

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

PRESENT: Bette Hodgins, Chair  
Barry Grisdale, Vice-Chair  
Ashley Alexopoulos  
Tracey Coveart  
Bobbie Drew  
Libbi Hood  
Connie Jamieson  
Ken Reimer

STAFF: Amy Caughlin

REGRETS: Georgia Brock  
Betty Somerville

SECRETARY: Jan Lovelock

GUESTS: Marilyn Pearce, Mayor, Township of Scugog  
Gene Chartier, Commissioner of Planning & Public Works/Deputy CAO, Township of Scugog  
Gerry Shoalts, Principal, Shoalts & Zaback Architects Ltd.  
Steve Garritano, Garritano Brothers Ltd., Design/Build Contractor  
Gary Adamkowski, Project Manager, MHPM

1. **Welcome to Guests:** Bette Hodgins, Chair, called the meeting to order, with a quorum present, and welcomed the guests. Those present introduced themselves. Ms. Hodgins stated that the Design/Build contract for the Library Expansion has been awarded to Garritano Brothers & Shoalts & Zaback, and introduced Gene Chartier, Commissioner of Planning and Public Works/Deputy CAO, Township of Scugog. Mr. Chartier provided a PowerPoint overview of the Waterfront Master Plan, and the awarding of the Design/Build Contract for the Scugog Memorial Public Library Renovation/Expansion and the Parking Facility, which were tendered together. The presentation included an overview of the scope of work, an outline of the procurement process, the recommended design-build proposal, cost and financing for the project, and subsequent steps.

Mr. Shoalts gave a presentation on the proposed design for the Library. His presentation included a PowerPoint overview of the plans, and a handout showing the site overview, proposed floor plan, and artist conceptions of several exterior and interior views, as submitted by Garritano Brothers Ltd. Discussion followed, with the following highlights:

- The furniture placement as shown is flexible and open to change.
- The landscape architect is investigating options for making the exterior terraces accessible.
- The renovated Library will contain space to house a collection of 80,000 items. The current collection numbers 48,000 items.
- Several suggestions for changes to interior placement of walls and offices were discussed. The architect has noted suggestions, and will incorporate into the plan as appropriate.
- Accessibility was discussed, and the Mayor noted that the service desk should be height-adjusted for serving customers in wheelchairs or other assistive devices.

- Several “green” options which have been incorporated into the design were discussed, including the ability of the proposed solar panel to generate energy which can be sold to the power company (Veridian) to offset operational costs.

Mr. Chartier gave a breakdown of the project costs and financing, noting that the financing is a three-way partnership among the Municipal, Provincial and Federal governments. The Library’s community fundraising commitment toward the project is \$500,000.

Next steps are:

- Consultation between the representatives of the Township of Scugog / Library Board, and the design build team to ensure any requested changes are incorporated (if within the budget and agreed upon by the Township).
- Finalization of the contract with the Design/Build firm.
- Once the contract is signed, honourariums will be given to the unsuccessful design/build applicants.
- Township staff will investigate whether Build Canada Grant funding can be used toward the Furniture, Fixtures and Equipment (FFE) budget.
- The site plan and building permit will be initiated, and presented to Scugog Council by the end of January 2010.
- Construction is expected to begin in February 2010, and will take place in two phases. The outside expansion will take most of 2010, following which the Library will move out of the existing building during late 2010 to early 2011 to allow renovation of that portion, and the linking of the two portions.
- The parking facility is expected to be completed before summer 2010.
- Final paving and sidewalks on Water Street will be completed after the construction is complete.

The Library Board must acknowledge that revisions are complete and sign off. Please let Amy Caughlin know by December 22 if there are further suggestions. Bette Hodgins thanked the group for their presentation, and Mr. Chartier, Mr. Shoalts, Mr. Garritano and Mr. Adamkowski left the meeting at 8:30 p.m. Mayor Pearce stayed for the remainder of the meeting.

2. **Additions to and Approval of the Agenda:** There were no additions to the Agenda. Bette Hodgins noted that Bette Somerville is not present tonight due to illness. Mrs. Somerville asked Mrs. Hodgins to let Board members know. She is not requesting a leave of absence from the Board. Mrs. Hodgins invited Board members to convey their support to Mrs. Somerville.

