

**SCUGOG MEMORIAL PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**  
**Thursday, September 17, 2009**  
**7:00 p.m.**

**Minutes of the September 17, 2009 Library Board Meeting will be included in the Consent Agenda of the October 15, 2009 meeting of the Scugog Memorial Public Library Board**

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

**STAFF:** Amy Caughlin  
Sarah Gentles

**REGRETS:** Ashley Alexopoulos  
Tracey Coveart

**SECRETARY:** Sarah Gentles

**GUESTS:** Gary Adamkowski, MHPM  
Bill Eull, Chair, Capital Fundraising Committee  
Carlo Guido, MHPM  
John Richardson, Chair, Building Committee

1. **Welcome Guests** - Bette Hodgins, Chair, called the meeting to order with a quorum present and welcomed Bill Eull, Gary Adamkowski, Carlo Guido and John Richardson.

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

It was noted that the minutes of the Capital Fundraising Committee would not include the September 9<sup>th</sup> meeting, as those minutes had not yet been prepared for distribution to the Library Board. These will be included in the package for the October meeting.

Regarding the Finance, Policy & Personnel Committee, Connie Jamieson requested the opportunity to report on the meeting that occurred immediately prior to the Library Board meeting. This report was removed from the consent agenda and added to the agenda under section 5.4 – Committee Proposals.

**2009- 67            MOVED by Bobbie Drew, SECONDED by Libbi Hood, that the Agenda be approved as amended**

**CARRIED**

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

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

2009- 68        **MOVED by Bobbie Drew, SECONDED by Libbi Hood, that all Minutes included in the Consent Agenda – sections 4.4.1 – 4.4.5.1 inclusive, be received for information and approved as circulated.**

**CARRIED**

5. **Committee Proposals Requiring Discussion and Items Removed from Consent Agenda:**

**5.1 Building Committee**

5.1.1 Expansion Project Update – John Richardson & Gary Adamkowski

5.1.1.1. Prequalification of RFP Proponents

Gary Adamkowski reported that the prequalification process has been completed. The committee received responses from 8 contractors, which resulted in the prequalification of 4 companies (Ball Construction, Giffels Corp., Garritano Bros. and J.J. McGuire). Included in the proposals was information regarding the architects that would be utilized for the project, all of whom have experience with library design and construction.

Gary also noted that there have been design changes to the parking facility, which will comprise part of the RFP for the library design/build, as a decision has been made to keep the parking facility at a single level and redevelop the existing site to maximize parking spaces. The perimeter will also be landscaped to be consistent with the waterfront and the library. The information regarding the parking facility will be issued as an addendum to the prequalified companies.

Landscaping will require that the successful proponent retain Dan O'Brien as the landscape architect for the project, in keeping with his role as the consultant for the Township's waterfront project as a whole. Gary further noted that a cash allowance would be built into the RFP for landscaping.

Gary informed the Library Board that the current deadline for submission of proposals is October 9<sup>th</sup>, 2009. There was some discussion regarding the next steps in the process and it was noted that the Evaluations Committee would make a recommendation to Council to award the design/build contract to the successful proponent. It was further noted that proponents can be asked to make adaptations to their designs based on things that the Evaluation Committee liked from the other proponents designs & want to include, as an honorarium is being paid to each of the proponents for their designs.

There was some discussion about how the evaluation committee would weigh the applications and Gary responded that he would develop an evaluation guide for the Evaluation Committee. There was some concern regarding the ability of the E.C. members to weigh the technical aspects of the design and Gary responded that the technical consultants who had contributed to the RFP would also do separate (not scored) evaluations of each proposal and that their reports will be available to the

E.C. members to guide their decisions. The E.C. members will receive these reports after their initial individual review.

It was also noted that the Building Committee and the Library Board would have the opportunity to review the proposals prior to the presentation to Council. Currently, the proposed timeline is to present to Council at the October 26<sup>th</sup> meeting, which would necessitate a special meeting of the Library Board. Although only the Evaluation Committee votes on the selection of the proponent, Gary, Gene and Amy will be in attendance at the Evaluation Committee meeting to act in an advisory role.

