



CLARINGTON PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD
Wednesday, September 26, 2012 at 5:00 p.m.
Room 1-C Municipal Administrative Centre

MINUTES

Present: Tracey Ali Valerie Aston Fred Brumwell
Brenda Carrigan Councillor Hooper* Regional Councillor Novak*
Gail Rickard Jacob Vander Schee
* Councillor Hooper and Regional Councillor Novak left the meeting at 6:00 p.m.

Regrets: Judy Hagerman

Staff: Edith Hopkins, Chief Executive Officer
Linda Delgrande, Manager of Support Services
Megan Elliott, Administrative Assistant
Lindsay Flood, Manager of Administrative Services

Gail Rickard chaired the meeting and Megan Elliott acted as Recording Secretary.

Item	Discussion	Action Required
1.	Attendance – as noted above	
2.	Approval of Agenda Move 13 to Item 6 <u>LB084-12</u> <i>MOTION: THAT the Clarington Public Library Board approve the agenda of the September 26, 2012 Board meeting, as amended.</i> <i>Moved: Fred Brumwell Seconded: Jacob Vander Schee</i> Carried G. Rickard moved Item 13 – <i>Library Board Content in Library Program Guide</i> to be discussed after Item 6 to accommodate Councillor Novak's schedule.	
3.	Disclosure of Conflict of Interest – None	
4.	Approval of Previous Minutes <u>LB085-12</u> <i>MOTION: THAT the Clarington Public Library Board receive the minutes of the September 13, 2012 Finance Committee Meeting.</i> <i>Moved: Councillor Hooper Seconded: Valerie Aston</i> Carried <u>LB086-12</u> <i>MOTION: THAT the Clarington Public Library Board approve the minutes of the June 27, 2012 Regular Board Meeting.</i> <i>Moved: Tracey Ali Seconded: Valerie Aston</i> Carried <u>LB087-12</u> <i>MOTION: THAT the Clarington Public Library Board approve the closed session minutes of the June 27, 2012 Regular Board Meeting.</i> <i>Moved: Valerie Aston Seconded: Councillor Novak</i> Carried	

Item	Discussion	Action Required
5.	<p>Approval of Expenditures <u>LB088-12</u> MOTION: <i>THAT the Clarington Public Library Board approve:</i></p> <ol style="list-style-type: none"> 1. <i>the June 30, 2012 Financial Statement;</i> 2. <i>the July 31, 2012 Financial Statement; and</i> 3. <i>the August 31, 2012 Financial Statement.</i> <p><i>Moved: Jacob Vander Schee Seconded: Brenda Carrigan</i> Carried</p>	
6.	<p>Approval of 2011 Audited Financial Statement <u>LB089-12</u> MOTION: <i>THAT the Clarington Public Library Board approve the 2011 Audited Financial Statement from Grant Thornton LLP.</i></p> <p><i>Moved: Councillor Novak Seconded: Fred Brumwell</i> Carried</p>	
7.	<p>Request for Library Board Content in the Library Program Guide (discussion)</p> <ul style="list-style-type: none"> • <i>At the June Board meeting, Board members briefly discussed the Library Program Guide content regarding the Board members. After some discussion, it was agreed that the request for the identification of Board members be directed to the Marketing staff for implementation.</i> 	
8.	<p>Administrative Report No. A10-12: Library Radio Frequency Information (RFID) Management System <u>LB090-12</u> MOTION: <i>THAT Administrative Report No. A10-12 be received.</i></p> <p><i>Moved: Councillor Novak Seconded: Fred Brumwell</i> Carried</p> <p><u>LB091-12</u> MOTION: <i>THAT the Clarington Public Library Board approve the issuance of a Request for Proposal (RFP) for a Library Radio Frequency Identification (RFID) Management System.</i></p> <p><i>Moved: Valerie Aston Seconded: Fred Brumwell</i> Carried</p>	
9.	<p>Administrative Report No. A11-12: Clarington Public Library Strategic Plan – Status Report September 2012 <u>LB092-12</u> MOTION: <i>THAT Administrative Report No. A11-12 be received.</i></p> <p><i>Moved: Brenda Carrigan Seconded: Tracey Ali</i> Carried</p>	
10.	<p>Administrative Reports <u>LB093-12</u> MOTION: <i>THAT the Clarington Public Library Board approve the following Administrative Reports:</i></p> <ol style="list-style-type: none"> 1. <i>Administrative Report No. A12-12 – Budget Timetable;</i> 2. <i>Administrative Report No. A13-12 - Early Literacy Study;</i> 3. <i>Administrative Report No. A14-12 – Summer Reading Program.</i> <p><i>Moved: Brenda Carrigan Seconded: Fred Brumwell</i> Carried</p>	

Item	Discussion	Action Required
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11. Correspondence – As listed in agenda

LB094-12

MOTION: THAT the Clarington Public Library Board receive correspondence item I-1.

Moved: Tracey Ali

Seconded: Jacob Vander Schee

Carried

12. Letters of Appreciation

LB095-12

MOTION: THAT the Clarington Public Library direct the Chief Executive Officer to write eight (8) letters of appreciation to:

- 1. The Canadian Library Association (CLA) for the 2012 Young Canada Works (YCW) grant that provided financial assistance toward the employment of two (2) Summer Reading Club Assistant positions;*
- 2. The Human Resources and Skills Development (HRSDC) for the 2012 Canada Summer Jobs (CSJ) Grant toward the employment of two (2) Summer Reading Club Assistant positions;*
- 3. Jean-Michel Komarnicki for his continued creative and artistic exhibits at “Artspace on the Mezzanine”; and*
- 4. The Orono Horticultural Society for their volunteer hours devoted to the beautification of the gardens at the Orono Branch Library.*
- 5. Boston Pizza in Bowmanville for their support of community partnership with the Boston Pizza Rewards Program;*
- 6. The Bowmanville Zoo for their support of the Community Pass partnership with the donation of two (2) family passes;*
- 7. Jungle Cat World in Orono for their support of the Community Pass partnership with the donation of two (2) family passes;*
- 8. The Municipality of Clarington for their support of the Community Pass partnership with the donation of two (2) public skating passes and two (2) recreational swimming passes.*

Moved: Brenda Carrigan

Seconded: Valerie Aston

Carried

13. Report from the Chief Executive Officer

LB096-12

MOTION: THAT the Clarington Public Library Board receive the July-September 2012 report from the CEO.

Moved: Tracey Ali

Seconded: Fred Brumwell

Carried

E. Hopkins noted that, in response to long-standing customer complaints, the Library is planning to lower the wooden shelving on the second floor to improve accessibility and lighting with collections. It is hoped that this can be completed by year-end.

14. New Business - None

Item	Discussion	Action Required
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15. Adjournment

LB097-12

MOTION: THAT the meeting of the Clarington Public Library Board be adjourned.

Moved: Jacob Vander Schee

Carried

The meeting was adjourned at 6:20 p.m.