

**SCUGOG MEMORIAL PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**  
**Thursday, March 18, 2010, 7 p.m.**

PRESENT: Bette Hodgins, Chair  
Barry Grisdale, Vice-Chair  
Ashley Alexopoulos  
Tracey Coveart  
Bobbie Drew  
Libbi Hood  
Connie Jamieson  
Ken Reimer

STAFF: Amy Caughlin

REGRETS: Georgia Brock  
Betty Somerville

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.

**2010-10            MOVED by Ken Reimer, SECONDED by Connie Jamieson, 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:**

**2010-11            MOVED by Bobbie Drew, SECONDED by Tracey Coveart, that the items  
in the Consent Agenda be 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 that the Township of Scugog has approved a motion that the Municipal Operating Grant will be paid to the Library in quarterly installments, instead of a one-time payment, beginning in April. Council also approved the Library budget as submitted. In reviewing the February budget, under 4300 Fundraising Gala, the Monthly Actual item on Line 4352, \$538 (sponsorship plaques invoice) will be charged back against the 2009 Gala expenses.

4.1.2            **Year to Date Statistics:** Amy Caughlin reviewed the pre-circulated year to date statistics, noting that Library visits are up and circulation is down.

- 4.1.3 Update on Library Audit: Amy Caughlin reported that the Library audit went smoothly and all follow-up is complete

**2010-12 MOVED by Ken Reimer, SECONDED by Libbi Hood, to accept the Treasurer's Report and February 2010 Financials.**

**CARRIED**

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

5.1 Update on Library Expansion Project: Amy Caughlin reported that ground has been broken and a fence has been erected to cordon off the construction area. The Garritano Brothers trailer is on site as the contractor's office. Page 36 of the Board package shows a preliminary construction schedule. Amy distributed copies of the confirmed floor plan and a picture of the east view of the Library. Discussion took place on features of the final floor plan and outdoor terraces. Discussion also took place on the broken tree at the front of the Library, and a letter to the editor on this topic.

5.1 Update on 2009 Board Goals & Objectives and Development of 2010's: Barry Grisdale presented the items from the 2009 Goals and Objectives for discussion and assignment as complete, "business as usual" or a 2010 goal, as follows:

1. Complete:

- Establish what kind of Board governance model we're working towards: Will become a Governance Board upon completion of remaining policies.
- Review and approve a solution for securing public internet access on Library computers: This item is moved to the CEO's Goals & Objectives, and will be accomplished by the end of the year using SOLS grant funds because the deadline for the SOLS grant use is December 31, 2010. Amy Caughlin noted the solution will simplify staff duties by having self sign-up for computer users.

2. Business as Usual:

- Develop community linkages: A linkage with local youth has been established through the Teen Advisory Group. Amy Caughlin is working closely with the Seniors Centre, and will continue to foster linkages with seniors. It was noted that the Capital Fundraising Campaign is forming closer community linkages, and Board members are encouraged to be involved in or attend fundraising events.

3. 2010 Goals & Objectives:

- Introduce brief education and review sessions for Board education at meetings.
- Develop an organizational framework that supports decision-making in a manner that provides consistency, continuity and equity.

4. Deferred to endorse and recommend to the incoming Library Board:

- Develop an organizational Balanced Score Card for Board monitoring of performance, quality, risk and customer/staff relations indicators. This provides a measuring mechanism, other than financial, using other measurables such as Goals and Objectives; Customer Satisfaction and Employee Indicators. This is a good tool, but requires much front-end work. It was decided that time constraints and present workload for Board members mean this goal must be deferred until the new Library Board takes over (end of 2010).

**2010-13 MOVED by Barry Grisdale, SECONDED by Ken Reimer, to accept the 2010 Board Goals and Objectives.**

**CARRIED**

- 5.2 Report Budget Presentation to Council on January 25, 2010: Amy Caughlin noted that the budget, which includes a 3% increase over last year's budget, was approved by Council in March.
- 5.3 Transfer of Funds from Library Capital Reserve Fund to the Township as per Council Resolution #09-334: The funds are in an account accessible to Township staff for use when needed.
- 5.4 Capital Campaign Donation Processing Plan: The donation software has been set up. All donations are processed through the Library cash register and are transferred to the bank account, with a weekly print-out to the bookkeeper. The Capital Fundraising Committee recommends quarterly transfers to the Township account. The Capital Fundraising expense budget is \$15,000. A line will be added to track bank charges. Ms. Caughlin noted the software is working well and is not linked to the Library's Quickbooks software. It was recommended that the method for Donation Handling and Recognition (pages 42 & 43 of the Board package) be outlined as an Administrative Policy & Procedure, with the following revisions:
- For one time cash or cheque donations, have the donor fill out, sign and date a donation form, and give a photocopy of the signed donation form to the donor as proof of their donation.
  - Under One Time Payments (page 42), #4, change "Tax receipts with supporting documentation are sent to Township for approval by Manager of Finance." to "Tax receipts with supporting documentation are sent to Township for **signature** by Manager of Finance."
  - For Recurring Payments, input as a contract with beginning and ending dates.
  - Under Accountability (page 43), #2, at each Board meeting, the Board will see year to date and monthly totals, but not a detailed breakdown of donations.

