

**SCUGOG MEMORIAL PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**

**Thursday, November 18<sup>th</sup> at 7 pm (Online Meeting)**

Present: Debbie Watson (Chair), Donna Ankrett, Janna Guido, Catherine McGuigan, Colleen Simpson, Christy Stone-Curry

Regrets: Louise Bardswich, Bonnie Bunting, Mark Lewis

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:**

**2021-33        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:**

**2021-34        MOVED by Catherine McGuigan, SECONDED by Colleen Simpson, 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 reported that the Provincial Operating Grant has been received

**2021-35        MOVED by Catherine McGuigan, SECONDED by Christie Stone-Curry, that the Treasurer's Report be accepted**

**CARRIED**

4.2. **CEO & MPS Highlights Report:**

4.3. **Farndale Gallery Update:** Nov. 6<sup>th</sup> – Jan. 6<sup>th</sup> - Jon van Bilsen's show opened on November 6<sup>th</sup> and will run until January 6<sup>th</sup>

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

5.1. **Covid Update:** With lowered restrictions on indoor gatherings, the Library staff will resume their annual Christmas dinner this year. We will consider expanding the attendance at movie programs in January.

- 5.2. **Strategic Plan Review:** The Library Board reviewed and discussed the existing strategic plan, noting changes to be made. Amy will update the Strategic Plan document to reflect the input from the Library Board.
- 5.3. **Workplace Covid 19 Vaccination Update:** Amy informed the Library Board that proof of vaccination and attestations had been documented for all Library Board members and Library Staff, as per the Workplace Covid 19 Vaccination Policy.
- 5.4. **2022 Capital Budget Update:** The Capital Budget has gone through the first Public Open House process and will be going back to Council for final approval. Once approved, the process will begin to have the LED retrofit completed.

6. **New Business:**

- 6.1. **Library Board Recruitment and Succession Planning:** The Chair asked Library Board members to consider whether they plan to return for the next term of the Library Board as they enter into their final year. The Library Board will utilize the OLBA timeline/checklist for future planning for tasks for the Library Board to focus on over the next year.
- 6.2. **Format for Future Meetings:** The Library Board discussed continuing to meet remotely for the first two meetings of 2022 and revisiting the meeting format at the February meeting, based on public health recommendations at that time.

2021-36            **MOVED by Christy Stone-Curry, SECONDED by Donna Ankrett, that the Scugog Memorial Public Library Board continue to meet via Zoom for January and February, 2022**

**CARRIED**

7. **Date of Next Regular Meeting** – Thursday, January 20<sup>th</sup>, 2022 at 7 pm (via Zoom)
8. **Adjournment** - The meeting was adjourned at 8:04 pm on a motion by Catherine McGuigan