There was some discussion of the relationship between the parking facility and the library, raising the questions of pedestrian traffic from the lot to the library. Gary responded that while the traffic circle will be more attuned to vehicle than pedestrian traffic, there will be good direction for pedestrians.

#### 5.1.1.2 RFP Contents

Amy noted that the information on the RFP in the library board package is a condensed version of the RFP. The full RFP documents are available for any Library Board members who would like to review them.

## **5.2 Capital Fundraising Committee – Bill Eull**

### 5.2.1. Case for Support

The CFC's Case for Support was included in the Library Board package for review and feedback. It was suggested that the case for support should be reworded to ensure that it expresses a gratitude for the existing facilities, in addition to defining current needs.

As the CFC is in the process of finalizing the layout for the published Case for Support, any suggested changes should be emailed to Amy by 9 am on Monday. The updated text will be forwarded to Libbi who will complete the final copy by Wednesday, September 23<sup>rd</sup>.

### 5.2.2 Logo and Slogan

A copy of the proposed logo and slogan was passed around the table for all Board members to review and give comments.

### 5.2.3 Contribution Levels and Donor Recognition

The proposed Contribution Level and Donor Recognition document was also included in the Library Board package for review. Bill noted that a new level would be added and some of the dollar ranges would change as a result.

Bill noted that the CFC has developed a campaign cabinet to approach major donors, local businesses and service clubs. He further noted that the CFC is seeking approval by the Library Board to select Daphne and Tom Mitchell as heads of the Business Division for the Capital Fundraising Campaign.

### 5.2.4. Naming Opportunities

Although there had been discussion by the CRC regarding naming opportunities, Bill noted that the layers of vetting required by naming opportunities presented a

possible hindrance to the fundraising process. As a result the CFC is proposing the exclusion of naming opportunities from their fundraising activities.

**2009- 69            MOVED by Bobbie Drew, SECONDED by Betty Somerville, that the amended campaign materials recommended by the Capital Fundraising Committee be adopted by the Board for distribution and that the Board approve the Contribution Levels and Donor Recognition actions outlined in the CFC guideline document.**

**CARRIED**

### **5.3 Gala Planning – Bobbie Drew**

Bobbie reported that the Gala Committee has selected “By the Shores of Lake Scugog” as this year’s theme and that planning has moved forward for the event to be held on Thursday, November 5<sup>th</sup> at the Mississaugas of Scugog Island First Nations Health and Resource Centre.

Bobbie reported that Cinzia Cartier has been selected as the caterer for this event and that the menu would consist of a roast beef dinner with mixed greens and oven roasted root vegetables. Desert will be assorted strudel served with coffee or tea.

It was noted that in previous years complimentary tickets were automatically given to sponsors, based on their sponsorship levels, but this year committee members will be asking sponsors whether they would like to use their comp. tickets or purchase tickets. In addition, library staff will invoice sponsors for their sponsorship and any additional tickets purchased on a single invoice to simplify the process for sponsors as well as encouraging additional ticket sales.

Cost saving methods had been discussed at previous gala meetings and it has been determined that the bar will serve only beer and wine, rather than risk the investment in various liquors that may not sell. In addition, the library has recruited a volunteer to tend bar for the event for free.

Bobbie also announced that Terry Vos, the owner of Vos’ Independent grocery store would be presenting a cheque that evening to the library for the profit made from plastic bag sales this year.

### **5.4 Report on Finance, Policy and Personnel – Connie Jamieson**

Connie reported on the meeting of the FP&P Committee which occurred immediately prior to the Library Board meeting. The FP&P committee discussed the fact that much of the work done by FP&P is done by discussion and email outside of the regular meeting schedule and, as a result, the FP&P Committee is proposing that it become an Ad-Hoc, rather than a standing committee, to deal with specific issues as they arise or as scheduled.

This would mean that full financial reports would come to the library board as a whole. In addition, the policy schedule, as established by FP&P would entail policies coming to the library board as a whole, as scheduled.

Connie Jamieson would remain as Board Lead for Finance, Policy and Procedure matters and would coordinate the work of the committee as required.

