

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING
Thursday, March 19, 2009
7:00 p.m.

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

STAFF: Amy Caughlin

REGRETS: Georgia Brock
Tracey Coveart
Ken Reimer
Betty Somerville

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

1. Additions to and Approval of the Agenda:

2009-21 MOVED by Libbi Hood, SECONDED by Barry Grisdale, that the Agenda be approved.

CARRIED

2. Disclosure of Conflict of Interest: No conflict of interest was declared.

3. Approval of the Minutes of the Regular Board Meeting of February 19, 2009:

2009-22 MOVED by Connie Jamieson, SECONDED by Libbi Hood, that the Minutes of the February 19, 2009 Board meeting be approved as circulated.

CARRIED

4. Business Arising from the Minutes:

4.1 Meeting with Rotary Club on Kent Farndale Bursary: Amy Caughlin and Barry Grisdale reported on the March 10 meeting with Rotary Club representatives Terry Coyne and Aubrey Oppers and led by Jonathan van Bilsen as Chair of the Arts Committee. The Rotary Club is satisfied with the name of the bursary remaining the Kent Farndale Bursary, but would like to be acknowledged as sponsoring the bursary (e.g. the Kent Farndale Bursary Sponsored by the Rotary Club). It was noted that while they have agreed to contribute \$1,000 to the bursary this year, and through the tenure of the next two Presidents (Aubrey Oppers and Terry Coyne), the sponsorship should not be regarded as permanent and their support should be requested by the Library each year. It was agreed that the Rotary Club's sponsored would be acknowledged at the yearly Bursary presentation and on plaques displayed in the Library. Further, their sponsorship would be noted in media communications relating to the Bursary, and Rotary representatives would be invited to attend the Bursary

reception. Any additional major sponsors will also be acknowledged. Bette Hodgins thanked Mr. van Bilsen, Ms. Caughlin and Mr. Grisdale for resolving this issue.

4.2 Charitable Status Follow-up: Amy Caughlin reported there are a number of regulations and restrictions for charitable status, including the fact that there is a disbursement quota requiring that 80% of donations for which receipts are issued must be spent in the same year as received. A letter of application must be sent if a charity wants to accumulate donations. There are also fees involved. Ms. Caughlin stated that the Township already has charitable status, and issues receipts for donations to the Library, so she recommends retaining the status quo. One of the issues contributing to the investigation of charitable status is the time lag between donations and receipts being sent. After discussion, it was decided that the Library can send thank you letters to donors immediately, noting in the letter that the charitable receipt will follow later if they are unable to expedite the receipt process to ensure that the letters of acknowledgement are timely.

4.3 Recommendations for Ministry of Culture "Investment in Public Libraries": Included in the Board package is a summary of the Grant Program Guidelines, and Amy Caughlin's recommendations for four of the five eligible categories. Ms. Caughlin gave a further explanation of her recommendation of the fifth category, "Automation – New Technologies", noting that libraries that have undergone building expansions see a dramatic increase in the number of patrons. In anticipation of our Library's expansion, there are options to implement self-checkout or streamline the Library's telephone service.

- RFID technology to implement self-checkout requires that the Library's collection of 48,000 items must be tagged with RFID tags, at a cost of 50 cents per tag. This investment would prepare the collection for RFID technologies, but there would be further capital implementation costs to install tag readers and customer self-checkout machines. RFID technology is standardized, so this would not limit the Library to the present ILS system (library catalogue).
- Another recommendation to improve customer service is iTIVA, an automated telephone system that works with the Library's current ILS system to allow customers to renew their items by phone and receive reminder calls on items that are overdue or on hold for them. Ms. Caughlin will bring costs of installing iTIVA to the next meeting.

There was also discussion of using the grant to monitor and streamline computer use by patrons. At present, the Library does not have a network server to facilitate monitoring, but Ms. Caughlin is looking at other solutions for recording computer use. Ms. Caughlin anticipates implementation of networking in the future, but that would be seen as part of the expansion and grant funds cannot be used for that. All grant funds must be spent by December 2010.

Regarding the recommendation to install a First Nations collection, Kelly LaRocca from Scugog Island First Nation sent a list of recommended material to Ms. Caughlin, and SOLS will have a list of material from which to choose.

With regard to the recommendation for AODA compliance relating to accessibility, training for staff and volunteers must be completed in the next year.

ACTION ITEM: Amy Caughlin will bring further research and recommendations on the iTiva automated telephone service to the next meeting.

- 4.4 Cashing GIC: Ms. Caughlin referred to the discussion at the last meeting, where the Board authorized her to cash a GIC immediately. Bank personnel told Ms. Caughlin that the GIC matures in April, so she requires the Board's approval to wait to cash the GIC.

2009-23 MOVED by Bobbie Drew, SECONDED by Connie Jamieson, that the Board authorizes Amy Caughlin to cash the GIC in April.

CARRIED

- 4.5 Building Committee Revised Terms of Reference: Bette Hodgins, Amy Caughlin, John Richardson, Jim McMillen and Mayor Marilyn Pearce recently met to discuss the Building Committee Terms of Reference. After discussion of the Mayor's suggestions, the Terms of Reference were revised and will be re-circulated.

2009-24 MOVED by Connie Jamieson, SECONDED by Libbi Hood, that the Building Committee Terms of Reference be approved as amended.

