

**SCUGOG MEMORIAL PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**  
**Thursday, November 19, 2009, 7 p.m.**

PRESENT: Bette Hodgins, Chair  
Barry Grisdale, Vice-Chair  
Ashley Alexopoulos  
Georgia Brock  
Tracey Coveart  
Libbi Hood  
Connie Jamieson  
Betty Somerville

STAFF: Amy Caughlin

REGRETS: Bobbie Drew  
Ken Reimer

SECRETARY: Jan Lovelock

Bette Hodgins, Chair, called the meeting to order with a quorum present.

1. **Additions to and Approval of the Agenda:** Following are the changes and additions to the Agenda:

- Move 3.4.3 Building Committee out of Consent Agenda to become Item 4.5 under Committee Proposals Requiring Discussion.
- Under Treasurer's Report, add Item 4.1.5 CUPE Contract Comments.
- Include Donor Status discussion under 4.2.1 Family Pledges Follow-up.
- Under Business Arising from the Minutes, add:
  - 5.4 Staff Recognition
- Under New Business, add:
  - 6.3 Ken Reimer Resignation
  - 6.4 Expansion comments
  - 6.5 Knowledge Ontario Advocacy, SOLS Trustee Council Meeting, and Networking with Peers Pilot Workshop

**2009-77            MOVED by Barry Grisdale, SECONDED by Connie Jamieson, that  
the Agenda be approved as amended.**

**CARRIED**

2. **Disclosure of Conflict of Interest:** Tracey Coveart stated that as a member of the press, she has an obligation to report news items, including those related to the Library. She expressed discomfort with the dual role of media and Board member as it occasionally creates a conflict for her to do her job as a reporter and also fulfill her obligations as a Board member. It was noted that Library Board meetings are open to the public, so members of the press can attend open Library Board meetings at any time if there is a desire on their part to have media representation. After discussion, it was decided that Bette Hodgins will check with the Scugog Township Clerk to determine if there are any potential conflict of interest issues and what direction should be undertaken.

**ACTION ITEM:** Bette Hodgins to contact the Scugog Township Clerk to assess need for further direction with regard to a Board member also being a member of the press.

3. **Approval of the Consent Agenda:** Item 3.4.3 (Building Committee) is moved to become Item 4.5 under Committee Proposals Requiring Discussion. Item 3.4.1.2 (Board Policy on Donor Recognition & Contribution Levels) is deferred until the December Library Board meeting.

**2009-78            MOVED by Libbi Hood, SECONDED by Barry Grisdale, that the Consent Agenda be approved as amended.**

**CARRIED**

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

**4.1 Treasurer's Report:**

**4.1.1 Follow-up on Budget Questions from October Board Meeting:** Board members reviewed and discussed the pre-circulated financial statements. Discussion took place on the Programmes line (5650). Amy Caughlin stated that the recession had an impact, but revenue streams are improving without the need to cut programmes.

**4.1.2 October Financials:** Georgia Brock read an email from Scugog Mayor, Marilyn Pearce, concerning under-expenditure in the Acquisitions budget for which the Mayor requested an explanation. Amy Caughlin explained that out of the annual budget of \$72,368, \$52,660 has been spent year-to-date. A portion of the budget is encumbered (items ordered but not yet paid for), which leaves a balance of \$10,000+. The usual monthly expenditure is approximately \$6,000, so the budget is on track for mid-November. Ms. Caughlin noted that catalogues for ordering are not received until the fall so spending is usually lighter until after the fall catalogues arrive. Also, she has been careful in ordering due to the fact that the provincial grant is not usually received until late in the year. When the grant was received in October, items were ordered. Ms. Caughlin stated that the entire Acquisitions budget will be encumbered by the end of December. Amy Caughlin also received a copy of the Mayor's email, and will respond to Mayor Pearce with copies to Georgia Brock and Bobbie Drew.

**ACTION ITEM:** Amy Caughlin to respond to Mayor Pearce's query about the Acquisitions budget, with copies to Councillor Georgia Brock and Councillor Bobbie Drew.

**4.1.3 October Statistics:** Board members reviewed the pre-circulated year-to-date statistics. Amy Caughlin noted that on page 22, she has included Library visits per hour as a significant statistic to display how busy the library is on average. This shows that Library visits range between 40 and 50 visits per hour on average with a high of 56 visits per hour in July 2009, almost a person per minute. Water Street construction, beginning in September, has had a negative impact on Library visits.

**2009-79            MOVED by Betty Somerville, SECONDED by Connie Jamieson, that the Board receives the October financials.**

**CARRIED**

**4.1.4 Draft 2010 Budget:** Board members reviewed the pre-circulated first draft of the 2010 Library budget. Amy Caughlin noted that there will be a CUPE salary increase of 3.25%, and that this is the tightest budget without cutting services and collections. It was decided to circulate the budget to members of the Finance, Policy & Personnel Committee (FP&P), and the Board Chair, for discussion by Committee members prior to the December Board meeting. The FP&P Committee will bring a proposal to the December Board meeting.