**2009- 70            MOVED by Connie Jamieson, SECONDED by Ken Reimer, that the Finance, Policy and Personnel Committee become and Ad-Hoc Committee of the Library Board.**

**CARRIED**

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

**6.1 Evaluation Committee for Design Build RFP – Bette Hodgins**

Bette reported that the composition of the Evaluation Committee had been determined by Council. The Committee will be comprised of Mayor Pearce, two Councilors (who are not members of the Library Board or members of the Building Committee) as well as two additional members appointed by the Library Board.

Bette recommended the endorsement of John Richardson, Chair of the Building Committee as one representative of the Board. She then opened a discussion regarding the selection of a second representative, noting that a decision would be made based upon the assurance that the Library Board as a whole and the Building Committee as a whole would have opportunity for input.

There was some discussion regarding the possibility of selecting well known community members as an opportunity to involve a broader spectrum of the community.

While it was noted that the Library Board and Building Committee would make recommendations to the Evaluation Committee, Gary Adamkowski noted that the best input is to have a voting member of the Evaluation Committee whose role is to represent the Library Board and Building Committee.

There was further discussion regarding the appointment of a Library Board member to the Evaluation Committee and members of the Library Board expressed their preference to be represented by a member of the Board as a voting member. It was further noted that there has been opportunity for public input at other levels throughout the process and that the design needs to be reviewed for operational considerations that require a firm knowledge of the library's operations that a member of the public would not have.

Bette Hodgins and John Richardson were asked if they would stand for appointment to the Evaluation Committee and each agreed.

**2009- 71            MOVED by Bobbie Drew, SECONDED by Connie Jamieson, that the Library Board appoint Bette Hodgins and John Richardson to the Evaluation Committee**

**CARRIED**

## 6.2 Public Survey Results – Amy Caughlin

Amy reviewed the results of the Public Survey regarding current library services as well as public priorities for the expansion of the library. Copies of the tabulated results were distributed to Library Board members for review.

## 6.3 Employment Centre Partnership Opportunity – Amy Caughlin

Amy has contacted Elgin Knopp of Durham College with regard to scheduling a meeting with the Employment Centre staff to discuss a possible partnership in the expanded library space. Now that the user requirements have been completed, it has been confirmed that the library does not have sufficient room to provide a static designated space, but that it would benefit the library and its customers to have access to the expertise offered by the staff of the employment centre. They will be offered the use of some of the library's space during their regular hours of operation, and may be booked into the computer training centre or study rooms as is appropriate for their needs. Amy will report back on this meeting at the next Library Board meeting.

## 6.4 Update on Goals and Objectives (CEO) – Amy Caughlin

Amy distributed the update to her Goals and Objectives in the Library Board package and asked if there were any questions. One question arose regarding the establishment of a 'friends of the library' group. Amy informed the Library Board that this had been discussed previously at the Capital Fundraising committee level and she will get a recommendation from the CFC at the next meeting which will be brought to the Library Board at the October meeting.

6.4 Update on Goals and Objectives (Board) – Barry Grisdale – deferred to the October 15<sup>th</sup>, 2009 Library Board meeting.

## 6.5 Consent Agenda trial – Bette Hodgins

It was noted that the Library Board will be trying the consent agenda for the next few months in an effort to move through committee reports more quickly and easily. It was noted that recommendations from committees may still be included in the consent agenda if they do not require further discussion from the library board, but that if discussion is required, the recommendation can be pulled from the consent agenda section for discussion.

## 7. **New Business:**

### 7.1 Libraries 2020 Symposium – Amy Caughlin

Amy reported that she is registered to attend the Libraries 2020 Symposium in Toronto on September 23<sup>rd</sup> and 24<sup>th</sup> and will report on the Symposium at the October Library Board Meeting.

## 9. **Date of Next Regular Meeting:** Thursday, October 15, 2009 at 7:00 p.m.

11. **Adjournment:** The meeting was adjourned at 9:00 p.m. on a Motion by Barry Grisdale.

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Bette Hodgins, Chair

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Amy Caughlin, Chief Executive Officer