

**SCUGOG MEMORIAL PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**  
**Thursday, June 18, 2009**  
**7:00 p.m.**

**PRESENT:** Bette Hodgins, Chair  
Barry Grisdale, Vice-Chair  
Tracey Coveart  
Bobbie Drew  
Libbi Hood  
Betty Somerville  
Ken Reimer

**STAFF:** Amy Caughlin

**REGRETS:** Ashley Alexopoulos  
Georgia Brock  
Connie Jamieson

**SECRETARY:** Amy Caughlin

**GUEST:** Bill Eull, Chair, Capital Fundraising Committee

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

**1. Additions to and Approval of the Agenda:**

Bette Hodgins requested that a discussion of consent agendas be added as new business under 7.3 and a discussion of Board photos be added as 7.4. Amy Caughlin asked that an update on the quarterly SOLS Trustee meeting by Barry Grisdale be added under Business Arising as 4.5.

In order to facilitate a report from Bill Eull, item 8.3 was moved to the top of the agenda.

**2009-56            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 May 21, 2009:**

**2009-57            MOVED by Tracey Coveart, SECONDED by Barry Grisdale, that  
the Minutes of the May 21, 2009 Board meeting be approved as  
circulated.**

**CARRIED**

## 8.4 Capital Fundraising Committee:

8.4.1 Minutes from Meeting of May 13, 2009: The draft minutes of this meeting were pre-circulated.

8.4.2 Report on Meeting of June 16, 2009:

Bill Eull, Chair of the Capital Fundraising Committee, brought forward a recommendation to appoint Chris Walker as a new member of the Capital Fundraising Committee. Dr. Eull stated that Mr. Walker's previous experience in capital fundraising campaigns would make him the ideal candidate to coordinate the different divisions and ensure no overlap in prospects.

Dr. Eull informed the Board that Councillor Drew has once again agreed to chair the Gala Planning Committee. This year the Gala Committee is investigating holding the event at the Health and Resource Centre operated by the Mississaugas of Scugog Island First Nation.

Dr. Eull reported to the Board that he is currently in the process of trying to find someone from the business community to head up the Business Division of the Capital Fundraising Committee. Dr. Eull asked for the Board's approval to approach and appoint a CEO or owner of a local business to that position.

Councillor Drew recommended that the Annual Gala Dinner for 2009 be moved from its usual date at the beginning of October to Thursday, November 5<sup>th</sup> in order to coordinate with Council's anticipated approval of the design/build team by the end of October. This will allow the Capital Fundraising Committee to have more information on the Expansion Project available for the public launch of the Capital Fundraising Campaign.

Dr. Eull further asked to amend the fundraising budget from \$13,000 to \$16,000 overall due to printing costs, estimated at \$5,000, being higher than anticipated.

**2009-58            MOVED by Betty Somerville, SECONDED by Libbi Hood, that the fundraising campaign budget be increased to \$16,000.**

**CARRIED**

**2009-59            MOVED by Bobbie Drew, SECONDED by Barry Grisdale, that the Gala be moved to November in order to coordinate with Council's projected approval of the Expansion design/build team.**

**CARRIED**

**2009-60            MOVED by Libbi Hood, SECONDED by Tracey Coveart, that Chris Walker be appointed to the Capital Fundraising Committee.**

**CARRIED**

2009-61      **MOVED by Betty Somerville, SECONDED by Bobbie Drew, that the Board give Dr. Eull approval to approach and appoint a local CEO or business owner as head of the Business Division for the Capital Fundraising Campaign.**

**CARRIED**

**ACTION ITEM: Amy Caughlin will send a breakdown of the Capital Fundraising Committee's campaign budget to the Board.**

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

**4.1**      Follow up on iTiva Quotation for Telephone Catalogue Integration: Ms. Caughlin has still been unable to obtain a quotation from iTiva or VTLS on the Telephone Catalogue integration. The money for this initiative does not need to be spent until the end of 2010, so Ms. Caughlin has asked that this objective be deferred until the end of the year.

**4.2**      Evaluation Committee suggestions: Gene Chartier will discuss the composition of the Evaluation Committee with Council and will bring any recommendations to Building Committee at summer meetings.

**ACTION ITEM: If needed Amy Caughlin will send any recommendations needing immediate action to the Board via email and get approval through an electronic vote. Board members are asked to send Ms. Caughlin their vacation dates, so she will know their availability over the summer.**

**4.3**      User Requirements Document: Amy Caughlin updated the Board on activities taking place with regard to gathering public input. Meetings with key stakeholders, including the Baagwating Community Association, the Rotary Club, Kent & Doug Farndale and the Port Perry BIA, are already underway. Ms Caughlin reported that so far everyone had been very supportive of the proposed program/service vision for the expanded library.

Ms Caughlin also acknowledged that the public survey was now available on the website and in paper in many locations and would close on June 30. Ms Caughlin noted that there had already been 200 responses; she will bring the summarized results to the September Board meeting. Because of timing, the results of the survey will be incorporated into the final User Requirements document being prepared now by Ms. Caughlin even though the Board will not have the opportunity to review the results. However, if there are any items of significance that will require Board input, Ms. Caughlin will circulate an email to all Board members soliciting input.

**ACTION ITEM: Amy Caughlin to bring summarized results of the User Requirement Survey to the September Board meeting**

Ms Caughlin discussed a request from a member of the community to have a 'Shores of Lake Scugog' theme for the children's area of the new library, with a focus on the lake, wildlife, first nations culture and community heritage. Ms Caughlin mentioned that the Building Committee had discussed this theme being extended throughout the entire library as it is consistent with the cultural focus that was a major component of the Build Canada Grant application. Ms Caughlin recommended that the idea of the theme be adopted and included in the RFP to ensure it was considered during the design process.

