

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

**Thursday, November 23rd, 2023 at 7 pm**

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

Regrets: None

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

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:**

**2023-32      MOVED by Jesse Gillis, SECONDED by Marina Fung, that the Agenda be approved as amended.**

**CARRIED**

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

4. **Consent Agenda:**

**2023-33      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 noted a concern that the annual Public Libraries Operating Grant had not yet been transferred from the Province of Ontario. Normally it would already be credited, but the Province had been quite late opening applications. Amy confirmed that it might be possible that funding would still be outstanding at year end, but the cushion added to the operating bank account earlier in the fall should ensure sufficient funding until the first Municipal deposit in the new year.

**2023-34      MOVED by Alexson Philipiah, SECONDED by Marina Fung, that the Treasurer’s Report be accepted**

**CARRIED**

5.2. CEO & MPS Highlights Report:

5.3. Farndale Gallery Update: Farndale Gallery Update: December 2<sup>nd</sup> to January 2<sup>nd</sup> – Bakersville Gingerbread Village

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

6.1. Update on Accessibility Policy: Amy indicated that the policy has been sent to the Township of Scugog's Accessibility Committee, but it has not yet been reviewed and is unlikely to be prior to the new year at this point.

6.2. OLS Update: Donna Ankrett provided a report of the quarterly OLS Trustee Council meeting which she attended remotely on September 28<sup>th</sup>. Some of the topics included: Board advocacy, the development of a toolkit to assess library programs, and Kate Graham as a keynote speaker discussing what libraries can expect from government in future.

7. **New Business:**

7.1. CUPE Bargaining: Amy presented the Memorandum of Settlement from the CUPE bargaining that took place on November 17, 2023.

**2023-35            MOVED by Donna Ankrett, SECONDED by Jesse Gillis, that the Memorandum of Settlement for the new CUPE contract be approved.**

**CARRIED**

7.2. Policy Review: Two policies were reviewed: B14 – Workplace Violence and B15 – Workplace Harassment. Catie Sahadath shared notes on recommended edits to both documents. It was agreed that those changes would be made to update both policies.

**2023-36            MOVED by Jesse Gillis, SECONDED by Marina Fung, that policy B-14 – Workplace Violence and policy B-15 – Workplace Harassment be revised with the discussed amendments.**

**CARRIED**

8. **Date of Next Regular Meeting** – Thursday, January 18, 2024 at 7 pm

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