

**SCUGOG MEMORIAL PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**  
**Thursday, April 22, 2010, 7 p.m.**

PRESENT: Bette Hodgins, Chair  
Barry Grisdale, Vice-Chair (@ 7:55 p.m.)  
Ashley Alexopoulos  
Georgia Brock  
Bobbie Drew  
Libbi Hood  
Connie Jamieson

STAFF: Amy Caughlin

REGRETS: Tracey Coveart  
Ken Reimer  
Betty Somerville

SECRETARY: Jan Lovelock

Bette Hodgins, Chair, had emailed Board members requesting their input on Board education sessions at meetings. The Board has deferred implementation of a Balanced Scorecard (used to measure Board progress), but it was felt that, as not all Board members are familiar with this method, it would be useful to have an education session in order to pass on a recommendation to the new Board. Ms. Hodgins gave a presentation on what a Balanced Scorecard means to a Board, and distributed copies of the PowerPoint presentation. Following the presentation, discussion included the following:

- The new Library Board will establish the “whats” and “hows” to measure progress. This Board established priorities and measurables, and will review these in the autumn in order to prepare a report for the new Board.
- It was agreed that structure is important.
- Much of what this Board has done fits into a Balanced Scorecard. The Strategic Plan shows measurables, and the CEO uses these in the CEO Report.
- It was felt that a Balanced Scorecard should be fairly easy to institute with a new Board

The regular Board meeting was called to order at 7:20 p.m.

1. **Additions to and Approval of the Agenda:** The following were added to the Agenda:

- 3.2.3: Rotary thank you letter
- 4.2: Board Evaluation Policy: Add Connie Jamieson’s name
- 4.3: Tangible Capital Assets Policy: Add Amy Caughlin’s name
- 4.4: Recommendation for the Building Committee: Add Bette Hodgins’ name
- 6.3: Change to “Date of September meeting”
- 5.4: Rotary Donation Proposal Update: Add “Liquor Policy”

**2010-19            MOVED by Libbi Hood, SECONDED by Bobbie Drew, that the  
Agenda be approved as amended.**

**CARRIED**

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

3. **Approval of the Consent Agenda:**

**2010-20**      **MOVED by Bobbie Drew, SECONDED by Connie Jamieson, that 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      Year to Date Financials: Amy Caughlin referred to Page 24 of the Board package, noting that the bottom line is better than last year due to receiving quarterly payments and reduced spending. It was noted that a Library Gala is not planned for this year due to the ongoing Capital Campaign events and the increased workload for staff, especially in the fall, due to the relocation. Alternatives to the Gala have been discussed by the Fundraising Committee, including an art auction. There was concern that missing a year might cause a loss in the momentum of an annual Gala however Ms. Caughlin noted that most libraries do not do annual fundraising events but use them as needed for specific capital projects. The Capital Campaign will include other fundraising events. Ms. Caughlin noted that Capital Campaign spending is tracked on page 24 of the Board package.

4.1.2      Year to Date Statistics: Amy Caughlin reviewed the pre-circulated year to date statistics (pages 25 – 28), noting that Library visits are up 10.7% in March and circulation is down slightly.

**2010-21**      **MOVED by Bobbie Drew, SECONDED by Libbi Hood, to accept the Treasurer's Report and March 2010 Financials.**

**CARRIED**

4.2 Board Evaluation Policy: The Board Evaluation Policy has been revised. The updates include:

- Policy Statement, page 1: Paragraph 4, regarding intent, is added.
- Principles, b. Process, page 2: added duties.
- Appendices: The Board Self-Evaluation and Status Report on Board Goals and Objectives are added as Appendix 1.

**2010-22**      **MOVED by Connie Jamieson, SECONDED by Bobbie Drew, to accept the Board Evaluation Policy as circulated.**

**CARRIED**

4.3 Tangible Capital Assets Policy: Amy Caughlin referred to page 34 of the Board package, noting that the Library will adhere to the Township's Tangible Capital Assets Policy. In the second paragraph, instead of adding the Township's policy as Appendix #1, the information will form a Library Administrative Procedure and will be cross-referenced as such in the Board policy.

