

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, April 18, 2019 at 7 pm

Present: Bonnie Bunting, Louise Bardswich, Donna Ankrett, Catherine McGuigan, Colleen Simpson, Christy Stone-Curry

Regrets: Mark Lewis, Janna Guido, Debbie Watson

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.

Amy Caughlin served as Acting Chair in Debbie Watson's absence

1. **Additions to and Approval of Agenda:** Item 6.4 SOLS Budget Cuts was added to the agenda

2019-10 **MOVED by Colleen Simpson, SECONDED by Louise Bardswich, that the Agenda be approved as amended**

CARRIED

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

3. **Consent Agenda:**

2019-11 **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:

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2019-12 **MOVED by Donna Ankrett, 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: April 6th to May 2nd – Port Perry Artists Association "Celebrating 20 Years of Diversity" & May 4th to June 6th – Carol Matsuyama "Spark: a Polychromatic Response to Life".

4.4. Any other items removed from the Consent Agenda

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

- 5.1. Update on Integrated Library System (ILS) Project: Amy reported that the proposal from ByWater Solutions for a Koha Implementation came in on the established budget and can be completed in the necessary timeline.

2019-13 MOVED by Colleen Simpson, SECONDED by Bonnie Bunting, that the Library Board approve the proposal by Bywater Solutions for the Koha ILS Implementation

CARRIED

- 5.2. Update on Combined Janitorial RFT: Amy reported that the Janitorial RFT had been approved at Council and beginning June 1st, the Library would have cleaning services 7 days per week.

- 5.3. Little Free Library: deferred to May Library Board meeting

6. New Business:

- 6.1. Board Orientation: The Public Library Sector: Review of the Public Library Sector portion of the Library Board orientation binder
- 6.2. Annual Circulation Statistics Comparison: The Library Board reviewed the annual comparison numbers
- 6.3. Policy Review: The Library Board reviewed the following existing policy: B07 Purchasing & Procurement
- 6.4. SOLS Budget Cut: Amy provided the Library Board with the recently released information about budget cuts to the Southern Ontario Library Service. As this is a new development and information is forthcoming, Amy will continue to inform the Library Board of the implications of this cut, but the immediate impact on library services is the elimination of the courier service that delivers interlibrary loan materials. Additionally, the interlibrary loan database has been suspended until the end of May. The Library Board asked Amy to draft a letter to the Minister of Culture, Tourism and Sport expressing their support of the reinstatement of funding to SOLS in order to maintain services to our library patrons.

7. **Date of Next Regular Meeting** – Thursday, May 16th at 7 pm.

8. **Adjournment** - The meeting was adjourned at 8:48 pm on a motion by Louise Bardswich