**2009-62            MOVED by Bobbi Drew, SECONDED by Betty Somerville, that a cultural 'Shores of Lake Scugog' theme be approved for inclusion in the design/build RFP.**

**CARRIED**

**ACTION ITEM: Amy Caughlin will talk to Gary Adamkowski and ensure that this theme is reflected in the RFP documents.**

As part of the user requirements discussion, the request from Durham College to have dedicated space within the library for its Employment Resource Centre was discussed. Ms Caughlin stated that she felt the need to fit the Community Room space requested by the Township (2,000 square feet) into the 16,000 square feet originally planned strictly for Library use, did not leave enough room to consider a dedicated space for the Employment Centre. Ms Caughlin proposed that perhaps a partnership would be possible if the Employment Centre wished to arrange regular use of either one of the dedicated study rooms or the Computer Training Centre. Ms Caughlin agreed to contact Elgin Knopp regarding this arrangement to see if it would fit the needs of the Employment Centre.

**ACTION ITEM: Amy Caughlin will contact Elgin Knopp regarding partnership options with the Employment Centre in the expanded Library.**

**4.4            Annual Report: Amy Caughlin distributed the final draft of the 2008 Annual Report.**

**2009-63            MOVED by Libbi Hood, SECONDED by Barry Grisdale, that the Board approve the 2008 Annual Report for publication and distribution.**

**CARRIED**

**4.5            Update on SOLS Trustee Meeting: Barry Grisdale made a report regarding the SOLS Trustee Meeting he attended on April 18, 2009. Mr. Grisdale indicated that much of the discussion revolved around a pitch from the Federation of Ontario Public Libraries (FOPL) to all libraries that**

they join FOPL. Mr. Grisdale expressed that most libraries seemed concerned about the costs of membership and the relative benefits.

Ms Caughlin said that this topic had been recently under discussion at LEDR (Library Executives of Durham Region) meetings and that most libraries currently feel that there is no benefit in joining FOPL and that the registration is too costly for smaller libraries.

**ACTION ITEM:** This idea will remain under advisement for the immediate future.

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

**2009-64            MOVED by Libbi Hood, SECONDED by Barry Grisdale, that the Board receives the Correspondence File.**

**CARRIED**

6. **Chief Executive Officer's Report:** The CEO's report was pre-circulated. There was no discussion.

**2009-65            MOVED by Tracey Coveart, SECONDED by Barry Grisdale, that the Board receives the CEO's Report.**

**CARRIED**

7. **New Business:**

7.1 **Board Get-Together:** A date for the annual Board BBQ was discussed and scheduled for August 20<sup>th</sup> at 6pm at Bette Hodgins' home.

7.2 **Update on Goals & Objectives for September:** The September Board meeting will have an update on the Goals & Objectives for 2009. Amy Caughlin will update the CEO Goals & Objectives and Barry Grisdale will bring forward the Board Goals & Objectives.

7.3 **Consent Agenda:** Information on consent agendas was circulated in the Board package in response to a recommendation in the Board evaluation that meetings be streamlined. Bette Hodgins recommended that a trial consent agenda be used at the September Board meeting.

**ACTION ITEM:** A consent agenda will be trialed at the September Board meeting

7.4 **Board Photos:** Jonathan van Bilsen has offered to update Board photos. Mr. van Bilsen can make individual appointments or set up two blocks of time. After a brief discussion, it was decided that two blocks of time for photos would be most efficient. Board members are asked to choose which time is best for them and take the opportunity to get an updated photo.

**ACTION ITEM: Bette Hodgins will contact Mr van Bilsen to set up the best times for Board photos.**

**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 Minutes from Meeting of May 21, 2009: The draft minutes of this meeting were pre-circulated.

8.1.3 Report on Meeting of June 18, 2009: Tracey Coveart chaired in Connie Jamieson's absence. Amy Caughlin has completed a draft Procurement Policy but is waiting for feedback from the Committee before it can be brought forward to the Library Board.

8.2 Arts Committee:

8.2.1 Bursary Award and Reception: Barry Grisdale reported that Jamie Nix has been selected to receive the Bursary for this year. The Bursary reception will take place on June 30<sup>th</sup>. All Board members are invited to attend.

8.3 Building Committee:

8.3.1 Minutes from Meeting of May 20, 2009: The draft minutes of this meeting were pre-circulated.

8.3.2 Report on Meeting of June 17, 2009: Barry Grisdale informed the Board that no proposals had been received in response to the call for an architect to act as a Bridging Consultant to create the design/build RFP, so MHPM will be taking on this role.

8.5 Teen Advisory Group (TAG):

8.5.1 Minutes from TAG Meeting of May 28, 2009: The minutes of the meeting were pre-circulated.

8.6 Seniors' Services:

In the absence of Councillor Brock, a report was not available.

**2009-66            MOVED by Libbi Hood, SECONDED by Tracey Coveart, that the Board receive all Committee Reports.**

**CARRIED**

**9. Date of Next Regular Meeting: Thursday, September 17, 2009 at 7:00 p.m.**

11. **Adjournment:** The meeting was adjourned at 9:40 p.m. on a Motion by Ken Reimer.

---

Bette Hodgins, Chair

---

Amy Caughlin, Chief Executive Officer