

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES
Thursday, May 21, 2009
7:00 p.m.

PRESENT: Bette Hodgins, Chair
Barry Grisdale, Vice-Chair
Georgia Brock
Tracey Coveart
Bobbie Drew
Libbi Hood
Connie Jamieson
Betty Somerville (left at 8:40 p.m.)

STAFF: Amy Caughlin

REGRETS: Ashley Alexopoulos
Ken Reimer

SECRETARY: Jan Lovelock

GUESTS: Barry Smythe, Building Committee
Bill Eull, Chair, Capital Fundraising Committee
Gary Adamkowski, MHPM

Bette Hodgins, Chair, called the meeting to order with a quorum present, and welcomed Barry Smythe, Bill Eull, and Gary Adamkowski.

1. Additions to and Approval of the Agenda:

In order to facilitate reports from the guests, Items 8.3 and 8.4 were moved to the top of the agenda.

**2009-44 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 April 16, 2009:

**2009-45 MOVED by Barry Grisdale, SECONDED by Libbi Hood, that the
Minutes of the April 16, 2009 Board meeting be approved as
circulated.**

CARRIED

8.4 Capital Fundraising Committee:

Bill Eull, Chair of the Capital Fundraising Committee, reviewed his pre-circulated report on establishing guidelines/policies for sponsorship and donor. Dr. Eull stated he researched other libraries' policies in these areas since they relate directly to fundraising. There was brief discussion on privacy for donors and for any other

information-gathering endeavours by the Library. Dr. Eull reviewed the recommendations for Capital Fundraising guidelines. Bette Hodgins thanked Dr. Eull for establishing ground rules, and stated the Board looks forward to receiving the Capital Fundraising Committee recommendations on donor levels at the June meeting. In answer to a question about a plan for naming opportunities, Dr. Eull stated that once a building plan is available, we will know what is available for naming.

Betty Somerville gave a brief recap of the April 22 and May 13 Capital Fundraising meetings, and with Bill Eull, reported the following:

- Vos' Independent Grocery Store celebrated Earth Day by announcing that for the next year they will be donating five cents from the sale of each plastic bag to the Library Expansion fund.
- User requirement data will be collected through a public survey that may be submitted both online and in paper at the Library.
- Prospective interviewees for immediate input into the Fundraising Plan have been identified.
- The fundraising target is \$750,000, with \$500,000 for the building, and \$250,000 for books, furniture, etc.
- A timeline for fundraising will be created, with a completion date of spring 2011.
- A "Campaign Cabinet" is being created, which will contain lists of major donors, families, youth, seniors, businesses, and social and service clubs in Scugog and the outlying areas. Town Hall meetings will be scheduled to give presentations.
- A tentative fundraising budget of \$13,000 has been set for the Capital Fundraising campaign.

2009-46 MOVED by Betty Somerville, SECONDED by Bobbie Drew, that the Board approves the Expansion fundraising target of \$750,000.

CARRIED

It is expected that the preparatory stage of fundraising will be complete by September 2009, with major "asks" complete by the end of the year, and a public fundraising announcement in the fall of 2009. A pledge system will be developed and will be in place until 2013. The marketing phase depends on the completion of the building plans. It was stated that 60-80% of fundraising is accomplished through private "asks", with the public campaign raising the remainder.

8.3 Building Committee:

The minutes of the April 15 meeting were included in the Board package. Barry Grisdale reported the big news from the May 20 meeting is that the Township Waterfront Development Plan has been amalgamated with the Library Expansion

Plan. The design/build contracts for the Library and parking garage will be tendered together and the date of the expected award of this contract is in October 2009.

Barry Smythe (reporting in the absence of Chair John Richardson) and Gary Adamkowski of MHPM reported the following:

- The design/build document must be comprehensive, as extras added after will cost more. Amy Caughlin has developed a good draft document identifying user needs, but all technical aspects will need to be included.
- MHPM is currently in the process of issuing an RFP for a bridging consultant to help ensure that the user requirements are sufficiently detailed and to draft the design build RFP. The bridging consultant RFP is being issued this week and will close in two weeks. It is expected the bridging consultant will need four or five weeks to assess the design/build document.
- Following this, cost estimates will be developed then the design/build RFP will be issued, then schematics and. It is expected the designer/builder will be selected by early October. The plan will take 16 to 20 weeks to develop. Ground can be broken before the end of 2009, with footings and form work taking place in the spring. The grand opening is hopefully projected for February 2011.
- The addition of the parking garage adds critical mass for attracting applicants, bringing the contract from \$4 million to about \$8.5 million. It will also make it easier to coordinate traffic if traffic patterns are altered during construction.
- Scugog's Deputy CAO, Gene Chartier, will be responsible for the entire waterfront revitalization project. Mr. Adamkowski will oversee day-to-day operations, and will report to Mr. Chartier and will include Amy Caughlin on any matters relating to the Library part of the project. It was noted that with the amalgamation of the waterfront development and the Library expansion, the Phase 1 budget will be re-done and will be under the aegis of the Township. Mr. Chartier will be attending meetings of the Building Committee, and will report to Scugog Council. Invoicing for the expansion will be through the Township.

Amy Caughlin distributed and reviewed hard copy of a PowerPoint presentation outlining expansion plans and goals. Bette Hodgins noted that a good "branding" slogan for the expansion that ties in with the Strategic Plan is "Enriching Lives in Scugog". Discussion took place on some aspects of the plan, including lighting and exterior access. Bobbie Drew congratulated Amy on the excellent presentation. Amy also drew attention to the draft User Requirements document that was pre-circulated in the Board package.

2009-47 MOVED by Bobbie Drew, SECONDED by Libbi Hood, that the Board endorse the presentation to take to the public.

