

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, October 18th, 2018 at 7 pm

Present: Libbi Hood (Chair), Fran Herder, Jay Fisher, Debbie Watson, Bonnie Bunting

Regrets: Jennifer Back, Jennifer Hamilton, Betty Somerville, Sharon Hick

Secretary/Treasurer: Amy Caughlin, CEO

Recording Secretary: Sarah White, Manager of Public Services

Meeting called to order at 7:00 pm.

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

2018-21 **MOVED by Jay Fisher, SECONDED by Bonnie Bunting, that the Agenda be approved as amended to add that an FP&P meeting took place on October 16th to review the Draft Budget**

CARRIED

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

3. **Consent Agenda:**

2018-22 **MOVED by Debbie Watson, SECONDED by Jay Fran Herder, that the Consent Agenda be approved, with amendments to previous minutes' date & recording secretary**

CARRIED

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

4.1. Treasurer's Report:

4.1.1. Treasurer's Report: Review of September monthly budget

2018-23 **MOVED by Debbie Watson, SECONDED by Jay Fisher, that the Treasurer's Report be accepted**

CARRIED

4.2. CEO & PSC Highlights Report

4.3. Farndale Gallery Update: Amy reviewed the current & upcoming exhibitions

4.4. Any other items removed from the Consent Agenda

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

5.1 Library Board Recruitment: Amy reported back to the Library Board regarding her investigation of the implementation of term limits. Term limits are not included in the Public Libraries Act, so they may not be added into library board by-laws or policies. There was discussion as to whether it would be possible to bring on new members annually, as is the established practice for some non-profits, but as Library Boards are boards of Council, the

terms run concurrently with Council terms. Amy will investigate to confirm this and report back. A discussion of the Library Board application and recruitment process followed.

6. **New Business:**

6.1. Cleaning Contract: Amy reported that a new cleaning firm has been contracted to clean the library, beginning November 1st. We are currently going month to month and an RFP will be issued for 2019.

6.2. Draft 2019 Operating Budget: The Library Board reviewed the draft 2019 budget as distributed. The 2019 Budget Open House is scheduled for February 20th, 2019.

2018-24 MOVED by Bonnie Bunting, SECONDED by Debbie Watson, to approve the Draft 2019 Operating Budget

CARRIED

6.3. CEO Performance Review:

2018-25 MOVED by Debbie Watson that the Library Board move into a closed session

2018-26 MOVED by Jay Fisher that the Library Board rise from the closed session

2018-27 MOVED by Debbie Watson, SECONDED by Bonnie Bunting, that the Library Board accept the recommendations made in-camera

CARRIED

7. **Date of Next Regular Meeting** – Thursday, November 15, 2018

8. **Adjournment** - The meeting was adjourned at 8:32 pm on a motion by Debbie Watson