

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, October 21st at 7 pm (Online Meeting)

Present: Debbie Watson (Chair), Donna Ankrett, Louise Bardswich, Bonnie Bunting, Colleen Simpson, Christy Stone-Curry, Mark Lewis, Robert Rock, Catherine McGuigan (joined at 7:29)

Regrets: 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 7:06 pm.

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

2021-28 MOVED by Donna Ankrett, SECONDED by Bonnie Bunting, that the Agenda be approved

CARRIED

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

3. **Consent Agenda:** Correspondence was removed from the Consent Agenda and added to 4.4.

2021-29 MOVED by Bonnie Bunting, SECONDED by Colleen Simpson, that the Consent Agenda be approved as amended

CARRIED

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

4.1. Treasurer's Report:

4.1.1. Monthly Financials: Amy reported that despite the revenue shortfalls for 2021 due to COVID-19 restrictions on operations, savings in other areas means that the operating budget is trending toward not having a deficit, as previously anticipated.

2021-30 MOVED by Mark Lewis, SECONDED by Louise Bardswich, that the Treasurer's Report be accepted

CARRIED

4.2. CEO & MPS Highlights Report:

4.3. Kent Farndale Gallery Update: Gallery Re-opening Nov. 6th – Jonathan van Bilsen. Amy also indicated that the exhibits previously booked for 2020 are being rebooked for 2022

4.4. Correspondence: Correspondence regarding a bequest to the Scugog Memorial Public Library. A letter will go out with the official receipt, which was received from the Township of Scugog earlier today. As the bequest was from the estate of a former library volunteer and was known to Amy personally, she will draft the letter personally.

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

- 5.1. **Covid Update:** Amy informed the Library Board that we now have confirmation from the province regarding the need to check proof of vaccine for enclosed meeting spaces. Areas such as the library space and the gallery are open to the public and do not require the checking of vaccination receipts. Gallery openings will not include food or drinks and numbers will be limited to ensure social distancing.
- 5.2. **Strategic Plan Review Timeline:** The discussion will be deferred to the November meeting. All library board members will review the existing strategic plan and come prepared for discussion at the November meeting.
- 5.3. **Workplace Covid 19 Vaccination Policy:** The policy was included in the library board package to review prior to the meeting. Amy indicated that the CUPE local had reviewed the policy and had expressed no concerns.

2021-31 **MOVED by Colleen Simpson, SECONDED by Donna Ankrett, that the Workplace Covid 19 Vaccination Policy be adopted**

CARRIED

- 5.4. **Draft 2022 Operating Budget:** The Finance, Policy and Personnel Committee met immediately prior to the Library Board meetings to review the 2022 Draft Operating Budget in detail. The largest increase is in salaries, wages and benefits, with the CUPE negotiated increase already in place in the current Collective Agreement. The draft budget was amended based on two items: a small increase in building maintenance was added, based on the Consumer Price Index, as well as an increase in Information Technology for potential increase in wifi hotspot units (the connectivity for the latter half of 2022 if the project continues). These two line items increase the budget by \$3700, bringing the total increase to 2.52%, rather than the 1.98% in the original draft.

2021-32 **MOVED by Colleen Simpson, SECONDED by Louise Bardswich, that the 2022 Draft Operating Budget be approved as amended**

CARRIED

6. **New Business:**

- 6.1. **Library Board Evaluation Timeline:** Discussions indicated that members of the board felt that as it is the beginning the final year of the board's term, this time would be better spent reviewing the strategic plan to enhance discussion at the November meeting. Additional discussion indicated the importance of focusing on a Library Board succession plan, due to the anticipated changes at the end of the board term.
7. **Date of Next Regular Meeting** – Thursday, November 18th at 7 pm (via Zoom)
 8. **Adjournment** - The meeting was adjourned at 7:52 pm on a motion by Donna Ankrett