

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING
Thursday, April 16, 2009
7:00 p.m.

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

STAFF: Amy Caughlin

GUESTS: John Richardson, Chair, Library Building Committee
Gary Adamkowski, MHPM

Bette Hodgins, Chair, called the meeting to order with a quorum present, and introduced John Richardson, Chair of the Library Building Committee, and Gary Adamkowski of MHPM, Project Management firm for Phase 1 of the Library expansion.

1. Additions to and Approval of the Agenda:

In order to facilitate the reports from John Richardson and Gary Adamkowski, Item 8.3.3 was moved to the top of the agenda.

2009-32 MOVED by Bobbie Drew, SECONDED by Betty Somerville, 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 March 19, 2009:

A change was made to the minutes as follows: Item 8.1.2, third sentence, remove "and" after "Municipal Act".

2009-33 MOVED by Connie Jamieson, SECONDED by Libbi Hood, that the Minutes of the March 19, 2009 Board meeting be approved as amended.

CARRIED

8.3.3 Introduction of Designated Project Manager and Report on Meeting re: Design Plan for Library Expansion:

John Richardson, Chair of the Building Committee, gave a summary of recent meetings, including meetings with Scugog Township to look at construction methods, scheduling and costs. A motion was made at the last meeting to adopt a hybrid process of open competition with a design/build component. The Building Committee feels this process will meet date

and budget targets, but is front end loaded, so must be well planned and organized up front. Amy Caughlin has started a draft user requirements document. The Project Management team feels there is a good chance of success with this method. Mr. Richardson introduced Gary Adamkowski of MHPM to give his view of the project.

Mr. Adamkowski explained that the design/build method is different from the traditional design-bid-build method. The selection process will begin with an open competition with proposals from teams comprised of a combination of architect and builder/general contractor. There will be no competition around price, as price will be pre-determined and given to competitors. Costing will be carefully spelled out for cost certainty. Mr. Adamkowski referred to the pre-circulated Master Expansion Schedule, noting it is a "living" document and a good reference. It will be updated as needed and used to keep track of processes. He pointed out that the arrows don't necessarily mean that one process must be finished before another starts. At some point a baseline will be established, and a critical path formed. Input will be used towards an earned value analysis. Mr. Adamkowski said we must know where we plan to be and compare with what is being spent, noting there is a fiscal purpose to the schedule. There is very little detail now; tasks will be added. The user requirements document being developed by Ms. Caughlin will be used by the architects for the design.

It is expected that the design/build team will be selected in September 2009. Once the contract is awarded and a detailed design submitted, construction could start in December 2009/January 2010. Construction is expected to take 12 to 14 months.

There was discussion of the heavy upfront work needed, including costing. Once the contract is awarded, if anything additional is needed, those costs will have to be added. Mr. Adamkowski stated this is a good plan for this economic climate, and we should be able to stay within budget. It will be advisable to obtain independent advice on the budget. Mr. Adamkowski said he has done a design/build project before, for a distribution warehouse, but this project is more difficult as it is an occupied environment (the library will be open during construction). Mr. Adamkowski answered the following questions:

Q.: If the Build Canada grant conditions are that the funds are to be spent by 2010, is there pressure to complete by the end of 2010?

A.: Although Mr. Adamkowski has not seen the Build Canada contract, it is usual to run on a fiscal basis, so fiscal 2010 would run to March 2011, and there will likely be some ability to extend the deadline if needed. It is important to understand the terms of the contract, so a copy should be requested.

Q.: Will consideration be given to the re-use of materials?

A.: A qualified yes. We are aiming for silver LEED Certification, which requires a certain number of credits. Credits can be earned through the use of recycled and repurposed materials, as well as materials from managed forest and materials low in volatile compounds. Credits are also received for energy conservation and reduced heating requirements and water consumption.

The competitors for build/design will not be pre-qualified. For a lump sum tender, you must make sure you have a qualified contractor. There will be an evaluation committee to evaluate quality of design and best value. Anyone can enter, as long as they both design and build within budget. Mr. Adamkowski stated there will probably be more interest in the design/build option than would normally be the case due to the economic climate. A generous timeline of six to seven weeks will be given to develop the proposal. Design/build is a small portion of the construction industry, and those who submit must demonstrate experience. Applicants will be given information on how they will be evaluated.

Bette Hodgins highlighted two issues:

1. Because the work in design/build is front end loaded, the time frame is compressed. Amy Caughlin is providing a general overview of user requirements, which will include heritage, waterfront, flexibility, mobility, ability to change configurations, etc. and will be looking at sizing and placement. In order to receive user input from the community within the short time frame, a survey could be created and put on the Library website and in local newspapers. It would include open-ended questions on such topics as computers, gallery, study areas, and how to include views of the lake. The survey could go to specific groups, and be coordinated with fundraising. The Library Strategic Plan and results from previous focus groups can be used in planning. Youth input can be obtained from the Teen Advisory Group. Senior input can be obtained through surveys completed by seniors already using the Library. Tracey Coveart offered to include a request for input in the Senior Moments column in the paper, and also to obtain input when she speaks at Canterbury Common at the end of the month.
2. The User Document is expected to be a 30 – 40 page document, and will be distributed prior to the next Board meeting for review. There will be a précis presentation at the meeting. Ms. Hodgins stated that as the Board is the “face to the community”, members should be familiar with the plan.

