

**SCUGOG MEMORIAL PUBLIC LIBRARY**  
**BOARD MEETING**  
**Thursday, February 19, 2009**  
**7:00 p.m.**

**PRESENT:** Bette Hodgins, Chair  
Barry Grisdale, Vice-Chair  
Georgia Brock  
Tracey Coveart  
Libbi Hood  
Connie Jamieson  
Ken Reimer  
Betty Somerville

**STAFF:** Amy Caughlin

**REGRETS:** Ashley Alexopoulos  
Bobbie Drew

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

1. **Additions to and Approval of the Agenda:** Terms of Reference for the Building Committee is added as Item 7.5

2009-9            **MOVED by Libbi Hood, SECONDED by Ken Reimer, that the Agenda be approved as amended.**

**CARRIED**

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

3. **Approval of the Minutes of the Regular Board Meeting of January 15, 2009:**

2009-10            **MOVED by Ken Reimer, SECONDED by Connie Jamieson, that the Minutes of the January 15, 2009 Board meeting be approved as circulated.**

**CARRIED**

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

- 4.1 **2008 Funding Surplus Update on Investment Plans:** Amy Caughlin reported that Kathy McCann from the Township staff advised that any surplus funds could be put in a GIC or into a separate savings account.

After discussion, it was decided to:

- Cash the \$100,000 GIC where previous Library Reserves are currently invested (this is a flexible GIC with a very low interest rate so the penalty for cashing it is nominal).
- Open a Capital Fundraising savings account and deposit \$195,000 consisting of:
  - \$100,000 received in donations from Baagwating in 2008
  - \$5000 from CIBC in 2008
  - \$90,000 from the redeemed \$100,000 GIC

The Capital Fundraising account would only be used for expenditures relating to the Expansion and not for operational Library costs.

The \$10,000 remaining from the cashed GIC will be re-deposited in the Library operating account for cash flow.

**2009-11            MOVED by Ken Reimer, SECONDED by Libbi Hood, that a Capital Fundraising account be opened and the Library's flexible GIC be cashed , as detailed above.**

**CARRIED**

**2009-12            MOVED by Tracey Coveart, SECONDED by Connie Jamieson, that \$10,000 from the cashed GIC be returned to the Library Operating account to facilitate adequate cash flow, as detailed above.**

**CARRIED**

Signing authority for the Capital Fundraising account will be the same as the Library Board. As expansion expenses arise, funds will be transferred to the Township for payment.

4.2    Feedback from Staff on Employee Recognition: Amy Caughlin reported the results of a meeting with Library staff to discuss employee recognition. The following options were raised, listed in order of preference:

1. Have Board members work a shift for Library staff to give them time off.
2. Keep the present method of recognition, a Christmas reception for staff and volunteers, however staff preferred that it be held early in December, during hours when the Library is closed, and not prior to a Board meeting.
3. Have a barbeque in the fall.
4. Nothing.

Following discussion, it was decided to table this topic until a later Board meeting since it was unlikely to be a summer event.

4.2    Annual Report: Amy Caughlin distributed photocopies of the draft Library Annual Report for review. Following discussion, it was decided to make the following changes:

- In the pie chart showing Revenues, remove the amounts relating to donations from the Baagwating & CIBC since they were capital donations and not representative of operating revenue.
- Change the title from "2008 Financials" to "2008 Operating Financials".
- Add that the information being reported has not been audited.
- Add staff contact information.

Bette Hodgins congratulated Ms. Caughlin on her creation of the Annual Report. There was discussion of methods for distributing the Annual Report, such as including it in the Township tax bills. It was suggested that perhaps this could be implemented in the next year if printing costs

were considered in the 2010 budget, but that there were insufficient funds in the 2009 marketing line to pay for 20,000+ print run.

**ACTION ITEM: Amy Caughlin to investigate costs to produce 20,000+ Annual Reports for the 2010 Budget.**

5. **Correspondence:** The Correspondence file was circulated. Amy Caughlin reported on an e-mail from Bev Hendry, Township CAO, stating that the Library Expansion might have to be a LEED Silver Certification; a designation indicating that the project must be administered in an environmentally conscious manner in the building itself and the building process, according to an environmental building audit. Designations for LEED certification range from basic to platinum.