**2010-23**      **MOVED by Georgia Brock, SECONDED by Connie Jamieson, to accept the Tangible Capital Assets Policy as circulated, with cross-referencing**

**to a Library Administrative Procedure which will include the details of the Township of Scugog's Tangible Assets Policy.**

**CARRIED**

- 4.3 Recommendation for the Building Committee: Bette Hodgins stated that the status of the Building Committee has been on hold for six months, as per the Building Committee's recommendation. The Chair of the Building Committee, John Richardson, polled the Building Committee members by email asking their input on continuing or disbanding the Building Committee. The consensus was to recommend to the Board that the Building Committee be put on indefinite hold, to be convened at the call of the Chair. John Richardson will remain as Chair, and will continue to attend Project Management meetings.

**2010-24 MOVED by Connie Jamieson, SECONDED by Georgia Brock, that the Building Committee be put on indefinite hold, to be convened at the call of the Committee Chair.**

**CARRIED**

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

- 5.1 Capital Campaign Donation Report: Amy Caughlin reported that current pledges total \$412,421.58, which is 55% of the \$700,000 goal. Cash or cheques received to date total \$281,294.58. Ms. Caughlin gave a report to date of contributors to each Major Donor level. Ms. Caughlin reported on past and upcoming fundraising events, as follows:

- Easter Bonnet Contest: \$1,400 was donated to the Library
- April 28: Fashion show and dinner at Harp & Wylie's Canadian Grill House, with proceeds to the Library
- May 10 – 16: Brock's Sale: If customers state "My purchase is to support the Library", a portion of the sale will be donated to the Library. As well, Brock's will have a Silent Auction with proceeds to the Library.
- It was noted that Otter's Greenhouse will donate 10% when customers ask that the donation be directed to a specific charity. The Library could promote this to patrons of the Library.
- June 4: The Scugog Men's Hockey League is sponsoring a Golf Tournament, with proceeds in support of the Library.

- 5.2 Groundbreaking Ceremony: Amy Caughlin reported that the Groundbreaking Ceremony has been cancelled due to scheduling conflicts between the three levels of government. It was noted that government representatives will be in attendance at the Opening for the ribbon-cutting ceremony.

- 5.3 Public Launch Event Update: Amy Caughlin reported the Library Capital Campaign Public Launch is scheduled for Saturday, June 12, 11:00 a.m. to 4:00 p.m. at Palmer Park. Community Living is a partner in event coordination, and we will need volunteers to assist. Following are some of the scheduled events:

- Herrington's Butcher Shop will supply hamburgers at a nominal cost, and will barbeque them.
- Community Living will have a hot dog cart.
- Nutty Chocolatier is supplying cotton candy.
- Popcorn will be available from the supplier who is at the Saturday Farmer's Market.
- A supplier of tiny donuts will be there.

- Vos' Independent is supplying drinks.
- There will be a fire truck, ambulance and police cruiser.
- There will be a jumping castle for kids, and the Teen Advisory Group will do face painting.
- Tracey Coveart will conduct a writing workshop.
- Amy Caughlin will do story-telling for kids.
- Crafts will be available in the main tent.
- There will be 3-legged races and wheelbarrow races, and a rock band.
- Scugog Connections will sponsor Woodman cruises for \$2 per person.
- At the same time, there will be an art show at the Latcham Centre, and dragon boat practices will be taking place. The Farmer's Market will be at it's usual location until 1:00 p.m.

Amy has sent press releases and is developing a poster and t-shirts. The goal is consciousness-raising for the Capital Campaign. Bobbie Drew will be the M.C.