CARRIED

4. Business Arising from the Minutes:

- 4.1 Follow up on iTiva Quotation for Telephone Catalogue Integration:**
VTLS has not yet responded to Ms. Caughlin, so she will try an alternate contact person at iTiva.

- 4.2 City of Cambridge Internet Filtering Resolution (Letter to Township): Amy Caughlin noted the letter in the Board's outgoing correspondence file sent to the Township with a copy of the Library's Internet Use Policy, as directed at the April Board meeting.
- 4.3 User Requirements for Expansion: Ms. Caughlin gave this presentation under Item 8.3 above.

(Amy – there was a motion here that your presentation would be used for stakeholder meetings)

- 4.4 On-line Storage of Library Policies: Amy Caughlin has contacted Compton Cable about additional on-line storage. The Compton limit is normally 300 MB, and the Library is already using 350 MG. Compton has agreed to increase storage to 500 MB and add three more e-mail addresses, at no cost. This will make it possible for Ms. Caughlin to create space for policies for access by Board members. It was agreed that a policy site for the public can be created once a representative collection of policies has been developed.

2009-48 MOVED by Connie Jamieson, SECONDED by Barry Grisdale, that the Board approves placement of Board and Administrative policies on the Library website, with log-in access for Board members. When there is a representative collection of policies, a public site can be created.

CARRIED

ACTION ITEM: Amy Caughlin will write a letter to Compton Cable thanking them for increasing the Library's on-line storage space at no cost.

5. Correspondence: The Correspondence file was circulated, and briefly discussed.

2009-49 MOVED by Tracey Coveart, SECONDED by Connie Jamieson, that the Board receives the Correspondence File.

CARRIED

6. Chief Executive Officer's Report: Ms. Caughlin noted that the Battle of the Books was very successful, and articles about the event appeared in local newspapers.

Ms. Caughlin raised the issue that the Library's current lawyer is not always accessible for audit signature, and proposed a change to local lawyer, Mike Fowler.

2009-50 MOVED by Bobbie Drew, SECONDED by Tracey Coveart, that the Board approves retaining Mike Fowler as the Library's lawyer for future Library business.

CARRIED

2009-51 MOVED by Libbi Hood, SECONDED by Barry Grisdale, that the Board receives the CEO's Report.

CARRIED

7. New Business:

- 7.1 Report on SOLS Trustee Council Meeting of April 18, 2009: Barry Grisdale will e-mail his report to Board members.
- 7.2 Service Ontario Kiosk: Amy Caughlin has contacted MP John O'Toole, who is investigating if the Library can be a site for a Service Ontario Kiosk.
- 7.3 Evaluation Committee Suggestions: Qualified candidates are needed to form an Evaluation Committee to evaluate the candidates for the design/build contract.

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: The draft minutes of this meeting were pre-circulated.
- 8.1.3 Report on Meeting of May 21, 2009: It was noted there is a 4% increase in Library visits in 2009 over 2008, and a 6.5% increase over 2007. Circulation surpassed last April, even with the increase in the DVD loan period to one week. There were two verbal recommendations from the audit – the F.P.& P. Committee is to look at the reconciliation detail on a monthly basis, and the CEO is to sign the payroll register. Both the recommendations have been implemented. The auditor's letter, with regard to audit completion, is ready to be signed and sent to BDO Dunwoody.

2009-52 MOVED by Connie Jamieson, SECONDED by Tracey Coveart, that the Board approves sending the audit completion letter to BDO Dunwoody.

CARRIED

The Committee continues to work on policy development. Next is the procurement policy.

8.2 Arts Committee:

- 8.2.1 Minutes from Arts Committee Meeting of May 14, 2009: The minutes were pre-circulated.

8.2.2 Report on Meeting of May 14, 2009: Barry Grisdale reported on the May 14th meeting with the following highlights:

- With regard to Bakersville displaying in the Gallery this year, it was noted that their occupancy will be assessed on a yearly basis.
- The Committee discussed plans for Gallery displays during construction. They proposed having shorter display periods, and offering display space to community groups. No display fees would be charged, but the Library would still receive 20% of sales.

2009-53 MOVED by Barry Grisdale, SECONDED by Libbi Hood, that the Board accepts the Arts Committee's proposed operating plan during the building process.

CARRIED

ACTION ITEM: Barry Grisdale to reinforce with the Arts Committee that they are advisory to the Library Board with regard to recommendations and scope of Gallery exhibitors and bursary selections. Amy Caughlin will attend the next Arts Committee meeting.

8.2.3 Bursary Award and Reception: Barry Grisdale reported that two equally qualified applicants have applied for the Bursary, and the Arts Committee would like give the bursary of \$1,000 to each of them this year. After discussion, the Board decided to authorize the Arts Committee to split an award of \$1,500 between two winners, or to award \$1,000 to one. In future, there can only be one yearly winner.

2009-54 MOVED by Connie Jamieson, SECONDED by Bobbie Drew, that the Board approves an award of \$1,500 to be split between two Bursary winners, or an award of \$1,000 for one winner for this year. In future, there can be only one winner per year.

CARRIED

8.5 Teen Advisory Group (TAG):

8.5.1 Minutes from TAG Meeting of April 23, 2009: The minutes of the meeting were pre-circulated.

8.6 Seniors Services Group: Georgia Brock stated she distributes Library newsletters to the members of her book club, and that local seniors know the services are here.

2009-55 MOVED by Georgia Brock, SECONDED by Tracey Coveart, that the Board receive all Committee Reports.

CARRIED

9. **Date of Next Regular Meeting:** Thursday, June 18, 2009 at 7:00 p.m.
11. **Adjournment:** The meeting was adjourned at 9:50 p.m. on a Motion by Connie Jamieson.

Bette Hodgins, Chair

Amy Caughlin, Chief Executive Officer