

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

**SPECIAL MEETING Thursday, April 9 , 2020 at 2 pm (Online Meeting)**

Present: Debbie Watson, Catherine McGuigan, Colleen Simpson, Bonne Bunting, Donna Ankrett, Janna Guido, Mark Lewis, Louise Bardswitch

Regrets: 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 2:00 pm. Amy Caughlin was asked to Chair the meeting.

1. **Additions to and Approval of Agenda:** Item 6.2. Mark's report on the status of Durham College's assistance in the development of advocacy materials was added to the agenda

**2020-07            MOVED by Mark Lewis, SECONDED by Catherine McGuigan, that the Agenda be approved as amended**

**CARRIED**

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

3. **Closed Session**

- 3.1. Board COVID-19 Update - To discuss personal matters about an identifiable individual, including municipal employees, pursuant to Section 239(2)(b) of the Municipal Act, 2001; and to discuss labour relations or employee negotiations, pursuant to Section 239(2)(d) of the Municipal Act, 2001.4.

**2020-08            MOVED by Donna Ankrett, SECONDED by Colleen Simpson, that the Library Board meeting move In Camera for Closed Session**

**CARRIED**

4. **Matters from Closed Session:**

**2020-09            MOVED by Mark Lewis, SECONDED by Colleen Simpson, to approve the motions made In Camera**

**CARRIED**

5. **Approval of Electronic Email Votes:**

5.1. Closure of Library on March 13, 2020

5.2. Deferral of Makerspace Capital Project on March 24, 2020

**2020-10            MOVED by Catherine McGuigan, SECONDED by Debbie Watson, that the Library Board uphold the votes made via email**

**CARRIED**

6. **New Business:**

6.1. **New policy for review B20-Operational Continuity Plan**: The Library Board reviewed the Operational Continuity Plan and requested that the Manager of Public Services be specified under 'designate' and that 'or designate' (designated by the Library Board in the case of both the CEO and the Manager of Public Services being unable to fulfill their duties due to illness or emergency).

7. **Date of Next Regular Meeting** – To Be Determined