

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

**Thursday, February 18th at 7 pm (Online Meeting)**

Present: Debbie Watson (Chair), Bonnie Bunting, Donna Ankrett, Louise Bardswich, Colleen Simpson, Christy Stone-Curry, Mark Lewis, Catherine McGuigan, Janna Guido (joined at 7:10)

Regrets:

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 7:02 pm.

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

2021-04        **MOVED by Donna Ankrett, SECONDED by Catherine McGuigan, that the Agenda be approved** **CARRIED**

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

3. **Consent Agenda**

The approval of the January 21, 2021 meeting minutes was removed from the consent agenda and added to 4.4

2021-05        **MOVED by Bonnie Bunting, SECONDED by Colleen Simpson, that the Consent Agenda be approved as amended** **CARRIED**

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

4.1. **Treasurer's Report:**

4.1.1. **Monthly Financials:** Amy responded to a question regarding the 2020 surplus, indicating that it remains in the operating account to cover any outstanding 2020 invoices until the end of the quarter.

2021-06        **MOVED by Mark Lewis, SECONDED by Catherine McGuigan, that the Treasurer's Report be accepted** **CARRIED**

4.4. **Minutes:** Section 5.2 of the January minutes will be amended. The phrase "a percentage of these funds has already been earmarked for the development of the makerspace in the library" will be changed to read "a portion of these funds has already been earmarked for the development of the makerspace in the library".

2021-07        **MOVED by Colleen Simpson, SECONDED by Donna Ankrett that the January, 2021 meeting minutes be approved as amended**

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

- 5.1. **Covid Update:** The Durham Region has moved to Red Zone as of the 16<sup>th</sup>. The library is no longer required to do contact tracing and active screening, and has not necessitated the same levels of staffing and schedule changes.
  - 5.2. **Update on bequest:** Amy reported that she has sent a letter to the executors of the estate (included in the meeting package). Library Board members will strike a policy Bequest Policy Committee to develop a board policy on large monetary donations and bequests. The committee will consist of: Louise, Catherine, and Donna. Bonnie has indicated she can assist the committee if needed. Amy pointed out that the library has an existing Donations Policy, which will be provided to the committee members for review.
  - 5.3. **CEO Evaluation:** The Library Board met via Zoom on Tuesday, February 16<sup>th</sup> as planned. Bonnie will summarize the meeting discussions and will contact Amy about the possibility of meeting in-person.
  - 5.4. **Library Board Advocacy:** Christy will book Mark as a speaker for the Rotary Club in March or April.
  - 5.5. **OLS Board Assemblies:** Virtual meetings are scheduled for April and September, 2021. Catherine will plan to attend.
  - 5.6. **Books for Delivery:** Bonnie reported on the initial success of this program, as well as future plans to promote the delivery service
6. **New Business:**
- 6.1. **2021 Operating Budget Update:** Amy reported The 2021 Draft Operating Budget presentation and Q&A was live streamed on Monday, February 8, 2021 and the final budget determination is scheduled for February 22<sup>nd</sup>, which will also be live streamed.
7. **Date of Next Regular Meeting** – Thursday, March 18th at 7 pm (via Zoom)
8. **Adjournment** - The meeting was adjourned at 8:27 pm on a motion by Christy Stone-Curry