

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING
Thursday, January 15, 2009
7:00 p.m.

PRESENT: Bette Hodgins, Chair
Barry Grisdale, Vice-Chair
Ashley Alexopoulos
Georgia Brock
Bobbie Drew
Libbi Hood
Connie Jamieson
Ken Reimer
Betty Somerville

STAFF: Amy Caughlin

REGRETS: Tracey Coveart

Bette Hodgins, Chair, called the meeting to order with a quorum present.

1. **Additions to and Approval of the Agenda:** There were no changes to the Agenda.

2009-1 **MOVED by Libbi Hood, SECONDED by Ken Reimer, that the Agenda be approved as circulated.**

CARRIED

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

3. **Approval of the Minutes of the Regular Board Meeting of December 18, 2008:**

2009-2 **MOVED by Ken Reimer, SECONDED by Barry Grisdale, that the Minutes of the December 18, 2008 Board meeting be approved as circulated.**

CARRIED

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

4.1 **Developing Community Linkages:** Bette Hodgins referred to Goal A3 of the 2009 Goals and Objectives, to investigate linkages between the Library and seniors. Board members discussed their impressions of how local seniors feel about present and future facilities for seniors, and how this relates to the Library. There was discussion of forming a Library committee with senior representation, similar to the link that has been developed with the Teen Advisory Group. Georgia Brock has agreed to work with Amy Caughlin to develop an informal plan for forming linkages with seniors, relating to Library services. An item on Senior Linkages will be added to the agenda for Board meetings to report progress.

ACTION ITEM: Amy Caughlin and Georgia Brock will develop an informal plan for forming linkages with seniors relating to Library services.

4.2 Meeting with Rotary Club on Kent Farndale Bursary: A meeting to discuss the issue of naming opportunities for the Rotary Club has been delayed due to holidays. The Rotary Club has committed to donate the full amount of the yearly bursary, and it was noted that there have also been donations from private citizens toward the bursary. The meeting will be arranged as soon as possible, and a report will be brought to a Board meeting.

ACTION ITEM: Amy Caughlin to arrange a meeting with the Rotary Club to discuss naming opportunities for the bursary, and report back to the Board.

4.3 2009 Board Goals and Objectives: The changes to the Goals and Objectives have been incorporated into the document and circulated to Board members. It was noted that the Balanced Scorecard is still to be added as a goal, so Amy Caughlin will add it and distribute the revised document. If a Board member wants to be the driver/owner of any of the goals, let Ms. Caughlin know.

ACTION ITEM: Amy Caughlin to add Balanced Scorecard to the 2009 Board Goals and Objectives and distribute the revised document.

4.4 2008 Funding Surplus: Discussion took place on how to handle a funding surplus from 2008. Due to the fact that several yearly payments are due at the beginning of the year, but Library funding from the Township is on a monthly basis, there is a heavier demand on funds at the beginning of the year. Also, provincial funding is not received until near the end of the year. There was discussion of how to hold funding so it is accessible, and how to handle funds raised for the Library expansion. Amy Caughlin will confer with the Township accounting department, and report back to the February Board meeting.

ACTION ITEM: Amy Caughlin to discuss funding issues with Township accounting department and report back to the February Board meeting.

5. **Correspondence:** The Correspondence file was circulated. Bette Hodgins noted that a report from the Township states the membership of the Library Building Committee may be reviewed pending the outcome of the Township's Build Canada proposal that includes the library expansion.

6. **Chief Executive Officer's Report:** The CEO report was pre-circulated. It was noted that five registration forms have been received, out of a total of eight possible schools in the catchment area. Bobbie Drew congratulated Amy Caughlin on her preparation of the Library budget, keeping to Council's request for a 4% increase, and her presentation of the budget to Council.

2009-3 MOVED by Betty Somerville, SECONDED by Bobbie Drew, that the Board receives the Correspondence File and the CEO's Report.

CARRIED

7. **New Business:**

7.1 Charitable Status: Amy Caughlin stated that the Library does not have charitable status, but as the Township does, Township staff do much of the work of receipting donations for the Gala and other donations to the Library. Included in the Board package is information on applying for charitable status. Ms. Caughlin recommends that the Library obtain charitable status. Before proceeding, Board members requested further information on the specific accounting and auditing requirements of

charitable status, and any implications, so Ms. Caughlin will report back to the next Board meeting.

