

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, November 19, 2020 at 7 pm (Online Meeting)

Present: Debbie Watson, Catherine McGuigan, Colleen Simpson, Bonne Bunting, Donna Ankrett, Christy Stone-Curry, Janna Guido, Mark Lewis (at 7:16)

Regrets: Louise Bardswich

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 7:00 pm. Amy Caughlin was asked to Chair the meeting.

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

2020-22 **MOVED by Donna Ankrett, SECONDED by Catherine McGuigan, that the Agenda be approved**

CARRIED

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

3. **Consent Agenda**

2020-23 **MOVED by Catherine McGuigan, SECONDED by Bonnie Bunting, 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:**

2020-24 **MOVED by Colleen Simpson, SECONDED by Donna Ankrett, that the Treasurer's Report be accepted**

CARRIED

5. **Update on Fine Free Initiative:** Amy reported that she had submitted a report to Council regarding the Fine-Free initiative. Council did not have any questions about the initiative.

6. **New Business:**

6.1. **Bequest & Capital Project Discussion:** Amy reported that the Library has received a significant bequest from the estate of a local resident. Amy is currently working on a list of capital projects to utilize some of these funds for improvements to the library, including the conversion of the Library's lighting to LED fixtures for long term energy and cost savings. Amy noted that the Library Board has a \$20000 request in the 2021 Capital Budget for a Makerspace and an additional capital forecast for RFID tagging. Amy indicated that the Makerspace could be funded from the bequest funds, which would provide more flexibility in

the timeline to roll out this project, given the constraints posed by the COVID19 pandemic. Additionally, as the barcode-reading self-check machines and app have already been implemented successfully, the RFID tagging project is no longer required.

2020-25 MOVED by Colleen Simpson, SECONDED by Catherine McGuigan, that the Library Board remove the two capital projects discussed from the budget and forecast.

CARRIED

6.2. **Board & CEO Evaluation:** The Library Board evaluation will be deferred to a later date. The CEO Evaluation will be modified for 2020. Bonnie Bunting will collect feedback from Library Board members via email and Amy will complete a self-evaluation and submit it to Bonnie. The CEO Evaluation will be added to the January meeting agenda.

7. **Date of Next Regular Meeting** – Thursday, January 21st at 7 pm (via Zoom)

8. **Adjournment** - The meeting was adjourned at 7:42 pm on a motion by Debbie Watson