

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

**Thursday, April 20th, 2023 at 7 pm**

Present: Sarah Parry (Chair), Julie Mereweather, Jesse Gillis, Alexson Philipiah, Marina Fung, Matthew Somerville

Regrets: Catie Sahadath, Donna Ankrett

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

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

Meeting called to order at 7:02 pm.

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:** Amy asked that 7.1 Annual Audited Financials be moved to the start of the meeting to accommodate a presentation from Matthew Haire, Senior Manager at BDO regarding the annual audit.

**2023-13      MOVED by Jesse Gillis, SECONDED by Julie Mereweather, that the Agenda be approved as amended.**

**CARRIED**

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

4. **Consent Agenda:**

**2023-14      MOVED by Jesse Gillis, SECONDED by Julie Mereweather, that the Consent Agenda be approved.**

**CARRIED**

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

5.1. **Treasurer’s Report:**

- **Monthly Financials:**

**2023-15      MOVED by Jesse Gillis, SECONDED by Alexson Philipiah, that the Treasurer’s Report be accepted**

**CARRIED**

- 5.2. CEO & MPS Highlights Report: Amy discussed many of the IT updates undertaken in the past month including installation of a new Wi-Fi controller and firmware upgrades for both firewalls. Purchasing of Makerspace components is underway.
- 5.3. Farndale Gallery Update: April 1<sup>st</sup> to May 4<sup>th</sup> – “Garden Stories” by Michael Black: May 6<sup>th</sup> to June 1<sup>st</sup> – “Awakening” by Charles Choi.

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

- 6.1. Operating Budget: Amy confirmed that the 2023 Operating Budget was approved at the March 27<sup>th</sup> Council meeting. There were no questions regarding the Library portion of the budget.
- 6.2. OLS Board Assembly Update: This item was deferred to the May meeting since Donna Ankrett was absent.
- 6.3. Public Computer Refresh Update: Amy confirmed that the Computer Training Lab has been closed to begin staging for the Makerspace. Desks were moved into new positions to accommodate additional public computers. 8 new Chrome boxes were purchased and installed – 4 for children, 2 for adults and 2 for teens. Two existing Windows PCs were reconfigured with Chrome OS. The 4 remaining Windows PCs – 2 for adults and 2 for teens – were updated. Profiles for each area were created in Google Admin to allow all the Chrome computers to be easily managed remotely. Training on the Chrome OS has been completed with all info staff.

7. **New Business:**

- 7.1. Annual Audited Financials: Matthew Haire presented the BDO report on the annual audit and financial statements.

**2023-16      MOVED by Julie Mereweather, SECONDED by Marina Fung, that the Annual Audited Financial Statements be approved.**

**CARRIED**

- 7.2. Policy Review: B05 Occupational Health & Safety: B05 was reviewed, with no changes.
  - 7.3. Farndale Bursary Selection: Amy informed the Board that advertising for the Farndale Art Bursary has begun and the deadline is Wednesday, May 24<sup>th</sup>. Jesse, Julie & Sarah volunteered to act on behalf of the Board as the Bursary Selection Committee. Amy will follow up with possible meeting dates.
8. **Date of Next Regular Meeting** – Thursday, May 18, 2023 at 7 pm
  9. **Adjournment** - The meeting was adjourned at 7:55 pm on a motion by Julie Mereweather