

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, May 19th at 7 pm (Online Meeting)

Present: Debbie Watson (Chair), Bonnie Bunting (left at 7:40), Catherine McGuigan, Colleen Simpson, Donna Ankrett, Janna Guido, Mark Lewis

Regrets: Christy Stone-Curry, 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 7:05 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:**

2022-14 MOVED by Bonnie Bunting, SECONDED by Donna Ankrett, that the Agenda be approved
CARRIED

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

4. **Consent Agenda:**

2022-15 MOVED by Mark Lewis, SECONDED by Catherine McGuigan, 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
- 5.1.2. Notes on Bequest Account

2022-15 MOVED by Colleen Simpson, SECONDED by Donna Ankrett, that the Treasurer’s Report be accepted
CARRIED

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

5.3. **Farndale Gallery Update:** The next exhibit, China: through the Lens and the Brush – Ray McNeice and James Wilkes will open on Saturday, May 7th.

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

- 6.1. Covid Update: Amy reported that there have been no additional cases on staff. Room bookings have started again, but they are a bit slow.
- 6.2. Library Board Recruitment: Revised copy of handout document distributed as part of the library board package. Smaller ad from last month's package will be posted on the digital sign.

Reaching out to potential Library Board members. Each member is asked to reach out to one or two contacts that they feel would be valuable members of the Library Board.

Action Item: Amy to send out flyer from package to each member via email so they can share with potential board members. Amy will also include the letter she has previously used.

Timeline: historically the Library Board has met up until November in the election year, but the election is October 24th. Library Board interviews are normally done in late October/early November. The Township runs an advertisement calling for applications. Interviews cannot be completed prior to the ad, as additional applications may be received. This board has to approve the 2023 Operating Budget, as the next Board won't begin until January.

Marketing & Advertising Plan – introduce at the June meeting and then finalize for September

September discussion/October review: Legacy Document for New Library Board: project for community outreach was sidelined by the pandemic, so the next board may want to take that on and would benefit from the work already done on this. Other items for discussion:

- Scheduling of library meetings
- Donations policy and next steps
- Major projects completed during this Library Board's tenure

Action item: OLBA has a template for a legacy document. Amy will include it in the June Board package.

- 6.3. Farndale Art Bursary Selection: Debbie, Colleen, Mark and Amy will communicate via email to establish a date and time to meet to review the applications.

7. **New Business:**

- 7.1. Draft Audited Financials for Library & Trust:

2022-16 MOVED by Mark Lewis, SECONDED by Janna Guido, that the Draft Audited Financials for Library & Trust be accepted

CARRIED

- 7.2. Policy Review: B18 – Use of Corporate Resources for Election Purposes: The Library Board reviewed the policy and no changes were made

8. **Date of Next Regular Meeting** – Thursday, June 16th, 2022 at 7 pm (via Zoom)

9. **Adjournment** - The meeting was adjourned at 7:56 pm on a motion by Donna