

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, February 15 at 7 pm

Present: Sarah Parry (Chair) (7:15), Jesse Gillis, Alexson Philipiah, Marina Fung, Donna Ankrett, Catie Sahadath (7:20)

Regrets: None

Secretary/Treasurer: Amy Caughlin, CEO, Scugog Memorial Public Library
Recording Secretary: Amy Caughlin

Meeting called to order at 7:08 pm with Amy Chairing until Sarah Parry's arrival at 7:15.

1. **Land Acknowledgement:**

“We acknowledge that our Library is on the traditional territory of the Mississaugas of Scugog Island First Nation. May we respectfully honour the knowledge and understanding of the Indigenous stewards of these ancestral lands and ensure that the voices of the First Peoples are represented in our collections, programs and services”.

2. **Additions to and Approval of Agenda:** 7.2. Job Evaluation Process was added to the agenda

2024-05 **MOVED by Jesse Gillis, SECONDED by Marina Fung, that the Agenda be approved as amended.**

CARRIED

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

4. **Consent Agenda:**

2024-06 **MOVED by Donna Ankrett, SECONDED by Jesse Gillis, that the Consent Agenda be approved.**

CARRIED

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

5.1. Treasurer's Report:

5.1..1. Monthly Financials

2024-07 **MOVED by Donna Ankrett, SECONDED by Alexson Philipiah, that the Treasurer's Report be accepted**

CARRIED

5.2. CEO & MPS Highlights Report:

5.3. Farndale Gallery Update:February 17th to March 21st – “Spontaneous Strokes” by Cai Kui.

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

- 6.1. Library Board Recruitment Update: The deadline for applications is February 23rd. After that date, appointments will be set for interviews with Amy and Sarah Parry, whose recommendations will be forwarded to Council for approval.
- 6.2. Library Board Evaluation: Amy will be sending out evaluation documents next week. Library Board members will complete them and send to Catie, who will compile and anonymize the responses

7. **New Business:**

- 7.1. Policy Review: B04 – CEO Performance Review: The Library Board reviewed the policy and have set the CEO Performance Review for the April agenda.
- 7.2. Job Evaluation Process: Amy provided an overview of the Job Evaluation that the Township of Scugog is currently undertaking. The library will be participating in this shared process for evaluation of our unionized staff positions. Amy provided notes from the initial meeting, indicating that there is potential for significant cost savings to the library to participate in this shared process, rather than undertaking a separate process on our own. Amy indicated that the library portion of the overall process is estimated at 1.5 days and there is currently a tentative timeline for mid-May. The original timeline projection for this project was 2025 when it was anticipated that the library would have to undertake this process individually, but the cost of the library's portion of this shared project can be drawn from the bequest reserves in order to facilitate participation immediately, with overall cost savings, instead of deferring a more expensive project to the 2025 operating budget.

2024-08 **MOVED by Marina Fung, SECONDED by Jesse Gillis, that the Library move forward with the CUPE Job Evaluation through the current Township of Scugog process**

CARRIED

8. **Date of Next Regular Meeting** – Thursday, March 21st, 2024 at 7 pm

9. **Adjournment** - The meeting was adjourned at 7:44 pm on a motion by Donna Ankrett.