



CLARINGTON PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD
Wednesday, October 24, 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
* Fred Brumwell left the meeting at 5:45 p.m. before closed session (Item 12).

Regrets: Judy Hagerman

Staff: Edith Hopkins, Chief Executive Officer
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 <u>LB097-12</u> <i>MOTION: THAT the Clarington Public Library Board approve the agenda of the October 24, 2012 Board meeting, as amended.</i> <i>Moved: Jacob Vander Schee Secoded: Valerie Aston</i> Carried The <i>Health & Safety Internal Responsibilities</i> policy (Item 7) was removed from the agenda as it was not a Board-approved policy.	
3.	Disclosure of Conflict of Interest – None	
4.	Approval of Previous Minutes <u>LB098-12</u> <i>MOTION: THAT the Clarington Public Library Board receive the minutes of the October 3, 2012 Finance Committee Meeting.</i> <i>Moved: Tracey Ali Secoded: Jacob Vander Schee</i> Carried <u>LB099-12</u> <i>MOTION: THAT the Clarington Public Library Board approve the minutes of the September 26, 2012 Regular Board Meeting.</i> <i>Moved: Councillor Novak Secoded: Brenda Carrigan</i> Carried	
5.	Approval of Expenditures <u>LB100-12</u> <i>MOTION: THAT the Clarington Public Library Board approve the September 30, 2012 Financial Statement.</i> <i>Moved: Councillor Hooper Secoded: Fred Brumwell</i>	

Item	Discussion	Action Required
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Carried

6. Administrative Report No. A16-12: Code of Conduct for Library Board Members Policy

LB101-12

MOTION: THAT Administrative Report No. A16-12 be received.

Moved: Brenda Carrigan Seconded: Valerie Aston

Carried

LB102-12

MOTION: THAT the Clarington Public Library Board approve the amended policy on Code of Conduct for Library Board Members with changes as discussed.

Moved: Councillor Novak Seconded: Brenda Carrigan

Carried

The following is the amendment to the Code of Conduct for Library Board Members policy:

- Under section F. – "Municipal Elections/Issues":
 - a. Remove of first sentence related to political activities
 - b. Renaming of section F. to "Personal Issues"

7. Administrative Report No. A17-12: Board Policies Review: Accessible Customer Service and Donations

LB103-12

MOTION: THAT Administrative Report No. A17-12 be received.

Moved: Fred Brumwell Seconded: Jacob Vander Schee

Carried

LB104-12

MOTION: THAT the Clarington Public Library Board approve the attached policies on Accessible Customer Service and Donations.

Moved: Councillor Novak Seconded: Brenda Carrigan

Carried

8. Correspondence – None

9. Report from the Chief Executive Officer

LB105-12

MOTION: THAT the Clarington Public Library Board receive the October 2012 report from the CEO.

Moved: Brenda Carrigan Seconded: Councillor Hooper

Carried

E. Hopkins thanked both Councillor Hooper and Regional Councillor Novak for their participation in the Customer Appreciation Day event held on October 20, 2012. Photographs from the event were shared with Board members and are available on the Clarington Public Library website.

10. Update

- **SOLS – B. Carrigan (verbal)**

B. Carrigan provided a brief update on the October SOLS Trustee Council 5 meeting announcing George Hodgkinson as Chair and Carol Anne O'Brien as Vice-Chair of SOLS. Brenda previously held the positions of Chair and Vice-Chair for a total of eight (8) years. Brenda remains in the position as Chair of SOLS Trustee Council 5. Board members thanked Brenda for her years of service and commitment. The next Trustee Council 5 meeting is scheduled for November 10, 2012 in Port Hope.

11. New Business – None**12. Closed Session Portion to Discuss Personnel Items including Administrative Report No. A18-12**LB106-12

MOTION: THAT the meeting move into closed session.

Moved: Fred Brumwell

Seconded: Councillor Hooper

Carried

The meeting will resume in open session.

LB111-12

MOTION: THAT the motions made during the closed session be approved.

Moved: Jacob Vander Schee

Seconded: Councillor Hooper

Carried

13. AdjournmentLB112-12

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

Moved: Jacob Vander Schee

Carried

The meeting was adjourned at 6:10 p.m.