

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

**Thursday, April 15th at 7 pm (Online Meeting)**

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

Regrets: Christy Stone-Curry, Janna Guido

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:**

2021-11           **MOVED by Mark Lewis, SECONDED by Catherine McGuigan, that the Agenda be approved**

**CARRIED**

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

3. **Consent Agenda**

2021-12           **MOVED by Bonnie Bunting, SECONDED by Louise Bardswich, 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

2021-13           **MOVED by Catherine McGuigan, SECONDED by Colleen Simpson, that the Treasurer's Report be accepted**

**CARRIED**

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

5.1. **Covid Update:** Amy provided an update regarding current services, indicating that services have returned to contactless pickup. The Township has not yet set up the portable toilets that were available in the summer of 2020, so the library will be providing access to the public washrooms, with a notification that they are cleaned once per day (our cleaners come after close each evening).

5.2. **Update from Board Committee regarding Donation/Bequest policy:** The Library Board reviewed Draft #2 of the policy. The next draft will revise the "gifts at work" phrasing, removing it from the acknowledgement of gifts section. It was also noted that the management of donated funds should fall under the FP&P Committee. As such, the information regarding the composition of a committee will be struck from the draft.

2021-14      **MOVED by Mark Lewis, SECONDED by Bonnie Bunting, that the policy be approved as amended**

**CARRIED**

- 5.3. **Board Advocacy Initiative Update**: Mark provided an update that he had delivered the presentation to the Rotary Club at a virtual meeting. He provided a suggestion that Library Boards delivering the presentation in the future review their information, especially the annual operating budget prior to the delivery of the presentation to ensure they are prepared to answer questions that community groups may have.
- 5.4. **Books for Delivery Update**: Bonnie reported on the current status of the program and indicated that there had been a 'thumbs up' in the Focus on Scugog magazine for this volunteer initiative.
- 5.5. **Farndale Art Bursary Update**: Amy has uploaded the new application form to the website and has shared it widely on the library's social media. Amy will also reach out to Maryanne at the Focus on Scugog about a possible story for the May issue (although it may already be past the deadline). The deadline for applications is May 28<sup>th</sup> and the selection committee will be struck after the deadline.
- 5.6. **Technology Plan**: Amy reviewed the updated Technology Plan that had been distributed, with all changes highlighted. Amy will provide a specific budget for the 2021 Wifi Hotspots Pilot Project for the May Library Board meeting.

2021-15      **MOVED by Louise Bardswich, SECONDED by Mark Lewis, to accept the updated Technology Plan for information, with a separate report on the Library Wifi Hotspot Pilot Project, with project budget, to be submitted for approval at the May Library Board Meeting**

**CARRIED**

6. **New Business:**

- 6.1. **Website Changes**: There was some discussion around the library's current website design, which is an operational issue and falls under the purview of the CEO. Amy indicated that the current plans for the website include an AODA compliance audit to ensure the site is fully accessible. Amy has indicated that she can also add a Canada Helps link to the website after a closer look at our eligibility for a Canada Helps account.
7. **Date of Next Regular Meeting** – Thursday, May 20 at 7 pm (via Zoom)
8. **Adjournment** - The meeting was adjourned at 8:47 pm on a motion by Donna Ankrett