**2010-14 MOVED by Bobbie Drew, SECONDED by Ken Reimer, to accept the Donation Handling and Recognition process as an Administrative Policy & Procedure, with the above noted revisions.**

**CARRIED**

- 5.5 Review of "What is" a Consent Agenda and Evaluation of Trial Period: Board members agreed that Board packages are sent electronically and allow time for members to read before meetings, and that the Consent Agenda saves unnecessary reports. It was noted that true consent agendas include recommendations made by Committees, whereas ours pulls these out and shows them in Agenda Item 4 (Committee Proposals Requiring Discussion etc.). The Board agreed to continue using a Consent Agenda.

**2010-15 MOVED by Bobbie Drew, SECONDED by Tracey Coveart, that a Consent Agenda may be presented by the Chair at the beginning of a meeting. Items may be removed from the Consent Agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Board.**

**CARRIED**

5.7 CEO Evaluation Update: Connie Jamieson reported that she and the Board Chair met with Amy Caughlin, discussed the evaluation, and the signed evaluation is now in the CEO file in the care of the Board Chair.

## 6 **New Business:**

6.1 Good Government Act: Impact on Public Libraries: Amy Caughlin reported that a scanned version of the *Good Government Act* was included in the electronic Board package. Changes affecting our Library are summarized as follows:

- The requirement to submit a full audit to the Province to qualify for an operating grant has been dropped. An audit must still be done. This should streamline the grant process.
- The requirement to have regular meetings at set times has been removed.

6.2 Guideline for Donor Info. to Board: Following discussion, it was decided that the Board will be given a monthly list of donor names for each contribution level over \$500, as long as the donor has not requested anonymity. For donations of \$10,000 and up, Board members will be notified immediately.

6.3 Ground Breaking Ceremony: The Township is arranging a Ground Breaking Ceremony for a date in early to mid April. Ms. Caughlin will send the confirmed date to Board members.

6.4 Public Launch Event for Fundraising Campaign: The date for the Public Launch of the Fundraising Campaign is June 12, providing renovations to Palmer Park are complete. The event is intended to raise awareness about the Library Expansion and the need for fundraising. Community Living has a group that helps organize events, and there is a meeting with them on March 22 to discuss the Public Launch. The Launch will be a family event with activities for kids. Ashley Alexopoulos, Youth Representative, offered to approach the high school to enlist choirs and volunteers to assist with the event for kids. Also discussed was a community mural, designed by an artist, which would raise funds by offering opportunities to paint a portion of the mural to donors.

6.5 Rotary Donation: Amy Caughlin referred to the pre-circulated letter from the Rotary Club of Port Perry. Rotary has offered to donate \$100,000 to the Library Expansion over three years, predicated on a naming opportunity and a number of other conditions. Mayor Pearce has sent Ms. Caughlin an email noting that the administrative conditions should be discussed with Township staff before coming to Council.. Because Rotary wants to make the first installment of their donation before the end of March (in order to use the announcement as part of their publicity for their Annual Dinner/Silent Auction), Bette Hodgins discussed the possibility of uncoupling the naming opportunity from the other administrative conditions, with a Rotary representative. The Rotary representative was supportive of this suggestion.

The Library Board discussed alternatives and options, as well as the issues regarding some of the conditions of the Rotary proposal. In light of the Rotary's timeline, it was agreed that the Board would support the suggestion to uncouple the naming opportunity from the other conditions of the donation, and delegate the CEO to resolve those issues after discussion with the Township and the Rotary Club.

**2010-16    MOVED Tracey Coveart, SECONDED by Connie Jamieson, that the Library Board endorse the Rotary Club's proposal to name the community room**

**the “Rotary Community Room” in recognition of their commitment to donate \$100,000 to the Library Expansion. The recommendation will be made immediately to Scugog Council in order to meet the Rotary Club’s publicity timeline for their spring Dinner/Silent Auction event. The Board also delegates the CEO to discuss the other conditions of the Rotary proposal with Township staff, in context with other administrative details relating to room rental, scheduling, etc and resolve those issues to the satisfaction of both the Township and the Rotary Club..**

**CARRIED**

6.6 **Rotary Dinner:** Bette Hodgins noted the invitation from the Rotary Club (page 49 of the Board package) to attend their Annual Dinner Auction on April 17. If Board members wish to attend, please let Amy Caughlin know and she will contact Bill Eull to arrange a table of Library Board members.

6.7 **Regional Library Initiatives: Pass the Book, Ride to Read:** Amy Caughlin explained the following initiatives:

- **Pass the Book:** This is a partnership program shared by all the Durham libraries. The goal is for the entire Durham Region to read the same book (one chosen by the staff from the participating libraries). The program would include community awareness, author readings and related events at libraries across the Durham region. An announcement regarding the chosen book will be made in the next few months.
- **Ride to Read:** Durham Transit is partnering with local libraries to offer free transportation to children participating in the Summer Reading Club at any Durham public library this summer.

6.8 **Scheduling of April Board Meeting:** The Board agreed to move the April Board meeting from April 15 to April 22.

7 **In-Camera:**

2010-17 **Motion to go in-camera to approve In-Camera Minutes of January 21, 2010. MOVED by Libbi Hood, SECONDED by Connie Jamieson.**

**CARRIED**

2010-18 **Motion to accept in-Camera recommendations. MOVED by Ken Reimer, SECONDED by Tracey Coveart.**

**CARRIED**

8 **Date of Next Regular Meeting:** Thursday, April 22, 2010 at 7:00 p.m. Please note the change in our regular schedule for the April meeting

9 **Adjournment:** The meeting was adjourned at 9:15 p.m. on a Motion by Libbi Hood.

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Bette Hodgins, Chair

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Amy Caughlin, Chief Executive Officer