Gary Adamkowski and Barry Smythe will be invited to the next Board meeting. With regard to the competition evaluation, a numeric scoring rubric will be needed, weighted in areas such as experience, resources, capability. Ms. Hodgins asked Mr. Richardson to bring suggestions from the Building Committee on who should be on the Evaluation Committee. It was noted this will be a transparent process with an audit trail.

There was discussion of creating promotional materials to show to groups for fundraising. Discussion took place on whether the schedule could be moved up to have the design by June to use for fundraising. Mr. Adamkowski stated that the schedule is already very ambitious, with little or no chance to advance, and feels the present timing is good.

2009-34 MOVED by Betty Somerville, SECONDED by Ken Reimer, that the Board accept the Building Committee’s recommendation to adopt an open competition build/design model for the Library expansion.

CARRIED

Bette Hodgins thanked Mr. Richardson and Mr. Adamkowski for their presentation, and they left the meeting at 8:00 p.m.

4. Business Arising from the Minutes:

4.1 Follow up on iTiva Quotation for Telephone Catalogue Integration: Amy Caughlin has not heard back with a quote, so this is deferred to the next meeting.

5. Correspondence: The Correspondence file was circulated, and briefly discussed. Ms. Caughlin highlighted the following:

- Correspondence from Canada Post announcing their sponsorship of a Community Literary Award to celebrate the achievements of adult learners and teachers.
- Correspondence concerning benefits to a former Library employee.
- Letter to the Rotary Club concerning their annual Buy a Book grant.

2009-35 MOVED by Bobbie Drew, SECONDED by Libbi Hood, that the Board receives the Correspondence File.

CARRIED

- 6. Chief Executive Officer's Report:** Following are highlights from the CEO's Report:
- Presently, the reporting period for the printed CEO Report is a calendar month, first to end of the preceding month. Ms. Caughlin would like to change the reporting period to be from Board meeting to Board meeting, to avoid the lag between the end of the preceding month and the Board meeting. Board members agreed.
 - A voice mail (VOIP) system has been installed by Compton at a quoted price of \$3,000. This will cut phone bills in half. Other benefits include separate extensions for each staff member, and the ability to leave voice mail messages. There are recorded greeting messages and listing of Library hours, messages can be left when the Library is closed, and callers can still press 0 for assistance. The phone extensions for Amy Caughlin, Sarah Gentles and circulation staff are twinned with portable phones for use when staff members are away from their desks. There is also a paging system. When the Library expands, the system will be easy to add to.
 - During the preceding month, half of the HVAC system broke down. The repair cost of \$6,000+ was approved by the Township and the system is now fixed. During March Break, Jonathan van Bilsen taught a Junior Photography Club, and has offered the same for next year. Next year he plans to display the young photographers' work during April. Sarah Gentles and all the Library staff worked hard during March Break to deliver programs for over 100 kids and 28 teens. Ms. Caughlin will send a thank you letter to Mr. van Bilsen, and convey the Board's thanks to Library staff. It was noted that in order to screen films at the Library, the Library must purchase a license, and in turn charge patrons to view films to cover the cost of the license.
 - Amy Caughlin thanked Libbi Hood and Ken Reimer for volunteering for the Battle of the Books.

2009-36 MOVED by Bobbie Drew, SECONDED by Barry Grisdale, that the Board receives the CEO's Report.

CARRIED

7. New Business:

- 7.1 City of Cambridge Internet Filtering Resolution: Included in the Board package is a copy of a resolution from the City of Cambridge recommending that public schools and libraries install filtering software to avoid viewing of sites with inappropriate content. The resolution is accompanied by a memo from Scugog Township asking the Library Board to address this issue. Amy Caughlin sent a memo to Board members outlining the Library's present policy on internet access and filtering. After discussion, it was concluded that the Library's Internet Policy adequately addresses this issue.

2009-37 **MOVED by Tracey Coveart, SECONDED by Connie Jamieson, to authorize Amy Caughlin to send a response to Scugog Council with a copy of the Library internet policy.**

CARRIED

8. **Committee Reports:**

8.1 Finance, Policy & Personnel Committee:

8.1.1 Treasurer's Report: The Budget Summary and Balance Sheet were pre-circulated.

8.1.2 Report from Meeting of April 16, 2009: There was no quorum on Mar. 19 and therefore no minutes. Motions were made on two policies. On the advice of the auditor, a Balance Sheet is included in the report to the Board.

8.1.3 Occupational Health & Safety Policy: A01, Administration Occupational Health & Safety policy and B05, Board Occupational Health & Safety policy were brought forward for review. It was decided to add "Administration" after the title of A01, so the new title is "Occupational Health & Safety (Administration)", and add "Board" after the title of B05, so the new title is "Occupational Health & Safety (Board).