**2009-83            MOVED by Connie Jamieson, SECONDED by Bobbie Drew, that the Agenda be approved as circulated.**

**CARRIED**

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

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

**2009-84            MOVED by Barry Grisdale, SECONDED by Bobbie Drew, that all Minutes included in the Consent Agenda, sections 5.1 to 5.4.5.1 inclusive (as listed in the Agenda), 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:**

- 5.1.1 **November Financials:** The Board reviewed the pre-circulated November budget. Amy Caughlin noted that under Item 4400, Capital Expansion has been split into donations, income and expenses.
- 5.1.2 **November Statistics:** Amy Caughlin noted that following Water Street construction in September and October, stats are back up. Year to date, the Library is averaging 50 visits per hour, and circulation is up over previous years.
- 5.1.3 **Report on Capital Fundraising Expenditures:** It was noted that little of the Capital Campaign expense budget has been spent to date. The Capital fundraising target is \$750,000, which includes \$500,000 to be remitted directly to the Township for the construction expenses relating to the expansion. The additional \$250,000 is to be used to cover F, F & E (furniture, fixtures & equipment) for the new library.
- 5.1.4 **Draft 2010 & Projected 2011 Budget:** Ken Reimer presented F,P and P's recommendation regarding two versions of the 2010 budget, one (page 33 of the pre-circulated Board package) with the Fundraising Revenue moved out of Operating Expenses, in line with an earlier discussion to remove fundraising from operating.

**2009-84    MOVED by Ken Reimer, SECONDED by Tracey Coveart, that the Board accept the page 33 version of the Budget with the Fundraising Revenue removed from Operating.**

**CARRIED**

With regard to the projected 2011 Budget, Amy Caughlin noted that our Library has 50 visits per hour, and it is expected that circulation will increase after the expansion. With this in mind, it is proposed that staffing be increased by 2 full time equivalents (FTEs). There are various options to use the increased hours, which could include additional part-time staff or increasing present staff hours. In addition it is expected that costs such as insurance, supplies and utilities will increase with a larger library.

Ms. Caughlin circulated a comparison of revenue, expenses and statistics between the Scugog and Uxbridge libraries (given that the Uxbridge library is closer to the size of the proposed expansion). Ms Caughlin included projected 2011 Scugog Library operating expenses. It was noted that the Finance, Policy & Personnel (FP&P) Committee discussed the flexibility of staff hours and use of volunteers. Discussion took place on the period of time when the Library will have to operate from an alternate location, when renovations on the current Library are taking place. It was noted that the Township has requested that the projected Library operating budget for 2011 be included in the 2010 budget report. It was decided that Ms. Caughlin will provide further budget information to FP&P, with a copy to the Board Chair, and this information be considered by FP&P in further discussions.

**2009-85** **MOVED by Connie Jamieson, SECONDED by Ken Reimer, that Amy Caughlin provide further budget information to the Finance, Policy & Personnel Committee, with copy to the Board Chair, for further discussion by FP&P to finalize the 2011 Library Budget.**

**CARRIED**

**2009-86** **MOVED by Ken Reimer, SECONDED by Tracey Coveart, that the Board receives the November financials.**

**CARRIED**

5.2 Finance, Policy & Personnel Committee Report on December 17 Meeting: Connie Jamieson reported that the Committee discussed the 2011 Library budget. Ms. Jamieson requested Board members to submit their Board evaluations as soon as possible.

5.3 Building Committee Report on December 14 Meeting: Barry Grisdale noted that the content of the meeting has already been addressed with the Library Expansion/Renovation presentation at the beginning of the meeting, noting the Library Board has been given the opportunity to review the proposed plans and suggest changes. Any subsequent changes prior to finalization will take place between the Library CEO and the Build team.

**2009-87** **MOVED by Barry Grisdale, SECONDED by Libbi Hood, that the Board accept the Building Plan, and authorize the Library CEO to relay any suggestions for change prior to finalization.**

**CARRIED**

5.4 Capital Fundraising Committee Report on December 8 Meeting: In Betty Somerville's absence, it was reported that the Major Donor Team is out in the community approaching businesses and service clubs. Responses are expected in January. It was noted that Canterbury Common has requested a presentation.

5.4.1 Final Gala Report: Bobbie Drew reported that \$17,000 is the final profit from this year's Gala. In view of the fact that the Library will be in the midst of renovations at Gala time in 2010, no discussion of next year's plans have taken place. If an event does take place, it likely will not be the same format. Bette Hodgins thanked Bobbie Drew and the Gala Committee for their work.

5.5 Other Items Removed From Consent Agenda: There were no other items removed from the Consent Agenda.

## **6. Business Arising From the Minutes:**

6.1 **Conflict of Interest Concern Follow-up:** Bette Hodgins reported on her follow up of Tracey Coveart's concern about a potential conflict of interest for her in her position as a newspaper reporter and member of the Library Board. As directed by the Board in November, Ms. Hodgins asked the advice of Kim Coates, Township Clerk, who encouraged the Board to obtain legal counsel. Ms. Hodgins contacted local lawyer, Mike Fowler, who offered the following three viewpoints on the issue:

1. Legal: If there is no direct financial advantage, there is no issue.
2. Moral/Emotional: The Board position vs. reporter could cause a personal conflict.
3. Perceptual: Whatever a reporter who is a Board member writes, the public perception will be that it is 100% what is happening with the Board. Mr. Fowler noted that he cautions his own staff never to comment on cases, because the public will perceive that as “inside” information and an accurate reflection on the deliberations and actions of the Board.

