

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

**Thursday, September 21, 2023 at 7 pm**

Present: Sarah Parry (Chair), Donna Ankrett, Catie Sahadath, Jesse Gillis, Alexson Philipiah

Regrets: Matthew Somerville, Marina Fung

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 7:02 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:** 7.5 Notice to Bargain and 7.6 Transfer from Bequest Account were added to the agenda

**2023-24**      **MOVED by Donna Ankrett, SECONDED by Jesse Gillis, that the Agenda be approved as amended.**

**CARRIED**

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

4. **Consent Agenda:**

**2023-25**      **MOVED by Catie Sahadath, SECONDED by Donna Ankrett, 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 drew the Library Board’s attention to the balance of the Bequest account, which is due to the expenditures for the Makerspace

**2023-26**      **MOVED by Donna Ankrett, SECONDED by Jesse Gillis, that the Treasurer’s Report be accepted**

**CARRIED**

5.2. CEO & MPS Highlights Report:

5.3. Farndale Gallery Update: Farndale Gallery Update: Farndale Gallery Update: September 23rd to October 26th – “Town Illuminated” by Kelsey McKitterick; October 28th to November 23rd – “Familiar Places” by Lori Korkola

6. **Business Arising from the Minutes**: No Business Arising

7. **New Business**:

7.1. Discounted & Free Software: Amy reported that she has successfully registered the library to receive non-profit rates through Google, Microsoft and Adobe. This registration has resulted in the library being able to acquire discounted and free software from these providers.

7.2. Makerspace Update & Tour: Amy provided a status update on the Makerspace project, with a tour to be provided at the conclusion of the meeting. Amy indicated that both the PRUSA 3D printer and the MAC computer purchased deviated from the original list, as newer models had become available. The upgraded equipment costs were balanced by savings in the furnishings budget. The grand opening of the Makerspace has been scheduled for the afternoon of Wednesday, November 1<sup>st</sup>.

7.3. 2024 Operating Budget process: FP&P will be scheduled for 6 pm on the evening of the next Library Board meeting (Thursday, October 19<sup>th</sup>) to review the draft operating budget, which will be brought to the full Library Board at the regular meeting to follow.

7.4. Review Policy: B09 - Accessibility: The Library Board reviewed the policy, but deferred it to the next meeting to give time for an external review. Action Item: The Policy will be sent for review by the Township of Scugog Accessibility Committee, to ensure it has been updated to current standards.

7.5. Notice to Bargain Received: Bargaining for the CUPE contract is scheduled for November 17<sup>th</sup>, 2023. The current Collective Agreement is set to expire on October 25, 2023. In order to ensure a timely review of the Collective Agreement by the Library Board, Amy proposed that the November meeting be scheduled for November 23rd, instead of the regular date, which would have fallen on November 16<sup>th</sup>.

7.6. Transfer from Bequest: Amy explained that the annual Provincial grant was rolled out very late this year, resulting in concerns over the library’s cash flow position and ability to meet all of the budgeted financials. A transfer of 60,000 from the Bequest Account would provide the necessary cushion in the operating account to ensure a positive cash flow.

**2023-27            MOVED by Donna Ankrett, SECONDED by Catie Sahadath, that Library Board approve a transfer of \$60,000 from the Bequest Account to the Operating Account.**

**CARRIED**

8. **Date of Next Regular Meeting** – Thursday, October 19th, 2023 at 7 pm

9. **Adjournment** - The meeting was adjourned at 7:54 pm on a motion by Jesse Gillis