**ACTION ITEM:** The Finance, Policy and Personnel Committee will bring a proposal on the 2010 Library budget to the December Board meeting.

**4.1.5 CUPE Contract:** Amy Caughlin clarified an issue with the wording of the CUPE contract. Due to a typographical error in the CUPE contract, it looked like Library staff wages were out of line with what was stated in the contract, but in fact they were paid correctly. Ms. Caughlin wrote a letter of understanding, and will send it to the FP&P Committee before meeting with the Union. The letter will include a revised pay scale Appendix and a minor wage increase in March 2010 for new hires (pages) due to a provincial increase in the minimum wage rate.

**ACTION ITEM:** Amy Caughlin will send her draft letter of understanding to the Finance, Policy and Personnel Committee for approval before sending to CUPE.

## **4.2 Capital Fundraising Committee:**

**4.2.1 Family Pledges Follow-up:** Amy Caughlin reported that the Library Family (Library staff, Board and volunteers) pledge is at a total of \$40,000+. Contribution amounts are kept confidentially by the Library CEO. Ms. Caughlin noted that the Library Family contribution can be acknowledged individually or as an aggregate amount on the Honour Wall. It was noted that being able to refer to a 100% contribution from the Library Family is a useful fundraising tool and that any amount given, is appreciated.

Discussion took place on whether anyone will know who has contributed or not, and the importance of having 100% participation. Further discussion was also held over the meaning of what constitutes a "significant" donation. It was mentioned that any contribution, large or small, is a personal decision strictly based on what is appropriate for each individual. It was stressed that the contribution of time from Board members is very much appreciated and the request for a monetary donation was not meant to denigrate or devalue the volunteerism already provided by Board members.

It was noted that the launch of the public Library Fundraising Campaign is being planned for the end of May/beginning of June in Palmer Park, possibly with a Rotary-sponsored barbeque and other activities. Timing will depend on the availability of Palmer Park as the waterfront revitalization continues.

**4.3 Gala Report:** Board members reviewed the pre-circulated draft 2009 Gala Expense Report. It was noted that the Baagwating community donated the hall rental fee of \$750 back to the Gala. The total estimated profit is \$17,000+, which meets budget goals. Bette Hodgins congratulated everyone involved in the Gala.

Amy Caughlin stated that next fall the Library will be in the midst of construction and at the height of the fundraising campaign. It was suggested that the Board consider skipping the Gala, or doing a different format, as Library staff will not have time to fulfill all the Gala requirements at that time. It was noted that the Library budget includes an expected income of \$15,000 from the Gala. Discussion took place, and the Board is in agreement that there should be a Library fundraising event in the fall, although the format could change. It was decided to send this issue back to the Gala Committee for discussion.

**ACTION ITEM:** The Gala Committee to discuss plans for a fall Library fundraising event, and report back to the Board.

**4.4 Building Committee:** Barry Grisdale drew the Board's attention to the Building Committee minutes, Item #5, Future Direction of the Building Committee, in which the Building Committee members reviewed the role of the Committee, and discussed future direction in view of the Township's increased role in the expansion project. The members propose that the Committee changes status to ad hoc, and meet at the call of the Building Committee Chair. Presently, John Richardson (Building Committee Chair), Amy Caughlin, Gene Chartier from Scugog Township, and the Project Manager (Gary Adamkowski) meet on a bi-weekly basis. It was noted that Mr. Adamkowski is now the Project Manager for the entire waterfront revitalization, including the Library expansion, and that the Township is handling funding for the project. The Building Committee will meet as needed throughout the process, and will still be the link with the Library Board.

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

**5.1 Evaluation Committee Update:** Bette Hodgins reported that the Evaluation Committee met several weeks ago to review proposals. There was consensus around a preferred proponent, but that more information was being requested. There is a meeting this Monday to review the response from the preferred proponent. Ms. Hodgins noted that the Library Board and Building Committee had been offered the opportunity to review the design of the preferred proponent and make recommendations for any changes to the operational layout deemed necessary. The Mayor and Gene Chartier want the proposal to go to the December 7 Council meeting. Hopefully, there will be an opportunity between this Monday, November 23 and December 7 to view the proposal.

**5.2 Update on 2009 Organizational Goals and Objectives:** This item is deferred until the December Board meeting.

**5.3 Libraries 2020 Symposium Report:** A report on the top five initiatives from the Libraries 2020 Symposium was pre-circulated. Amy Caughlin has indicated interest in being on focus groups for the first three initiatives.

