

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, September 15th at 7 pm (Online Meeting)

Present: Debbie Watson (Chair), Bonnie Bunting, Catherine McGuigan, Robert Rock, Mark Lewis, Louise Bardswich, Colleen Simpson

Regrets: Donna Ankrett, Janna Guido, Christy Stone-Curry

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. **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:**

Item 7.3. Donation Policy was added to the Agenda

2022-20 MOVED by Bonnie Bunting, SECONDED by Colleen Simpson, that the Agenda be approved as amended

CARRIED

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

4. **Consent Agenda:**

2022-21 MOVED by Catherine McGuigan, SECONDED by Louise Bardswich, 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: Amy indicated that the high variable interest on the bequest account has continued to increase (as indicated on balance sheet), resulting in the interest earned outpacing the expenditure of funds, resulting in a net balance increase

2022-22 MOVED by Colleen Simpson, SECONDED by Catherine McGuigan, that the Treasurer’s Report be accepted

CARRIED

5.2. CEO & MPS Highlights Report

5.3. Farndale Gallery Update: August 27th to September 22nd: Light, Mood and Silence – Janice Brown; September 24th to October 27th: Memories – Sweet Art Group.

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

6.1. Library Board Recruitment: The library board discussed releasing the advertising for the Library Board earlier than originally planned, as some local boards recruit for the fall. Although the deadline to apply will remain in late November, as it is tied to the Municipal Election, the early advertising provides an opportunity for interested potential members to find out more about the role long before the applications are due. Action Item: Amy will distribute the recruitment materials next week (the week of September 20 to 23).

6.2. Board Legacy Document: The Library Board reviewed the draft Board Legacy Document and provided feedback. Action Item: Debbie will revise the document and bring it back to the October meeting for approval

6.3. WiFi Pilot Project Update: WiFi hotspot circulation remains high. Amy proposed purchasing 5 additional hotspots which will be bundled with the Chromebooks for circulation as a bundle, which will increase usage of the Chromebooks. Usage will continue to be monitored and reviewed to gauge the success of this new collection.

7. **New Business:**

7.1. LSC Vendor Update: Amy reported that the collection ordering and processing for library materials has moved to Whitehats from Library Services Centre

7.2. Staffing Update: Amy provided an update on the staff retirements and new hires over the previous months

7.3. Donation Policy: The donation policy was reviewed and suggested edits were made to include direction around FP&P bringing recommendations to the board as a whole for any motions on investments or expenditures. It was also discussed that a review schedule needs to be set, as well as threshold amount for donations to be allocated to the account vs. the donation line that exists in the annual operating budget. The policy as well as the terms for the FP&P committee will be included for discussion at the October meeting.

8. **Date of Next Regular Meeting** – Thursday, October 20, 2022 at 7 pm (via Zoom)

9. **Adjournment** - The meeting was adjourned at 8:09 pm on a motion by Colleen Simpson