CARRIED

5. Correspondence: The Correspondence file was circulated, and briefly discussed. Ms. Caughlin highlighted the following:
- Letter to the Township requesting approval of Phase One expansion costs and hiring of MHPM as the Project Management firm.
 - Letter indicating that the Library audit is complete.

2009-25 MOVED by Bobbie Drew, SECONDED by Libbi Hood, that the Board receives the Correspondence File.

CARRIED

6. Chief Executive Officer's Report: The CEO report was pre-circulated. Amy Caughlin stated that March Break programs were full and going well. Under 5.8, Ms. Caughlin had listed the 2008 inventory for the Public Sector Accounting Board as complete, but noted it will have to be re-done to comply with a new format requirement.

2009-26 MOVED by Bobbie Drew, SECONDED by Barry Grisdale, that the Board receives the CEO's Report.

CARRIED

7. New Business:

- 7.1 Durham College Employment Centre partnership proposal: Amy Caughlin reported that Durham College has contacted the Library requesting space in the new Library for their Employment Resource Centre. They stated that Durham College has such partnerships with Oshawa and Newcastle, and they do not pay rent. Following discussion, it was decided to table this issue until after the User Requirement Focus sessions in the spring. Ms. Caughlin will notify Elgin Knopp from Durham College that their request will be considered after the focus sessions.

ACTION ITEM: Amy Caughlin to contact Elgin Knopp with the feedback from the Board discussion, and to advise him that he will be invited to a spring User Requirements Focus Session where it will be considered in conjunction with other user requests

- 7.2 Township Approval of Phase One Costs and Project Manager: Included in the Board package is a copy of a letter from the Library Board to the Township requesting approval of Phase One costs and hiring of MHPM as the Project Manager for Phase 1. It was noted that Gene Chartier of the Township has sent the contract with MHPM to the lawyer for review. The boilerplate comparison to the RFP is being done by Mr. Chartier.

8. Committee Reports:

8.1 Finance, Policy & Personnel Committee:

- 8.1.1 Treasurer's Report: The budget summary for February 2009 was pre-circulated. Ms. Caughlin explained that difference between the YTD amounts for 2009 versus 2008 is due to no CEO salary being paid out in the first months of 2008, and the CIBC donation in January of 2008.
- 8.1.2 Minutes from Meeting of February 19, 2009: The Feb. 19 minutes were pre-circulated. With reference to 5.1, Connie Jamieson noted that the Committee felt the policy timeline was too ambitious. Policy development that is mandated by the Municipal Act will be prioritized. Circulation for February is up from 13,114 in 2008 to 14,324 in 2009, which is even better than the numbers show since the DVD rental period was been changed from 3 days to one week in summer of 2008 and that has affected circulation numbers. Library visits are also up.
- 8.1.3 Report on Meeting of March 18, 2009: As there was no quorum for this meeting, February's Reconciliation Detail Report was brought to the Board meeting for review and approval.

**2009-27 MOVED by Bobbie Drew, SECONDED by Barry Grisdale,
that the Board approves February Reconciliation Detail
Report.**

CARRIED

8.2 Arts Committee:

- 8.2.1 Report from Meeting of February 13, 2009: The minutes were pre-circulated.

8.3 Building Committee:

8.3.1 Minutes from Building Committee of February 18, 2009: The minutes were pre-circulated.

8.3.2 Report from Meeting of March 18, 2009: Barry Grisdale reported that the meeting was postponed.

8.4 Capital Fundraising Committee:

8.4.1 Minutes from Meeting of February 25, 2009: The minutes were pre-circulated. Libbi Hood stated that now the grant has been received, fundraising timelines were discussed. Rob Lavery from SOLS is coming to the next Fundraising Committee meeting to discuss basics of the fundraising process. At the meeting, the committee made a recommendation that the Board proceed with seeking proposals for a Capital Fundraising Consultant. One proposal has been received, and Amy Caughlin will seek a couple of others for comparison.

2009-28 MOVED by Libbi Hood, SECONDED by Bobbie Drew, that the Board approves proceeding with obtaining proposals for a Fundraising Consultant based on a \$20,000 budget.

CARRIED

8.5 Teen Advisory Group (TAG):

8.5.1 Minutes from TAG Meeting of February 19, 2009: The minutes of the January 22 meeting were pre-circulated. Ashley Alexopoulos stated that two new members have joined TAG. A Teen Twilight Night is planned for March 21.

8.6 Seniors Services Group: The meeting to discuss improved services to the senior population has not taken place.

ACTION ITEM: Amy Caughlin and Georgia Brock to meet to discuss library services to seniors and report to the April Board meeting.

2009-29 MOVED by Bobbie Drew, SECONDED by Connie Jamieson, that the Board receive all Committee Reports.

CARRIED

9. In Camera:

2009-30 Motion to go In Camera. MOVED by Libbi Hood, SECONDED by Barry Grisdale.

CARRIED

9.1 Approval of In Camera Minutes from February 19, 2009:

2008-31 Motion to rise out of camera. MOVED by Barry, SECONDED by
Connie.

CARRIED

10. **Date of Next Regular Meeting:** Thursday, April 16, 2009 at 7:00 p.m.
11. **Adjournment:** The meeting was adjourned at 8:45 p.m. on a Motion by Libbi.

Bette Hodgins, Chair

Amy Caughlin, Chief Executive Officer