

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, March 18th at 7 pm (Online Meeting)

Present: Debbie Watson (Chair), Bonnie Bunting, Donna Ankrett (left meeting at 8 pm), Louise Bardswich, Colleen Simpson, Christy Stone-Curry, Mark Lewis, Catherine McGuigan, Janna Guido

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 7:05 pm.

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

2021-08 **MOVED by Catherine McGuigan, SECONDED by Donna Ankrett, that the Agenda be approved**

CARRIED

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

3. **Consent Agenda**

2021-09 **MOVED by Bonnie Bunting, SECONDED by Catherine McGuigan, 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. Monthly Financials

2021-10 **MOVED by Donna Ankrett, SECONDED by Colleen Simpson, that the Treasurer's Report be accepted**

CARRIED

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

5.1. **Covid Update:** Amy provided information to the Library Board regarding the reduction of materials isolation to 24 hours. Amy indicated that the data and studies regarding this change have been shared with library staff.

5.2. **Update from Board Committee regarding Donation/Bequest policy:** The Library Board reviewed the content of the discussion document that was distributed prior to the meeting. To follow up, Amy will send Louise the document from the library's capital campaign, which indicates recognition and donor levels.

5.3. **Board Advocacy Initiative Update:** No update as of yet, but Mark and Christy will work together to schedule the presentation.

- 5.4. **Books for Delivery Update**: Bonnie reported that the uptake in the program has slowed for the time being, but that there will be an article on the initiative in the April edition of Focus on Scugog.

6. **New Business:**

- 6.1. **Farndale Art Bursary**: The Library Board discussed offering the bursary in 2021, which would necessitate a virtual reception. The committee will also need to meet remotely.
Action items: Amy will send out a press release and contact PPHS, as well as sharing a reminder on social media. Christy will consult with the Rotary Club to determine whether they would like to double their normal contribution so that there can be two awards given in 2021, as there was no bursary awarded in 2020 due to the onset of the COVID-19 pandemic.

- 6.2. **Draft Reserve Funds Policy**: Amy reviewed the distributed Draft Reserve Funds Policy, which is intended to ensure that Reserve Funds are kept separate from the funds from the recent bequest, as well as governed by a separate policy in terms of their use. There was also discussion around Development Charges and Amy pointed out that there are still outstanding funds owing to the Township for the expansion of the library in 2010-2011, which means that any DCs intended for the library will be used to pay back this debenture until it is completely paid.

- 6.3. **Proposed Library Project List**: Amy included a list of some initial projects for consideration for utilizing bequest funds.

- 6.4. **Technology Plan (for review)**: Amy included the previous Technology Plan for the Library Board to review. Amy will distribute an updated Technology Plan for the April Library Board meeting.

7. **Date of Next Regular Meeting** – Thursday, April 15 at 7 pm (via Zoom)

8. **Adjournment** - The meeting was adjourned at 8:38 pm on a motion by Mark Lewis