2009-38 MOVED by Connie Jamieson, SECONDED by Ken Reimer, that the Board adopts policies A01, Occupational Health & Safety (Administration), and B01, Occupational Health & Safety (Board).

CARRIED

There was discussion of posting the completed policies on the website, and it was decided to wait until more policies are complete so as to offer a good representation. Amy Caughlin is to investigate password protection for policy access for Board members. The issue of limited space for storing policies online was raised; Ms. Caughlin is to investigate obtaining additional storage space.

ACTION ITEM: Amy Caughlin to investigate obtaining additional online storage space and the possibility of password protection for policy access.

8.1.4 Revised Public Internet Access Policy: This revised policy was brought forward for review. It was decided to change the policy type from Administrative to Board, and therefore the policy number changes from A04 to B06.

2009-39 MOVED by Connie Jamieson, SECONDED by Tracey Coveart, that the Board adopts policy B06, Public Internet Access.

CARRIED

8.2 Arts Committee: The Committee has not met so there is no report.

8.3 Building Committee:

- 8.3.1 Minutes from Building Committee of March 25, 2009: The minutes were pre-circulated.
- 8.3.2 Report from Meeting of April 15, 2009: The report from this meeting is outlined at the beginning of the minutes. In addition, Amy Caughlin reported on site visits to libraries that have undergone expansion/renovation in Bowmanville, Whitby, Markham and Unionville. During the visits, the group obtained information on how the expansion process went and advice on what they would have changed. Consistently the libraries reported that they did not anticipate how busy they would get, noting that use doubled or tripled, and that the level of service has remained high. Another regret concerned lack of attention to lighting. We are fortunate, as Gary Adamkowski of MHPM is a lighting specialist. In response to a question about how long the expansions took, the answer was that it didn't depend as much on funding as on weather, politics, and unexpected renovation complications.

8.4 Capital Fundraising Committee:

- 8.4.1 Minutes from Meeting of March 24, 2009: The minutes were pre-circulated. Betty Somerville reported that Rob Lavery, SOLS Fundraising Consultant attended the meeting to speak about the pros and cons of hiring a fundraising consultant.
- 8.4.2 Recommendations from Rob Lavery, Sols Fundraising Consultant: His advice is for the Committee to handle fundraising themselves, and he gave examples of promotional kit do's and don'ts. Amy Caughlin showed the Burlington Library's promotional package, explaining that the purpose of the promo kit is to build a case for why people should donate to the Library's expansion. Mr. Lavery said that if we develop the package, he will review it at no cost. If the Committee decides to use door to door solicitation for fundraising, Mr. Lavery offered to provide training at a cost of \$600. Fundraising incentives include naming opportunities and rewards for donation targets. The next step is to take the Burlington kit to the Capital Fundraising committee meeting next week, to discuss how to apply to our library. Betty Somerville suggested that the date of future Capital Fundraising Committee meetings be moved to occur just before the Board meeting, so that approval of motions made at Fundraising can occur in a timely manner.

2009-40 MOVED by Bobbie Drew, SECONDED by Betty Somerville, that the Board pre-approve actions to be taken by the Capital Fundraising Committee to develop a promotional package and decide on fundraising direction.

CARRIED

ACTION ITEM: The Capital Fundraising Committee is to bring back a fixed fundraising goal to the next Board meeting.

The Capital Fundraising Committee will identify groups to be met with in May, and will bring recommendations to schedule meetings with appropriate groups.

2009-41 **MOVED by Tracey Coveart, SECONDED by Ken Reimer, that the Board authorize the Capital Fundraising Committee to identify appropriate groups to be met with for fundraising purposes.**

CARRIED

2009-42 **MOVED by Betty Somerville, SECONDED by Libbi Hood, that the Board authorize the Capital Fundraising Committee to develop a fundraising timeline with benchmarks and dates.**

CARRIED

8.5 Teen Advisory Group (TAG):

8.5.1 Minutes from TAG Meeting of March 26, 2009: Ashley Alexopoulos reported the following highlights from the minutes:

- Youth Week, to be held the first week of May;
- Twilight Night, a screening of the movie Twilight, was very successful. It was suggested that musicals would be good options for future screenings.
- Teen knowledge of the Library – Amy Caughlin will attend the next meeting to explain how the Library works and how decisions are made.

8.6 Seniors Services Group: Georgia Brock stated that communication with local seniors could take place via Tracey Coveart's offer to include the Library plans in the Senior Moments column in the Scugog Standard, and through Ms. Coveart's meeting with Canterbury Common residents at the end of the month.

2009-43 **MOVED by Bobbie Drew, SECONDED by Connie Jamieson, that the Board receive all Committee Reports.**

CARRIED

9. **Date of Next Regular Meeting:** Thursday, May 21, 2009 at 7:00 p.m.

11. **Adjournment:** The meeting was adjourned at 9:05 p.m. on a Motion by Ken Reimer.

Bette Hodgins, Chair

Amy Caughlin, Chief Executive Officer