**2009-13            MOVED by Barry Grisdale, SECONDED by Tracey Coveart, that the Board receives the Correspondence File.**

**CARRIED**

6. **Chief Executive Officer's Report:** The CEO report was pre-circulated. Amy Caughlin stated that volunteers are needed to assist with the upcoming Battle of the Books. The Battle of the Books Semi-Final is April 21, and the Final is April 28. Teams from grades 4, 5 and 6, from Durham Schools have received a list of 36 books to read, and teams from participating schools will be quizzed on the content of the books. In Scugog, six schools are participating and Uxbridge has two, so the combined 8 schools will participate in the semi-final. The top three teams in Durham will participate in the finals, with bronze, silver and gold medals being presented. Libbi Hood and Ken Reimer volunteered to assist. Tracey Coveart also volunteered if she is not required to cover the event for the newspaper, and Bette Hodgins volunteered as a backup if required.

**2009-14            MOVED by Connie Jamieson, SECONDED by Barry Grisdale, that the Board receives the CEO's Report.**

**CARRIED**

7. **New Business:**

- 7.1 **Update on \$15 Million Investment in Public Libraries from the Ministry of Culture:** Included in the Board package is information on this initiative. Amy Caughlin noted that the Southern Ontario Library Service (SOLS) is using some of the funding to purchase a couple of programs for Ontario libraries: Overdrive, which allows downloads of audiobooks, music and movies to portable players for a three week period, and the genealogy program, Ancestry.ca. In addition, funding grants to individual libraries must be applied towards approved expenses, and cannot be spent on expansion. Ms. Caughlin will bring more information and a list of recommendations to the March meeting.

**ACTION ITEM: Amy Caughlin to bring information and a list of recommended possible projects to use this funding to the March Board meeting.**

- 7.2 **2009 Organizational Goals and Objectives:** The revised 2009 Goals and Objective were pre-circulated, and discussion took place with the following changes:

- Under Item 4.1, it was decided to move the Poetry Marathon and Art Auction out of Capital Fundraising and into Item 4.2 for ongoing fundraising.
- Under Item 4.3, in response to a question about Library merchandise (t-shirts, teddy bears, bibs), it was noted that such items can be imprinted with library-related slogans at a low cost and in small amounts, and can be used for ongoing fundraising.

7.3 Library Fine Rates Comparison and Discussion: Amy Caughlin referred to the comparison of fines for Durham area libraries included in the Board package, and noted that fines at Scugog Memorial Public Library have not been raised since 1996. To bring our library in line with other area libraries, Ms. Caughlin recommended the following:

- The daily fine per book be raised from 20¢ to 25¢.
- The maximum fine per book be raised from \$3 to \$5-\$7.
- That a separate fine structure be created for children (at present, the same fine rate applies to both adults and children).

The DVD fine rate is already in line with area libraries. It was noted that after a designated period of time missing, an item is marked lost and the borrower is billed for the cost. If the library is unable to collect the fines/cost, the account is sent to collection agency.

**2009-15            MOVED by Georgia Brock, SECONDED by Ken Reimer, that the Board approve the raising of fines as follows: Change adult book/day rate from 20¢ to 25¢; Change adult maximum fine/book from \$3 to \$5; Create a separate child fine system of 10¢/book/day, with a maximum fine of \$3. In future the fine rate is to be reviewed every two years.**

**CARRIED**

7.4 Build Canada Grant and Waterfront Plan: Bette Hodgins announced that \$10.5 million has been approved for funding the Waterfront revitalization project, with \$3.5 million each from the federal, provincial and municipal governments. \$5 million is required for the Library expansion, which will include a multi-purpose room. It was noted that the community fundraising contribution is still needed. There was discussion of the proposed revitalization plans, and the impact on the Library of construction activities.

7.5 Building Committee Terms of Reference: Amy Caughlin distributed copies of the revised Building Committee Terms of Reference, and reviewed the changes. Following discussion, the Board directed the Board Chair, CEO and Building Committee Chair to meet with the Mayor, Township CAO and Councilor Jim McMillen to discuss the Building Committee Terms of Reference.

