

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, February 15, 2018 at 7 pm

Present: Libbi Hood (Chair), Debbie Watson, Fran Herder, Jennifer Hamilton, Bonnie Bunting,
Betty Somerville, Jay Fisher

Regrets: Sharon Hick, Jennifer Back

Secretary: Sarah White

Meeting called to order at 7:00 pm.

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

1.1. **5.5 Board BBQ and 6.2. Bursary Committee were added to the agenda**

2018-04 **MOVED by Debbie Watson, SECONDED by Fran Herder, that the Agenda be approved as amended.**

CARRIED

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

3. **Consent Agenda:**

2018-05 **MOVED by Debbie Watson, SECONDED by Jay Fisher, that the Consent Agenda be approved with the minutes amended as noted to indicate that it was Jennifer Hamilton, not Fran Herder, that left at 8 pm.**

CARRIED

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

4.1. Treasurer's Report:

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2018-06 **MOVED by Debbie Watson, SECONDED by Bonnie Bunting, that the Treasurer's Report be accepted**

CARRIED

4.2. CEO & PSC Highlights Report:

4.3. Farndale Gallery Update: Amy reviewed the upcoming exhibitions in the Gallery

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

5.1. Library Cleaning Contract: Amy has met with the library's cleaner to discuss a checklist of standards and is negotiating pricing for an increased level of duties.

5.2. Library Board Evaluation Seeds: Technology Plan; Gallery; Ongoing Board Training: Agenda items 5.3 and 5.4 address two of these items, as does 6.1. Ongoing Board Training

Gallery Discussion: The Library Board discussed operational models for the gallery, including a committee or the recruitment of a volunteer curator. Discussion focused on the goals of the gallery and ideas for continuous improvement. There was a suggestion of a study to determine the needs and wants of the community. Discussion around a volunteer curator focused on the search for someone with a background in arts administration, and it was noted that the gallery is booked to February, 2019, so there is time for further consideration. Amy will draft a volunteer job description and terms of reference.

2018-07 MOVED by Betty Somerville, SECONDED by Debbie Watson, that the Library Board engage in a search for a volunteer curator to handle the administration of the Kent Farndale Gallery

CARRIED

5.3. Technology Plan: The Library Board reviewed the draft Technology Plan that Amy drafted. It was noted that there are a number of technology-related policies recommended in the Ontario Public Library Standards. These new policies will be added as a Library Board goal. The plan will be reviewed annually so that the next board has a guiding document, but can modify priorities annually

2018-08 MOVED by Fran Herder, SECONDED by Jay Fisher, that the Library Board accept the Technology Plan as discussed, with copy editing noted

CARRIED

5.4. 2018 Board Evaluation: Bonnie will design a mini-survey, derived from the previous year's survey, highlighting self-evaluation and individual goals, and forward that to Amy by March 8th for distribution to the Library Board members.

5.5. Board BBQ: The Library Board BBQ will be held Thursday, July 19th, and Debbie Watson will host

6. **New Business:**

6.1. Ongoing Board Training: Amy reiterated to the Library Board that SOLS provides its training resource, Learn HQ, to Library Board members and encouraged them to create a profile and explore the training available. Amy also offered to present an overview of the services available at the other Durham libraries at the March meeting.

6.2. Bursary Committee: The committee will be struck at the March meeting and will be included in the agenda. The deadline for the Bursary is May 19th, so any interested members must be available the week of May 22nd to 24th in order to select a recipient.

7. **Date of Next Regular Meeting** – Thursday, March 15th, 2018

8. **Adjournment** - The meeting was adjourned at 8:55 pm on a motion by Debbie Watson.