

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

**Thursday, February 19, 2019 at 7 pm**

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

Regrets: Louise Bardswich

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:**

2019-04        **MOVED by Colleen Simpson, 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:**

2019-05        **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. Treasurer's Report: January 2019 Financials reviewed. There was discussion around line 5410, as Amy has requested to be included in the Township's RFP for cleaning services and has specified 7 days a week service (currently 6 days a week) due to the library's hours of operation.

2019-06        **MOVED by Christy Stone-Curry, SECONDED by Colleen Simpson, that the Treasurer's Report be accepted**

**CARRIED**

4.2. CEO & PSC Highlights Report

4.3. Farndale Gallery Update: Amy reviewed the current & upcoming exhibitions: February 2nd to February 28th - "Genesis: Journey into Artistic Expression" by Diane Serapiglia; March 2nd to April 4th – "Michael Reeves Retrospective".

4.4. Any other items removed from the Consent Agenda

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

5.1. Update on 2019 Operating & Capital Budget: Amy reported that the draft budget was presented to Council on Monday, February 11th at 6:30 pm and there were no questions for the Library. The Public Budget Open House is scheduled for Wednesday, February 20th at 6:30 pm in the Rotary Room of the Library. The final Council budget meeting will be a Special Council session on March 4th. Summaries of the operating budget and capital projections were included in the library board package for information.

6. **New Business:**

6.1. Board Orientation: Review of the Board Roles & Responsibilities section of the orientation binder

6.2. Policy Review: The Library Board reviewed the following existing policies: B02 Board CEO Linkage and B03 Executive Limitations

6.3. LED Lighting Conversion Proposal: Amy reported to the Library Board that she has been exploring the possibility of converting some or all of the library's light fixtures over to LED for environmental and cost-savings purposes, as well as offering increased brightness. Included in the board package was a proposal for one of the lighting consultants that Veridian has on a list of vendors, as Veridian administers the Save ON Energy program in our area. The Save ON Energy program helps to offset the costs of energy efficient conversions such as this through a retrofit grant program. The proposal included the cost of full conversion, as well as projections for cost savings. Although the cost of the project exceeds the library's current reserves, there is a \$10,000 reserve as a result of a bequest made to the library. The board discussed the possibility of implementing the program on a multi-year basis, adjusting other capital project budgets to accommodate this. The library board asked Amy to proceed with procuring the additional estimates required for a purchase of this size, and Amy will bring that information to a future meeting for further discussions and a decision regarding funding. Action Item: Amy will contact additional approved vendors to seek out cost estimates, as well as contact the first vendor to ask for a revision based on a phased in project.

7. **Date of Next Regular Meeting** – Thursday, March 21<sup>st</sup> at 7 pm.

8. **Adjournment** - The meeting was adjourned at 8:02 pm on a motion by Catherine McGuigan