

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, September 17, 2020 at 7 pm (Online Meeting)

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

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:**

2020-13 **MOVED by Donna Ankrett, 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. **Consent Agenda**

2020-14 **MOVED by Mark Lewis, 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:** Amy pointed out that there is a new line, 5271, which is specific to COVID19 expenses. These expenses have been submitted to the Township of Scugog for reimbursement from provincial funding.

2020-15 **MOVED by Donna Ankrett, SECONDED by Debbie Watson, that the Treasurer's Report be accepted**

CARRIED

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

5.1. **June 2nd: Reallocation of Capital Funding to SelfCheckout Project and June 29th: Approval of Financial Statements**

2020-16 **MOVED by Louise Bardswich, SECONDED by Catherine McGuigan, that the Library Board uphold the voting decisions made via email**

CARRIED

6. **New Business:**

- 6.1. **COVID 19 Updates & Considerations**: Amy noted the online programming that continues to expand given the limitations on in-person programs. Amy also noted the significantly reduced room booking limits and informed the Library Board that both the Snowflake Sale and the annual Bakersville display would have to be cancelled for 2020, as it would not be possible to hold either event in a way that allowed for current occupancy and physical distancing requirements/restrictions. The library board also discussed the current hours of operation, with Amy informing them of the COVID19-related service challenges which make returning to regular service hours a challenge. The Library Board deferred further discussion of service hours to the October Library Board meeting.
- 6.2. **Annual Report**: The 2019 Annual Report was included in the Library Board Package
- 6.3. **Staffing Changes at Township**: Amy informed the Library Board that the current CAO is retiring and that his replacement, Ken Nix from the Town of Whitby, has been hired as the new CAO.
- 6.4. **Fine-Free Discussion**: Amy referred to the material she had distributed to the Library Board members prior to the meeting regarding the movement in Public Libraries across North America to remove overdue fines, as they present a barrier to services for many populations. Further discussion was deferred to the October 15th Library Board meeting.
7. **Date of Next Regular Meeting** – Thursday, October 15th at 7 pm (via Zoom)
8. **Adjournment** - The meeting was adjourned at 8:20 pm on a motion by Catherine McGuigan