

**SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES**

Thursday, October 22, 2009 7:00 p.m.

PRESENT: Bette Hodgins, Chair
Tracey Coveart
Libbi Hood
Connie Jamieson
Ken Reimer
Betty Somerville

STAFF: Amy Caughlin

REGRETS: Ashley Alexopoulos
Barry Grisdale, Vice-Chair
Georgia Brock
Bobbie Drew

SECRETARY: Jan Lovelock

GUEST: Bill Eull, Chair, Capital Fundraising Committee

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

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

Item 4.4.5.1, TAG Minutes of September 22, 2009, was moved to #5, Items Removed from Consent Agenda. Item 4.4.4.2, Board Policy on Donor Recognition and Contribution Levels, will go to the Finance, Policy and Personnel Committee.

**2009-72 MOVED by Connie Jamieson, SECONDED by Tracey Coveart, 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:**

**2009-73 MOVED by Libbi Hood, SECONDED by Tracey Coveart, that all Minutes
included in the Consent Agenda, sections 4.1 to 4.4.4.1 inclusive, be
received for information and approved as circulated.**

CARRIED

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

5.1 Treasurer's Report: Amy Caughlin reported that with the reconfiguration of the Finance, Policy & Personnel Committee as an Ad Hoc Committee, more financial data is included in the financial statements to the Board. It was noted that the surplus shown for September is due to the provincial operating grant, which was received in September,

earlier than last year. Gala financials will appear in the October and November statements. In response to a question, Ms. Caughlin will investigate the deficit under #5650, Programme, and report back. Some discussion took place on #5995, Total – All Expenditures, and it was noted that the balance is allotted to the remaining three months.

2009-74 MOVED by Betty Somerville, SECONDED by Tracey Coveart, that the Treasurer's Report be approved as circulated.

CARRIED

5.2 Capital Fundraising Committee:

Bill Eull, Chair of the Capital Fundraising Committee, reported that the “silent” part of the fundraising campaign is well underway, with divisions in place for major donors, businesses and service clubs. Meetings will be arranged with businesses and service clubs to state expectations and appreciation for consideration. The major donor list has been developed, and once the publication kit is complete, follow-up will proceed. Business presentations are also being developed. Dr. Eull stated that 60% – 70% of the funds will likely be raised before going to the public. It was hoped that designs for the expansion could be presented at the Gala, but in view of the timelines, instead it is hoped that an announcement of the selected design/build proponent may be possible.

Dr. Eull stated that the Fundraising Committee would like to be able to say that the Library Family is 100% behind this project, by having significant contributions (noted as being relative to each individual's means) from everyone involved in the Library Board or a Committee of the Board. Amy Caughlin will maintain a confidential file of these contributions. Dr. Eull distributed pledge sheets to the Board, noting that although pledges can be started any time, the bank account will be initiated on December 1, 2009. Contributions can be made on an ongoing basis, several times per year, or as a one-time gift. It was noted that monthly post-dated cheques will not be accepted, but recurring credit card payments will. Gifts may be recognized on the Honour Wall, or may be anonymous.

A new level has been added to the Contribution Levels and Donor Recognition (as noted in 5.2.3 of the September 2009 minutes) and some of the dollar ranges changed as a result. The donor levels were noted as follows:

- Benefactor - \$50,000+
- Patron - \$25,000 - \$49,999
- Leader - \$10,000 - \$24,999
- Friend - \$4,000 - \$9,999
- Supporter - \$2,500 - \$3,999
- Contributor - \$500 - \$2,499
- Donor - \$10 - \$499

It was noted that Library Family contributions currently total over \$32,000. It was suggested that the Board could note an aggregate contribution level for the Library Family on the Honour wall, and it was decided to discuss this at a later date. The contribution from the Library Family may be announced at the Gala.

Item 4.4.4.2 (Board Policy on Donor Recognition and Contribution Levels), was removed from the Consent Agenda as the policy was not received in time for the Board meeting, and will go to the Finance, Policy and Personnel meeting.

Bette Hodgins thanked Dr. Eull for his report, and he left the meeting.

5.3 Gala Planning: In Bobbie Drew's absence, Betty Somerville reported the following: The Gala Committee is meeting next Thursday, and will finalize gifts and sponsors. Ticket sales for the event, being held November 5 at the First Nations Community Centre, are going well, but Board members are encouraged to continue selling tickets. The menu has been finalized, a bartender retained, and a volunteer decorator obtained. Silent Auction items and prizes are being submitted to the Library. There was discussion of major donors to the Gala, and of large auction items. It was noted that there will be more "balloon pop" prizes this year, and a raffle for a pendant contributed by Dana's. It was further noted that the Gala can focus attention on the need for fundraising for the Expansion. Bette Hodgins thanked the Committee, and thanked Libbi Hood for all her work on the marketing materials for the Capital Campaign.

5.4 TAG Minutes: It was noted that the last sentence under #3 Facebook was unfinished. Amy Caughlin stated that the sentence should read "Sarah will continue to prompt members to join the TAG Facebook group."

6. Business Arising from the Minutes:

6.1 Evaluation Committee Update: Bette Hodgins stated that the RFP closed last Friday, with four qualified proponents. The Evaluation Committee will meet next Tuesday to interview the proponents. The Library Board will meet next Wednesday (October 28) at 7:00 p.m., in camera, to look at the options. The following Monday the Evaluation Committee will make the final selection, and at that point negotiations between the Township and the successful design/builder will begin. The final recommendation will go to Scugog Township Council in December.

6.2 Employment Centre Partnership Opportunity: Amy Caughlin has spoken with Elgin Knopp of Durham College. Ms. Caughlin responded to Mr. Knopp's request for space in the expanded Library with a partnership proposal. Mr. Knopp reported that Durham College is presently in flux due to government reorganization of support services, so he will communicate with Ms. Caughlin again in several months.