Mayor Pearce noted that this is the same situation as if a reporter sat on Township Council, in that they cannot speak for Council. Council members must adhere to a code of conduct, and only the appointed spokesperson can speak on behalf of Council. It is the same position on the Library Board in that Board members must take the Board’s position; the Chair speaks publicly on behalf of the Board and all Board members are bound by in-camera rules. Notice of Library Board meetings, agendas and minutes are posted on the Library website. Members of the public can obtain copies of back-up documents and can attend any meeting and speak if they wish, as long as the deputation is pre-arranged with the Board Chair and CEO. Ms. Coveart was encouraged to obtain independent legal council on this issue if she wishes and that the “ball is in her court” with respect to any actions she wishes to take on her concerns over conflict of interest.

6.2 **Evaluation Committee Update:** This item was covered under the presentation at the beginning of the meeting.

6.3 **Update on 2009 Organizational Goals and Objectives:** With regard to the Friends of the Library investigation (under Goals and Objectives), Ms. Caughlin reported that she brought this item forward to the Capital Fundraising Committee for discussion. Rather than establishing a permanent organization, the Capital Fundraising Committee felt that it would carry out its work for the Library Expansion and after the Expansion is finished, an ad hoc Committee can be authorized as needed for specific fundraising objectives. This item can be removed from the Goals and Objectives.

6.4 **Knowledge Ontario Advocacy:** Page 37 of the Board package outlines the Ontario-wide Public Library Action Plan to support Knowledge Ontario by requesting sustainable funding from the Ministry of Culture by way of a motion passed by the Library Board.

**2009-88    MOVED by Libbi Hood, SECONDED by Connie Jamieson, that the Scugog Memorial Public Library Board i) values the programs delivered by Knowledge Ontario, ii) supports Knowledge Ontario’s request for sustainable funding from the provincial government, and iii) will send a letter to the Minister of Culture emphasizing these points.**

**CARRIED**

6.5 **Report on SOLS Trustee Council Meeting on November 21, 2009:** Barry Gridale reported that there was nothing of interest to our Library at the meeting.

6.6 **Library Staff Christmas Party:** Amy Caughlin reported that the Staff had been very appreciative of the Board’s contribution of refreshments for the Library Staff Christmas Party and circulated a card from the staff extending gratitude to the Board.

7. **New Business:**

**Plans for Handling Capital Campaign Funds:** Discussion took place on how the Library CEO will handle tracking and banking of funds raised for the Capital Campaign. The Donation policy outlines actions and acknowledgements. It was noted that the Township is setting up a special account to handle expansion funds, and Ms. Caughlin will work with the Township to affect a smooth transfer of funds. Discussion took place on methods of receipting donations, and also on how pledges will be handled. Methods for reminders for pledges will be established. Donations will be temporarily held in a Library Operating account, prior to transfer to the Municipality.

Donations will be tracked and double checked at several points:

- 1) using donation software which will include all the details of each pledge/donation and the donor;
- 2) by the Library's accountant in Quickbooks, the accounting software currently used by the Library; and
- 3) by the Bank's reconciliation statements and electronic funds transfer (EFT) tracking system.

Because there was concern over the tracking of donations in the operating account, the Mayor noted that a ledger line could be printed for tracking the account monthly for Board review, with names blocked. This method is used at the Township to facilitate tracking of account activity in similar circumstances.

It was noted that the Township requires the funds raised so far, approximately \$200,000, as soon as possible, with another \$200,000 by September 2010, and the remaining \$100,000 by the end of 2010. This issue will be discussed again at the January Board meeting.

8. **In-Camera:**

**2009-89      Motion to go in-camera to approve in-camera minutes from November meeting. MOVED by Tracey Coveart, SECONDED by Ken Reimer.**

**CARRIED**

**2009-90      Motion to rise out of camera. MOVED by Libbi Hood, SECONDED by Bobbie Drew.**

**CARRIED**

**2009-91      Motion to accept the recommendations arising from in-camera. MOVED by Connie Jamieson, SECONDED by Bobbie Drew.**

**CARRIED**

9. **Date of Next Regular Meeting:** Thursday, January 21, 2010 at 7:00 p.m.

10. **Adjournment:** The meeting was adjourned at 9:40 p.m. on a Motion by Tracey Coveart.

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Bette Hodgins, Chair

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Amy Caughlin, Chief Executive Officer