**2009-16            MOVED by Tracey Coveart, SECONDED by Libbi Hood, that the Board directs the Board Chair, CEO and Building Committee Chair to meet with Mayor Pearce, Scugog Township CAO and Councilor Jim McMillen to complete the Building Committee Terms of Reference.**

**8. Committee Reports:**

8.1 Finance, Policy & Personnel Committee:

8.1.1 Treasurer's Report: The budget report was pre-circulated. Ms. Caughlin noted that due to some year end reimbursements of capital expenses from the Township and the Expansion reserve, the final amount of the 2008 surplus is \$9,000. The surplus will remain in the operating account for cash flow, in addition to the \$10,000 allocated from the GIC (making a total cash flow buffer of \$19,000.) This will allow the Library to cope with annual front-end charges as well as delays in revenue (eg. Provincial grant) that occasionally create cash flow crises.

8.1.2 Minutes from Meeting of January 15, 2009: As no quorum was available, the meeting did not take place.

8.1.3 Report on Meeting of February 19, 2009: Connie Jamieson noted the revised budget/stats and policies were discussed, as were non-union and management salary increases (which will be further discussed at today's in camera session).

8.2 Arts Committee:

8.2.1 Report from Meeting of February 13, 2009: Barry Grisdale reported that the final five 2009 Gallery exhibitors have been selected.

It was noted that Bakersville will be brought back to the Gallery in December, as well as the Snowflake Sale. The Arts Committee had expressed a number of concerns regarding Bakersville and the Snowflake Sale which have been discussed between the Board Chair and the Arts Committee Chair. In future, the Arts Committee would appreciate being involved in preliminary discussions that impact on gallery exhibits. Amy Caughlin will bring more information on Bakersville and the Snowflake Sale to the next Arts Committee meeting.

An item to be discussed in the future is how the Gallery is going to function during expansion.

8.3 Building Committee:

8.3.1 Minutes from Building Committee meeting of December 10, 2008: The draft minutes of January 28, 2009 were pre-circulated.

8.3.2 Report on Building Committee of February 18, 2009: Now that the building grant has been received, the Building Committee can proceed with a recommendation to Scugog Council for the preferred Project Manager and costs for Phase 1. The original timeline for the expansion was 36 months, but that has been changed to 24 months, so in view of the change the proposed project management firm has

agreed to reduce their quote. The Building Committee is requesting the Board's approval to proceed with hiring MHPM at a maximum projected cost for the first phase of \$75,000.

**2009-16**      **MOVED by Barry Grisdale, SECONDED by Ken Reimer, that the Board accept the recommendation of the Building Committee to hire MHPM as Project Manager for Phase I of the Library Expansion Project, and for the Board to take this recommendation to Township Council.**

**CARRIED**

**ACTION ITEM: Amy Caughlin to send Board members revised financials for first phase of expansion project when confirmed from MHPM.**

8.4      Capital Fundraising Committee:

8.4.1      Minutes from Meeting of January 21, 2009: Betty Somerville confirmed that the 2009 Gala Fundraiser will take place on October 1. The next Capital Fundraising Committee meeting is February 25, 2009.

8.5      Teen Advisory Group (TAG):

8.5.1      Minutes from TAG Meeting of January 22, 2009: The minutes of the January 22 meeting were pre-circulated.

8.6      Seniors Services Group: Amy Caughlin and Georgia Brock are to meet to discuss how to offer improved services to the senior population.

**ACTION ITEM: Amy Caughlin and Georgia Brock to meet to discuss library services to seniors and report to the March Board meeting.**

**2009-17**      **MOVED by Libbi Hood, SECONDED by Betty Somerville, that the Board receive all Committee Reports.**

**CARRIED**

9.      **In Camera:**

**2009-18**      **Motion to go In Camera. MOVED by Tracey Coveart, SECONDED by Betty Somerville.**

**CARRIED**

9.1      Approval of In Camera Minutes from January 15, 2009:

9.2      Board Self-Evaluation 2009:

9.3      Non-Union and Management Salary Increases:

2008-19 Motion to rise out of camera. **MOVED** by Betty Somerville,  
**SECONDED** by Ken Reimer.

**CARRIED**

2008-20 Motion to accept the in camera recommendations. **MOVED**  
by Libbi Hood, **SECONDED** by Georgia Brock.

**CARRIED**

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

11. **Adjournment:** The meeting was adjourned at 9:38 p.m. on a Motion by Betty Somerville.

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Bette Hodgins, Chair

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Amy Caughlin, Chief Executive Officer