6.3 Update on 2009 Organizational Goals and Objectives – Friends of the Library Investigation: This item is deferred to the next meeting since the Capital Fundraising Committee did not have time to address it at their last meeting.

6.4 Update on 2009 Board Goals and Objectives: Board members reviewed the Goals and Objectives, included in the Board package, with changes as summarized below:

- 1. Review and approve a solution for securing public internet access on Library computers:** Amy Caughlin has found a freeware product to monitor computers, which is stand-alone, not networked. Ms. Caughlin will test the product in December, so this item is deferred. Discussion took place on a networking solution for the new computers following the expansion, and it was noted that a cost effective solution will be obtained as part of the set-up of the network in the expanded library..
- 2. Promote the Library as a solution for entertainment in times of uncertainty:** This goal is achieved.
- 3. Develop Community Linkages:**

- (a) **Determine linkages in addition to Youth Representative on the Library Board:** The Musical Babies program has been initiated. The local Seniors Club has asked Ms. Caughlin to attend a meeting to speak about the Library.
- (b) **Communicate Library Expansion updates regularly to users, townspeople and municipal officials:** The intention was to do this quarterly, but it has been happening bi-weekly due to changes in the structure of the Expansion project that accomplish this at the bi-weekly Project Meetings.
4. **Define the relationship role between the Library Board, Township, Region and Province, with regard to responsibility, authority and funding for Library Expansion:** This has been achieved, with the Township taking the leadership role in the Expansion Project.
5. **Define what Board governance model the Board needs to adopt:** It was noted that the trial Consent Agenda is closer to a governance model, rather than operational. The Board is in agreement that they want to move from operational to governance. The excellent work by the Finance, Policy and Personnel Committee and the CEO has helped the Board evolve to a governance model, and Board members feel positive about this move. Board members have the opportunity to contribute input through the Board's self-evaluation. The present Board's tenure will end following the election of a new Township Council in November 2010.
6. **Ensure the Library has the physical capacity to provide services, programmes, resources that enrich the lives of those living in Scugog, now and in the future:** The following Objectives have been completed toward this Goal:
- The launching and work of the Building Committee
 - The hiring of a Project Manager.
 - Review of the Implementation Plan for the expansion as developed by the Building Committee and the Project Manager.
 - Completion of Phase One of the Building Project to determine facts about location, design and cost.
7. **Ensure the base of funding:** The following Objectives have been completed toward this Goal:
- The launching and work of the Capital Fundraising Committee
 - The hiring of a fundraising consultant. Rob Lavery, of SOLS, is providing this service free of charge.
 - The Capital Fundraising Committee has initiated the fundraising plan.
8. **Develop an organizational framework that supports decision-making in a manner that provides consistency, continuity and equity:** The following Objective has been completed toward this Goal:
- A written inventory of Board and Administrative policies has been developed.
9. **Develop an organizational Balanced Score Card for Board monitoring of performance, quality, risk and customer/staff relations indicators:** This Goal is deferred until 2010.

Ms. Caughlin reported she has received an e-mail from the CEO of the Pickering Library asking if our Board is interested in attending an Advocacy Training workshop. As this would be useful when speaking to the community, the Board decided to send a representative to this training. Ms Caughlin will provide dates and details when the workshop has been arranged.

6.5 Libraries 2020 Symposium Report: Amy Caughlin gave a report on this Symposium, noting that it looks at future trends, the economy and the effect on libraries. Generally, the Library is well positioned. Ms. Caughlin will bring general objectives to the next meeting. Based on the Symposium, Ms. Caughlin reported expectations about the “Library of the Future”, as follows: It will be a community hub, with community services located in one place, a place for debate/discovery, and will be community-focused. People will need help to navigate the available information, such as immigration information or classes to assist with life-long learning. Libraries are moving to be “life counselors”. Some discussion took place on providing services to an aging population.

7. **New Business:**

7.1 **Draft Furniture, Fixtures, & Equipment (FF&E) Budget for Expansion:** Amy Caughlin distributed copies of the current FF&E budget. There was discussion of the document, and some changes were made. It was noted that the first draft of the Capital Budget is being reported to Council on November 2, and that, since the Library capital costs in 2010 will relate mainly to the Expansion, Ms Caughlin will be meeting with Township staff to work out the best way to reflect these costs.

2009-75 MOVED by Tracey Coveart, SECONDED by Libbi Hood, that the FF&E Budget be approved as amended.

CARRIED

7.2 **Purchasing & Procurement Policy:** The pre-circulated policy was reviewed.

2009-76 MOVED by Betty Somerville, SECONDED by Connie Jamieson, that the Purchasing & Procurement Policy be approved.

CARRIED

7.3 **Library Audit 2008:** Amy Caughlin reported this was successfully completed.

7.4 **Holiday Events:**

- Bakersville, the Christmas Gingerbread Village is returning to the Gallery December 19, 2009 to January 2, 2010.
- Crafts with Santa will take place in the Gallery on November 26.
- The Snowflake Sale will take place in the Gallery the last week of November.
- Following discussion, it was decided that, rather than plan a holiday celebration for staff and volunteers, in the new year a recognition event will be held in nicer weather. Instead, the Board will send a gift basket to Library staff, and in addition Amy Caughlin and Bette Hodgins will send a Christmas thank you letter to staff.

8. **Date of Next Regular Meeting:** Thursday, November 19, 2009 at 7:00 p.m.
11. **Adjournment:** The meeting was adjourned at 8:55 p.m. on a Motion by Ken Reimer.

Bette Hodgins, Chair

Amy Caughlin, Chief Executive Officer