

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, September 16th at 7 pm (Online Meeting)

Present: Debbie Watson (Chair), Donna Ankrett, Louise Bardswich, Bonnie Bunting (left at 8:03), Janna Guido, Mark Lewis, Catherine McGuigan, Robert Rock

Regrets: Colleen Simpson, 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 7:09 pm.

1. **Additions to and Approval of Agenda:** Item 5.3. Homebound Books was added to the agenda

2021-24 **MOVED by Catherine McGuigan, SECONDED by Donna Ankrett, that the Agenda be approved**

CARRIED

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

3. **Consent Agenda**

2021-25 **MOVED by Mark Lewis, SECONDED by Donna Ankrett, 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:

2021-26 **MOVED by Louise Bardswich, SECONDED by Catherine McGuigan, that the Treasurer's Report be accepted**

CARRIED

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

5.1. **Covid Update:** Amy informed the Library Board that the use of Public Libraries is not included in the Province of Ontario's list of locations/activities that will require proof of vaccination. Ontario Library Service (OLS) is seeking further clarification and direction for Public Libraries on meetings, programs and room rentals.

5.2. **Strategic Plan Review Timeline:** Given that in-person meetings are still not recommended and the next Library Board will be appointed in early 2023, the Library Board discussed reviewing and editing the current Strategic Plan, rather than developing a new plan. The decision was made to review and update the current plan as a 'bridge' to the next board, which would allow the next board to have the freedom to create their own multi-year strategic plan. Amy will send out the plan again for each board member to review with points for consideration. The board determined that the November meeting would be the

most appropriate time for the review discussion, as the October meeting will focus on the 2022 Draft Operating Budget.

- 5.3. **Homebound Books:** Bonnie reported that home delivery of books has wound down, but the books collected for that project have been utilized to establish a collection of reading material for the Oak Ridges Hospice.

6. **New Business:**

- 6.1. **Wi-fi Hotspots:** Amy reported that the hotspots are set up and circulating well.
- 6.2. **Future Board Meeting Options:** The Library Board determined that meetings would continue to take place on Zoom, through to the last meeting of 2021 (November) and would discuss on a month-to-month basis in January, 2022 whether a return to in-person meetings is a viable option.
- 6.3. **2022 Budget Timeline:** The FP&P meeting will be scheduled immediately prior to the Library Board meeting in October (6 to 7 pm on October 21st). Amy indicated that the LED lighting conversion project would be included in the Capital Budget, which will be discussed at FP&P, along with the 2022 Operating Budget.
- 6.4. **Workplace Covid-19 Vaccination Policy:** The Draft Vaccination Policy included in the Library Board package is for review and discussion at this point, rather than approval. Amy indicated that this policy had been based on the policy that was recently adopted at Hamilton Public Library. Amy also indicated that the Township of Scugog is currently developing their own policy, which would be utilized to inform the Library's policy, once it has been developed and approved.

2021-27 **MOVED by Louise Bardswich, SECONDED by Janna Guido, that the Draft Workplace Covid-19 Vaccination Policy be amended to include the requirement for the members of the Scugog Memorial Public Library Board in addition to all Library staff**

CARRIED

7. **Date of Next Regular Meeting** – Thursday, October 21st at 7 pm (via Zoom)
8. **Adjournment** - The meeting was adjourned at 8:24 pm on a motion by Mark Lewis