis, SECONDED by Bonnie Bunting, that policies B-14 and B-15 be approved as distributed**

**CARRIED**

7. **Date of Next Regular Meeting** – Thursday, February 17, 2022 at 7 pm (via Zoom)
8. **Adjournment** - The meeting was adjourned at 7:49 pm on a motion by Donna Ankrett