

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, March 15, 2018 at 7 pm

Present: Libbi Hood (Chair), Debbie Watson, Bonnie Bunting (left at 7:55 pm), Betty Somerville, Jay Fisher, Sharon Hick, Jennifer Back
Regrets: Fran Herder, Jennifer Hamilton
Secretary: Sarah White

Meeting called to order at 7:00 pm.

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

1.1. **4.4.1 – Correspondence was removed from the Consent Agenda and added to the Agenda; 5.6 2018 Board Evaluation was moved to 5.1**

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

3. **Consent Agenda:**

2018-09 **MOVED by Debbie Watson, SECONDED by Jay Fisher, that the 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. **Treasurer's Report:** Amy will bring the 2017 Final budget to the April 19th meeting

2018-10 **MOVED by Jay Fisher, SECONDED by Debbie Watson, 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 and indicated that she has contracted a painter who will paint the gallery. The painting will be completed the first week of April (between exhibits)

4.4. **Any other items removed from the Consent Agenda**

4.4.1. **Correspondence:** Amy circulated a copy of a letter from an anonymous writer with complaints about the level of noise in the library during children's programs. As the letter was not signed, the Library Board is unable to draft a response letter.

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

5.1. **Library Board Evaluation:** Bonnie presented the summary of the results of the mini survey. She reviewed any areas where there were highs and lows in terms of the ratings numbers, indicating that the spread was minimal on most questions. Further thoughts and follow up will be added to the agenda for the April 19th, 2018 meeting.

- 5.2. Library Cleaning: Amy reported that a new contract had been negotiated with the Library's current cleaner, taking into account increased costs for a higher standard of cleanliness. The new quote came back over the existing budgeted amount, but the overage was minimal (a few hundred dollars). The cleaner has been provided with a list of expectations and frequency for cleaning of all areas of the library. The cleaning will be monitored to ensure that standards are being met.
- 5.3. Volunteer Gallery Curator: Included in the Library Board package was a copy of the draft job description and job posting for the volunteer position. The library board reviewed both and provided Amy with feedback. The advertisement will be posted in April in local media, through the SCA, and the library's social media channels.
- 5.4. Library Board Training: Amy provided the Library Board with an overview of the programs and services offered by the other Public Libraries in the Durham Region
- 5.5. Bursary Selection Committee: An Ad-Hoc Committee was struck to review the applications for the 2018 Kent Farndale Bursary for the Arts. Members of the Committee will be: Debbie Watson, Betty Somerville and Jennifer Back
- 5.6. Audit Update: Amy reported that the on-site audit was completed on February 28th. Amy expects that the draft audited financial statements will be completed and brought to the April 19, 2018 meeting of the Library Board.
6. **New Business**:
 - 6.1. Memorial for Heather Cooper: The Library Board discussed an appropriate memorial to honour Heather's years of service to SMPL before she passed away in February. A shelf plaque bearing Heather's name will be added to the library shelves. CUPE is looking into planting a tree through the Scugog Township program and the Library Board will contribute a portion of the cost. CUPE will let Amy know the cost and she will report back to the library board.
 - 6.2. Provincial Library Funding Council Motions: Jennifer Back will bring forward a Notice of Motion for Monday's Council meeting.
 - 6.3. SOLS Trustee Council: Sharon will attend the next meeting on Saturday, April 14th at the Oshawa Public Library's McLaughlin Branch.
7. **Date of Next Regular Meeting** – Thursday, April 19, 2018
8. **Adjournment** - The meeting was adjourned at 8:49 pm on a motion by Betty Somerville.