

**SCUGOG MEMORIAL PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**  
**Thursday, January 21, 2010, 7 p.m.**

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

STAFF: Amy Caughlin

REGRETS: Libbi Hood

SECRETARY: Jan Lovelock

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

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

**2010-01            MOVED by Betty Somerville, SECONDED by Georgia Brock, that the Agenda be approved as circulated.**

**CARRIED**

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

3. **Approval of the Consent Agenda:** The following items were removed from the Consent Agenda:

- 3.1 - Board Minutes of December 17, 2009
- 3.4.4.1 Capital Fundraising Minutes of January 12, 2010

**2010-02            MOVED by Bobbie Drew, SECONDED by Ken Reimer, that items included in the Consent Agenda, sections 3.1 to 3.4.5 inclusive (as listed in the Agenda), with the exception of Items 3.1 and 3.4.4.1, be received for information and approved as circulated.**

**CARRIED**

4. **Committee Proposals Requiring Discussion and Items Removed from Consent Agenda:**

4.1 **Treasurer's Report:**

- 4.1.1            **2009 Financials:** Ken Reimer reported on the December budget, noting that Capital Expansion will be shown in future as a separate budget section (4400), and not as part of the operating budget. An overage in the monthly budget figures, shown on the salary line (5510), is due to the fact that December was a three pay cheque month.

- 4.1.2 2009 Statistics: Amy Caughlin reviewed the pre-circulated year-end statistics summary, noting that even with the Water Street construction in the fall, 2009 circulation increased by 7.05%
- 4.1.3 Report on Finance, Policy & Personnel Meeting of January 21, 2010: Connie Jamieson reported that the FP&P Committee discussed the 2010 Library budget. The policy outlining guidelines for Board self-evaluation is nearing completion, and the Personnel policy will be finalized in the next few months. Once these policies are approved, all Library policies will be posted on the Library website.
- 4.1.4 Library 2010 Budget & 5 Year Projection: Amy Caughlin reported that the Library Proposed 2010 Program and Operating Projections 2011-2015 (page 25-29 of the pre-circulated Board package) will be presented to Township Council next Monday. The report shows the proposed 2010 budget increase of 3%, and the revenue line from the Gala Fundraising has been removed from the operating budget.

Amy Caughlin noted that the overall wage and salary line for 2009 was over budget due several factors including: CEO salary increase, extra hours open over long weekends, several staff sick and bereavement leaves and an increase in staff participation in OMERS.

Discussion took place on measures to meet overall the Township 2010 guideline of a 3% increase overall, and Ms. Caughlin reviewed the proposed reductions listed in the Budget Report Outline of Jan. 18, 2010. These suggestions include, among others, deleting the CEO salary increase for 2010, reinstating the SOLS delivery route thus saving postage costs, offering staff unpaid leave, and reduced maintenance costs due to construction. The cost savings were endorsed by the Finance Committee. It was noted that the offer of unpaid leave is in within union guidelines. The Board thanked Ms. Caughlin for declining a salary increase in order to meet the budget.

**2010-03      MOVED by Ken Reimer, SECONDED by Tracey Coveart, to accept the revised budget as presented in the Budget Report Update of January 18, 2010, and accept the recommendations to meet the budget.**

**CARRIED**

It was agreed that there may be expenditure and revenue revisions due to construction, and these will be dealt with as they arise. Ms. Caughlin noted that the Township has agreed to give the Library operating grant quarterly instead of monthly, which will resolve some of the cash flow issues inherent in several large annual costs at the beginning of the year and receipt of the provincial grant so late in the year.

**2010-04      MOVED by Bobbie Drew, SECONDED by Tracey Coveart, to accept Treasurer's Report and recommendations, and the December 2009 Financials.**

**CARRIED**

4.2 Any Other Items Removed from Consent Agenda:

- 4.2.1 Board Minutes of December 17, 2009: Bobbie Drew noted under #8, In-Camera, the minutes should note the subject of the in-camera item.