**5.4 Staff Recognition:** It was decided to deal with this item in camera.

**6. New Business:**

**6.1 Board Evaluation:** Bette Hodgins asked if Board members want to continue to use the Board Self-evaluation as in past years, noting that this format uses the start, stop or continue model. Connie Jamieson stated that there are more complex models, some geared to policy. There was discussion of the present system, and it was

concluded that it meets the needs considering the Board is entering its last year. Ms. Jamieson offered to coordinate the Board evaluations, and will send electronically to Board members and compile the results. There will be a January/ February deadline.

**ACTION ITEM:** Connie Jamieson to send the Board Self-evaluation to Board members and compile the results. Board members to complete the Self-evaluation by the deadline given.

6.2 **CEO Evaluation:** Connie Jamieson stated that the CEO evaluation was discussed at the last FP&P Committee, and it was recommended that the evaluation be completed in February at the one year anniversary of Ms. Caughlin's employment. Ms. Jamieson will send an e-mail soliciting feedback, and the item will be discussed in-camera at the January meeting. Ms. Caughlin will do the self-evaluation portion.

6.3 **Ken Reimer Resignation:** Ken Reimer has sent a letter of resignation from the Library Board. Bette Hodgins will send Mr. Reimer a letter thanking him for serving on the Library Board. Amy Caughlin will send a letter to the Township requesting the appointment of a new Board member.

**2009-80 Motion to accept Ken Reimer's resignation with regret and the CEO has been asked to send a letter to the Township requesting the appointment of a new Library Board Trustee. MOVED by Barry Grisdale, SECONDED by Connie Jamieson.**

**CARRIED**

6.4 **Library Expansion Comments:** The Board discussed the issue of public perception with regard to the proposed Library expansion plans. Specifically discussed were the proposed staff shower, staff washrooms, and dishwasher. Amy Caughlin detailed the reasons for including each of the above, as follows:

- A staff shower was included because it is intended to encourage staff to walk or bike to work, and in that case they might need to shower/change. Inclusion of the staff shower also contributes LEED points to the total for the expansion, because of the potential reduction in car usage for staff.
- A dishwasher was recommended because of the increasing volume of public functions and receptions, as well as for staff use, and therefore the need to ensure that dishes are properly cleaned and sterilized.
- Staff washrooms were included because building code dictates the number of washrooms related to square footage of a building, and in that case it was decided that there would be enough washrooms for both the public and for staff.

Following discussion, the Board decided to eliminate the staff shower, and endeavour to find the LEED points elsewhere. The dishwasher and staff washrooms will remain in the plan.

6.5 **Accessible Customer Service:** Bette Hodgins stated that the Library has received a document, Guidelines for Delivery of Accessible Customer Service in the Township of Scugog. Board members are required to read the document, sign that they have read it, and return to Amy Caughlin by December 17, as it must be complete before January 2010. The document can also be completed online.

**ACTION ITEM:** Board members are requested to read the Guidelines for Delivery of Accessible Customer Service in the Township of Scugog, sign that they have read it, and return to Amy Caughlin by December 17.

6.6 **Knowledge Ontario Advocacy:** Knowledge Ontario is a provincial organization responsible for delivering digital initiatives across Ontario. Knowledge Ontario pays the subscription for databases for public library use across the province and thus saves smaller libraries thousands of dollars every year. Knowledge Ontario also runs “Ask On”; a province-wide, 24/7 reference system that clients can use to access information that they would normally have to physically go to the Library to obtain. Board members are asked to pass a resolution in support of Knowledge Ontario, and send a letter of support to the Ministry of Culture to ensure that their funding is not compromised in next year’s budget. The wording of the resolution is deferred to the next meeting.

6.7 **SOLS Meeting:** Barry Grisdale will attend the upcoming SOLS Trustee meeting, held at the Markham Village Library.

6.8 **Networking Workshop:** Amy Caughlin noted that a Networking with Our Peers Workshop, sponsored by the Ontario Library Board Association, will be held on December 3, 6:30 – 9:30 p.m. at the Whitby Public Library. The workshop is open to Library CEO’s and Board members. A light supper will be served, and mileage will be reimbursed. Unfortunately, that is the same night as the Township Christmas Dinner, so Ms. Caughlin is unable to attend.

7. **In-Camera:**

2009-81            **Motion to go in-camera. MOVED by Barry Grisdale, SECONDED by Connie Jamieson.** **CARRIED**

2009-82            **Motion to rise out of camera. MOVED by Barry Grisdale, SECONDED by Connie Jamieson.** **CARRIED**

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

9. **Adjournment:** The meeting was adjourned at 9:25 p.m. on a Motion by Betty Somerville.

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Bette Hodgins, Chair

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Amy Caughlin, Chief Executive Officer