5.4 Rotary Donation Proposal Update: Amy Caughlin reported that Scugog Council has given approval for the Rotary to be granted the naming opportunity for the new Library multi-purpose room. The Rotary has given \$50,000 towards their total pledge. Amy will meet with Rotary representatives soon to discuss their other requests with regard to the multi-purpose room, and will also meet with Township staff regarding rules for room use. Bobbie Drew stated that the Township has requested that the Library have a policy on the serving of liquor at the Library by the end of May. The Township has just passed a liquor policy that can be used for reference. The Finance, Policy and Personnel Committee will develop a draft policy for approval.

**ACTION ITEM: The Finance, Policy and Personnel will develop a draft liquor policy for Board approval.**

5.5 John O'Toole Letter: Bobbie Drew reported on the issue of the Library, or supporting organizations, holding fundraising lotteries/raffles. John O'Toole, MPP, sent a letter to the Minister of Consumer Services regarding the eligible use of charitable lottery proceeds and the application process for charitable raffles, and received a reply which he forwarded to Ms. Drew with a covering letter. In summary, the Minister of Consumer Services, Sophia Aggelonitis, stated the Library, as a division of Municipality of Scugog, does not qualify as a charitable organization. From the letter "governmental agencies and bodies that are associated with or controlled by a government are also not eligible for lottery licensing". The Minister states that the Alcohol and Gaming Commission of Ontario (AGCO) is reviewing lottery licensing as a first phase of a long-term project, and welcomes specific proposals on how the application process for licensing raffles can be improved, and gave contact information for feedback. Ms. Drew will forward a copy of this correspondence on to the Rotary Club.

## 6. **New Business**:

6.1 Report on Meeting with Baagwating: Bette Hodgins, Bobbie Drew and Bill Eull recently met with representatives of the Baagwating to discuss a naming opportunity for the Library fireside lounge, in gratitude for their ongoing contributions to the Library. The Baagwating was very enthusiastic about a naming opportunity, noting that the Fireside Lounge area incorporates many of their sacred elements.

**2010-25 MOVED by Bobbie Drew, SECONDED by Georgia Brock, that the Library Board recommend to Council that the fireside lounge in the expanded**

Library be named the “Baagwating Fireside Lounge” in recognition of their donation of \$100,000 to the Library Expansion and their ongoing generosity and support of the Library.

**CARRIED**

**ACTION ITEM: Amy Caughlin to send letter to Scugog Council recommending the new Library fireside lounge be named for the Baagwating in recognition of their ongoing contributions to the Library.**

6.2 **HST Training:** Amy Caughlin reported on HST training which she recently attended and the implications for the Library. Currently as a branch of municipal government, the Library is rebated 100% of GST. Under new HST legislation which takes effect July 1, 2010, the library will still receive 100% rebate of the federal portion and they will also receive a 78% rebate of the provincial portion of the new tax. Some items, including books, will qualify for 100% reimbursement of tax.

6.3 **Date of September Board Meeting:** Bette Hodgins reported that she has enlisted a speaker (who is also the Board Chair of the Oshawa Library) to give a governance education session in September. As the speaker is not available until September 23, Ms. Hodgins asked if the September Board meeting could be postponed until then, and all agreed.

**ACTION ITEM: Amy Caughlin to send email to Board members notifying them of the change of date for the September Board meeting.**

7. **In-Camera:**

2010-26            **Motion to go in-camera to review the Board Evaluation Summary. MOVED by Barry Grisdale, SECONDED by Bobbie Drew.**

**CARRIED**

2010-27            **Motion to endorse the Board Evaluation Summary as circulated in-camera. MOVED by Connie Jamieson, SECONDED by Barry Grisdale.**

**CARRIED**

8. **Date of Next Regular Meeting:** Thursday, May 20, 2010 at 7:00 p.m.

9. **Adjournment:** The meeting was adjourned at 9:05 p.m. on a Motion by Libbi Hood.

---

Bette Hodgins, Chair

---

Amy Caughlin, Chief Executive Officer