

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

**Thursday, April 21st at 7 pm (Online Meeting)**

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

Regrets: Janna Guido, 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 7:06 pm.

1. **Land Acknowledgement:**

“We acknowledge that our Library is on the traditional territory of the Mississaugas of Scugog Island First Nation. May we respectfully honour the knowledge and understanding of the Indigenous stewards of these ancestral lands and ensure that the voices of the First Peoples are represented in our collections, programs and services”.

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

Item 7.2 Wifi Hotspots was added to the agenda

2022-11        **MOVED by Mark Lewis, SECONDED by Bonnie Bunting, that the Agenda be approved**

**CARRIED**

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

4. **Consent Agenda:**

2022-12        **MOVED by Catherine McGuigan, SECONDED by Colleen Simpson, that the Consent Agenda be approved**

**CARRIED**

5. **Committee Proposals Requiring Discussion and Items Removed from Consent Agenda:**

5.1. **Treasurer’s Report:**

5.1.1. **Monthly Financials**

2022-13        **MOVED by Donna Ankrett, SECONDED by Colleen Simpson, that the Treasurer’s Report be accepted**

**CARRIED**

5.2. **CEO & MPS Highlights Report:** Amy provided an update on the LED lighting retrofit project

5.3. **Farndale Gallery Update:** The next exhibit, China: through the Lens and the Brush – Ray McNeice and James Wilkes will open on Saturday, May 7<sup>th</sup>.

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

- 6.1. Covid Update: Amy reported that the Province of Ontario plans to remove all remaining controls as of April 27<sup>th</sup>. All staff have continued to choose to wear masks and library users are encouraged to continue to wear a mask in the library, although it is not required.
- 6.2. Library Board Recruitment: The Library Board package contained copies of previously used advertising that appeared on the Library's website, the digital sign, and social media. The Library Board discussed: sharing the Library's social media postings for recruitment to targeted local groups in Facebook; starting the campaign early to have a broader and more targeted recruitment; posting near the Rotary Room and promoting at programs to inform program attendees about the opportunity. Amy will revise the updated brochure with another edit to include the list discussed at the previous board meeting. Amy will also develop an online application form in addition to print forms. The Library Board can begin networking now, with a view to advocating for the recruitment of new members, but the appointment of the new Library Board will be the responsibility of the next Council. The Library Board will also begin work on the transition document, as previously discussed.
- 6.3. Policy Review: B16- Service Awards: Amy provided the feedback she gathered from the Township of Scugog, as well as the other Durham Libraries to ensure our level of awards was in-line with similar organizations. The findings indicate that the current reward levels are appropriate and not change to the policy is required as a result.

7. **New Business:**

- 7.1. Farndale Art Bursary: Deadline – Friday, May 20<sup>th</sup>. Amy has continued to promote the Bursary through press releases, the Scugog Council for the Arts and contacts at PPHS. Library Board members are encouraged to share the opportunity through their networks as well. Debbie, Colleen and Mark volunteered to review the applications.
- 7.2. Wifi Hotspots: Amy reported that the hotspots are continuing to circulate very well and indicated a timeline of late May to early June to complete the necessary circulation parameters and procedures to begin loaning the Chromebooks that were purchased as part of this pilot project. The project will be revisited in June to determine next steps in continuing the circulation of the existing collection and possible expansion.
8. **Date of Next Regular Meeting** – Thursday, May 19th, 2022 at 7 pm (via Zoom)
9. **Adjournment** - The meeting was adjourned at 8:20 pm on a motion by Mark Lewis