**2010-05    MOVED by Bobbie Drew, SECONDED by Tracey Coveart, to accept the Board Minutes of December 17, 2009, with the above addition of the in-camera subject.**

**CARRIED**

- 4.2.2 Capital Fundraising Draft Minutes of January 12, 2010: Amy Caughlin distributed copies of the draft Capital Fundraising minutes of Jan. 12, 2010, and discussion included the following:

- It was noted that under Item 5.1, second sentence, Brian Gallery's name is misspelled.
- A question was raised about Item 5.2, Veridian's offer to source solar panels. Veridian's donation policy is based on the number of customers in Scugog, and beyond that contribution Veridian has offered assistance in obtaining a source for the solar panels for the Library expansion.
- The Rotary Club's contributions are limited by the fact that Lottery legislation prohibits the use of funds raised through raffles or lotteries to be used for municipal projects. However, they might be able to contribute to the Library furnishings. Further investigation will take place.
- A presentation on a possible \$10,000 donation to contribute toward a Visual Assist program was recently given to the Lions Club.
- A charity pond hockey tournament will take place on Jan. 30 at the Scugog waterfront, with half the funds raised donated to the Library. Board members are invited to attend.
- It is hoped that the public Library Expansion fundraising launch will take place at the waterfront sometime in June.

**2010-06    MOVED by Tracey Coveart, SECONDED by Betty Somerville, that the Board accepts the January 12, 2010 Capital Fundraising minutes.**

**CARRIED**

**5. Business Arising From the Minutes:**

- 5.1 Update on Library Expansion Project: Amy Caughlin distributed an updated floor plan of the proposed new Library and a copy of the Project Meeting of January 8, 2010. The Township has finalized layout with the builder and is in the process of working toward a 50% completion of the detailed drawings. The Committee of Adjustment met to allow a minor variance for the Water Street road allowance. Approvals are being sought at the Accessibility and Heritage Committees. The contractor is hoping to order supplies and begin site preparation at the end of February. The site revisions were reviewed.

- 5.1 Update on 2009 & Draft 2010 Organizational Goals and Objectives: Many items have been deferred or rolled into planning for the new Library. Ms. Caughlin noted that a plan

will be needed to relocate collections located at the back and side of the Library while construction takes place on those sides. A relocation plan is also needed for breakdown and set-up during renovation of the existing Library. Ms. Caughlin stated that her Goals & Objectives are difficult to put in the existing format because they are project-driven, so she will put them in an easy-read format. The re-formatted Goals & Objectives will be put in the Consent Agenda for February. The Battle of the Books will take place in April, with the six Scugog schools from last year plus a new seventh school. Volunteers are requested to assist with the finals. The semi-final will take place in Scugog, and the final in Uxbridge. The Junior division consists of grades 4, 5 and 6, and the Senior division is grades 7 and 8.

5.2 Update on Board Goals & Objectives: This item is deferred until the February Board meeting.

6. **New Business**:

6.1 Report Budget Presentation to Council: The Budget Presentation was deferred from January 18 to next week.

6.2 Review of Committee Participation: Bette Hodgins stated that the yearly summary of Board Committee membership and participation was started in 2007 at the request of Board members. Mrs. Hodgins thanked Board members for their participation on the committees.

6.3 Transfer of Funds from Library Capital Reserve Fund to the Township: Amy Caughlin noted that the Township will set up a separate account for the Library. Funds raised towards the Expansion will be transferred to this account. It was noted that the Township will need to use the funds as soon as the expansion begins. The second line of the Balance Sheet of December 31, 2009 shows the current amount to be transferred (\$193,086.66). The following Board motion was made to approve transfer of the funds.

**2010-07    MOVED by Betty Somerville, SECONDED by Connie Jamieson, that the Board approve transfer of the balance of line 1011 of the Balance Sheet to the Township Library Building Expansion account, and as capital funds come in, they will be transferred to the Township account at a schedule to be determined.**

**CARRIED**

**2010-08    Motion to go in-camera for personnel matters. MOVED by Connie Jamieson, SECONDED by Tracey Coveart.**

**CARRIED**

7. **In-Camera**:

**Motion to accept the recommendations from in-camera. MOVED by Connie Jamieson; SECONDED by Bobbie Drew.**

**CARRIED**

8. **Date of Next Regular Meeting:** Thursday, February 18, 2010 at 7:00 p.m.
9. **Adjournment:** The meeting was adjourned at 10 00pm p.m. on a Motion by Barry Grisdale

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Bette Hodgins, Chair

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Amy Caughlin, Chief Executive Officer