ACTION ITEM: Amy Caughlin will investigate the reporting requirements, disbursement requirements and implications of charitable status for the Library, and report back to the Board.

- 7.2 Annual Report: Amy Caughlin circulated examples of other libraries' Annual Reports. Once all year-end statistics have been received, Ms. Caughlin will prepare our Library's Annual Report, with an expected release in March 2009.

It was also noted that the quarterly communication with Council is to begin in January.

Action Item: The CEO was asked to prepare the communication and send it to the Board Chair for review.

- 7.3 2008 Board Evaluation & Review of Committee Participation: Bette Hodgins noted that the Board Self-Evaluation form was e-mailed to Board members, and a copy is included in the Board package. Board members are requested to complete the form and return it to Connie Jamieson in the next 10 days via e-mail. Ms. Jamieson will consolidate, make the information anonymous, and bring it forward for February in-camera discussion. It was noted that the purpose is to identify what can be done better and recognize what was done well. Ms. Hodgins referred to the Committee Participation summary, noting that some Board members came on board later in the year. She congratulated everyone on their hard work in making so many things happen.

- 7.4 Evaluation of Christmas Reception: Bette Hodgins observed that there was not a good turnout of staff and volunteers at this year's Christmas Reception. Since the Reception is intended as a staff and volunteer "recognition and thanks" event, Bette wondered if another venue might be more appropriate? Discussion took place on reasons why attendance was not as good as the previous year. Amy Caughlin will prepare a report for a future Board meeting, with suggestions for recognizing employees and volunteers, and will develop a recognition policy.

ACTION ITEM: Amy Caughlin to bring forward suggestions for recognizing Library employees and volunteers, and develop a recognition policy.

8. Committee Reports:

- 8.1 Finance, Policy & Personnel Committee:

8.1.1 Treasurer's Report: The budget report was pre-circulated.

8.1.2 Report on Meeting of January 15, 2009: No report is yet available.

8.1.3 Revised CEO Performance Review Policy: Connie Jamieson noted the main change is under Procedures, #2, Staff Feedback.

2009-4 MOVED by Connie Jamieson, SECONDED by Bobbie Drew, that the Board adopt Policy B04, CEO Performance Review, with the change noted above.

CARRIED

- 8.2 Arts Committee: There has been no meeting since the last Board meeting.
- 8.2.1 Report on Snowflake Sale: The Snowflake Sale report was included in the Board package. Ms. Caughlin noted that sales were slightly less this year than in 2007.
- 8.3 Building Committee:
- 8.3.1 Minutes from Building Committee meeting of December 10, 2008: The draft minutes of December 10, 2008 were pre-circulated.
- 8.4 Capital Fundraising Committee: The next Capital Fundraising Committee meeting is January 21, 2009.
- 8.5 Teen Advisory Group (TAG): The minutes of the December 11, 2008 meeting were included in the Board package. Ashley Alexopoulos reported that the next meeting is a week today, and reported the following:
- An area for teen book picks is being set up in the Library.
 - Posters will be made to advertise TAG.
 - The next meeting will take the first steps toward putting plans into action.

2009-5 MOVED by Bobbie Drew, SECONDED by Ken Reimer, that the Board receive all Committee Reports.

CARRIED

9. In Camera:

2009-6 Motion to go In Camera. MOVED by Ken Reimer, SECONDED by Bobbie Drew.

CARRIED

9.1 Review of Board Self-Evaluation from 2008:

9.2 CEO Evaluation:

2009-7 Motion to rise out of camera. MOVED by Bette Somerville, SECONDED by Ken Reimer.

CARRIED

2009-8 Moved by Libbi Hood, seconded by Bobbie Drew that the recommendations from in-camera be accepted

10. Date of Next Regular Meeting: February 19, 2009 at 7:00 p.m.

11. Adjournment: The meeting was adjourned at 9:35 p.m. on a Motion by Barry Grisdale.

Bette Hodgins, Chair

Amy Caughlin, Chief Executive Officer