

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, March 21, 2019 at 7 pm

Present: Debbie Watson (Chair), Bonnie Bunting, Louise Bardswich, Donna Ankrett,
Catherine McGuigan, Colleen Simpson, Janna Guido

Regrets: Mark Lewis, Christy Stone-Curry

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:** Item 6.6 'Little Free Library' was added to the agenda

2019-07 **MOVED by Bonnie Bunting, SECONDED by Colleen Simpson, that the Agenda be approved as amended**

CARRIED

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

3. **Consent Agenda:**

2019-08 **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: The monthly financials were reviewed. Amy answered a question about the difference in surplus between 2019 and 2018 was attributable to the dates of staff pay periods

2019-09 **MOVED by Colleen Simpson, SECONDED by Janna Guido, 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: March 2nd to April 4th – "Michael Reeves Retrospective" & April 6th to May 2nd – Port Perry Artists Association "Celebrating 20 Years of Diversity"

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 library's Operating and Capital budgets had been approved by Council on March 4th.
- 5.2. Update on LED Lighting Conversion: Amy is waiting to receive quotes from the other 2 approved vendors. There was some discussion around utilizing the funds that were given to the library as a bequest during the previous Library Board term. Further discussion around the funding of this project will be deferred until the quotes have been received.

6. **New Business:**

- 6.1. Board Orientation: Legislative Environment: Review of the Legislative Environment section of the orientation binder. Amy pointed out the documents regarding AODA Compliance training, which each individual board member will complete and return to the Township Clerk's office.
 - 6.2. Library Board By-Laws & Code of Conduct: These documents were reviewed and will be amended to remove the reference to beepers/pagers.
 - 6.3. Policy Review: The Library Board reviewed the following existing policies: B05 Occupational Health and Safety and B06 Public Internet Access
 - 6.4. Update on Integrated Library System (ILS) Request for Proposal (RFP) process: Amy indicated that 4 companies had submitted a declaration of intent to submit an RFP. The deadline for proposals is April 3rd, 2019.
 - 6.5. Update on Combined Janitorial RFT Process: The Library was included in the RFT that the Township of Scugog issued for cleaning services for the Municipal Office, the Firehall, the Scugog Council for the Arts and the Library. The lowest bid for the library's services was still over the allotted 2019 janitorial budget line, due to the decision to go to 7 days per week cleaning instead of the current 6 days, which is not adequate due to the heavy traffic and bathroom usage that our facility sees 7 days per week. Amy indicated that she felt the budget could absorb this overage.
 - 6.6. Little Free Library: A question was raised about the library's possible involvement in a 'little free library' in a public park, as a result of a resident's suggestion to Township staff. There was some discussion regarding what role the library could play in ensuring the quality and currency of the materials in the collection if this is something that the Township should choose to pursue. There was additional discussion around the challenges of providing access in an unsupervised area, as well as whether this is necessary given the central location of the public library. Further discussion was deferred to the April Library Board meeting.
7. **Date of Next Regular Meeting** – Thursday, April 18th at 7 pm.
 8. **Adjournment** - The meeting was adjourned at 8:27 pm on a motion by Donna Ankrett