

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

**Thursday, March 17<sup>th</sup> at 7 pm (Online Meeting)**

Present: Debbie Watson (Chair), Bonnie Bunting, Mark Lewis, Catherine McGuigan, Colleen Simpson, Christy Stone-Curry,

Regrets: Donna Ankrett, Louise Bardswich, 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 7:01 pm.

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

2022-09           **MOVED by Bonnie Bunting, 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:**

2022-10           **MOVED by Bonnie Bunting, SECONDED by Christy Stone-Curry, 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

2022-11           **MOVED by Catherine McGuigan, SECONDED by Christy Stone-Curry, that the Treasurer's Report be accepted**

**CARRIED**

4.2. CEO & MPS Highlights Report:

4.3. Farndale Gallery Update: The next exhibit, Shape Shifting over Time will open on Saturday, April 9<sup>th</sup>. The May exhibit will be featured in the promotions for the SCA's Small Town Big Festival, highlighting the Arts in Scugog

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

5.1. **Covid Update:** Messaging around masks in the library has been updated to indicate that masks will not be required, but are appreciated. Staff will have the option of choosing whether to wear a mask. Room bookings can now resume in April, as restrictions around proof of vaccinations have been removed. Vaccination policy may require revision, but will be maintained through to the end of 2022. All staff are vaccinated and have received their

“booster, so there are no issues around this for current staffing. This will be put on the September Library Board meeting agenda for discussion around possible revision, but for the time being Amy is seeking proof of 3<sup>rd</sup> vaccination from any of the Library Board members who have still not submitted a copy, or do not have a medical exemption.

- 5.2. **Operating Budget:** Amy reported that the 2022 Operating Budget passed without changes
  - 5.3. **Library Board Term Limits:** Amy reported back on her review of minutes from past Library Board discussions, indicating that the limitation of number of terms is not indicated in the Public Libraries Act or in the Scugog Memorial Public Library Board Bylaws. Previous discussion around setting a limit of two terms indicated this as a ‘best practice’ to rotate new people into the Library Board.
  - 5.4. **Library Board Recruitment:** The Library Board discussed next steps for reaching out to potential members who represent the diversity of the community. The ‘call for board members’ should provide a short overview with contact information so any interested citizens can ask for further details. There was also discussion around where to share the information. Next steps include Bonnie and Debbie working on a list of places to share the short informational document. Amy indicated that she has previous documents and graphics from prior recruitment campaigns. Amy also reported that the discussion around inviting representation from a member of the Mississaugas of Scugog Island First Nation fits within the parameters of the Public Libraries Act, as there is an existing service agreement that includes Library services.
6. **New Business:**
    - 6.1. **Policy Review: B16- Service Awards:** The library board asked Amy to review the amounts of the policy to see whether they need to be increased, as the policy is now quite dated. Amy will compare the values to the Township’s service awards, upon which the original policy was based. The policy will be reviewed at the April Library Board meeting with Amy making any necessary recommendations for increases.
  7. **Date of Next Regular Meeting** – Thursday, April 21st, 2022 at 7 pm (via Zoom)
  8. **Adjournment** - The meeting was adjourned at 8:11 pm on a motion by Mark Lewis