



CLARINGTON PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD
Wednesday, January 23, 2013 at 5:00 p.m.
Room 1-C Municipal Administration Centre

MINUTES

Present: Tracey Ali Fred Brumwell Brenda Carrigan
Judy Hagerman Councillor Hooper Regional Councillor Novak
Gail Rickard Jacob Vander Schee

Regrets: Valerie Aston

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

Gail Rickard chaired the meeting and Lindsay Flood acted as Recording Secretary

Time	Item	Discussion	Action Required
	1.	Attendance – as noted above	
	2.	Approval of Agenda <u>LB001-13</u> <i>MOTION: THAT the Clarington Public Library Board approve the agenda of the January 23, 2013 Board meeting.</i> <i>Moved: Councillor Hooper Seconded: Judy Hagerman</i> Carried	
	3.	Disclosure of Conflict of Interest – None	
	4.	Elections of the Officers of the Board The CEO will assume the Chair for elections and declare nominations open for the position of Chair. <u>LB002-13</u> <i>MOTION: THAT Gail Rickard be nominated for Chair.</i> <i>Moved: Councillor Novak Seconded: Brenda Carrigan</i> Carried <u>LB003-13</u> <i>MOTION: THAT nominations for Chair be closed.</i> <i>Moved: Councillor Hooper Seconded: Fred Brumwell</i> Carried Nominations were closed and Gail Rickard was acclaimed as Chair for 2013. Nominations were declared open for the position of Vice-Chair. <u>LB004-13</u> <i>MOTION: THAT Judy Hagerman be nominated for Vice-Chair.</i> <i>Moved: Brenda Carrigan Seconded: Councillor Novak</i> Carried	

Time	Item	Discussion	Action Required
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LB005-13

MOTION: THAT nominations for Vice-Chair be closed.

Moved: Jacob Vander Schee Seconded: Fred Brumwell

Carried

Nominations were closed and Judy Hagerman was acclaimed as Vice-Chair for 2013.

5. Appointment to Finance Committee for 2013

The Finance Committee is responsible for the annual review of the library's audited financial statements and the draft annual budget, including recommendations to the Board. The Committee includes the Board Chair, Vice-Chair and two (2) other Board members appointed annually.

LB006-13

MOTION: THAT Tracey Ali be nominated to be a member of the Finance Committee.

Moved: Councillor Novak Seconded: Fred Brumwell

Carried

LB007-13

MOTION: THAT Fred Brumwell be nominated to be a member of the Finance Committee.

Moved: Jacob Vander Schee Seconded: Councillor Hooper

Carried

LB008-13

MOTION: THAT nominations for two (2) members of the Finance Committee be closed.

Moved: Judy Hagerman Seconded: Brenda Carrigan

Carried

Nominations were closed and Tracey Ali and Fred Brumwell were acclaimed as members of the Finance Committee for 2013.

6. Appointment of Library Member to Southern Ontario Library Service (SOLS)

LB009-13

MOTION: THAT Brenda Carrigan be the Clarington Public Library representative on the SOLS trustee council for 2013.

Moved: Judy Hagerman Seconded: Councillor Novak

Carried

LB010-13

MOTION: THAT nominations for the representative on the SOLS trustee council for 2013 be closed.

Moved: Fred Brumwell Seconded: Councillor Hooper

Carried

Nominations were closed and Brenda Carrigan was acclaimed as representative on the SOLS trustee council for 2013.

7. Approval of Previous Minutes

LB011-13

MOTION: THAT the Clarington Public Library Board approve the minutes of the November 28, 2012 Board Meeting.

Moved: Jacob Vander Schee Seconded: Fred Brumwell

Carried

Time	Item	Discussion	Action Required
		<u>LB012-13</u> MOTION: THAT the Clarington Public Library Board approve the closed session minutes of the November 28, 2012 Board Meeting. Moved: Judy Hagerman Seconded: Councillor Hooper Carried	
	8. Approval of Expenditures		
		<u>LB013-13</u> MOTION: THAT the Clarington Public Library Board approve the November 30, 2012 Financial Statement. Moved: Tracey Ali Seconded: Brenda Carrigan Carried	
		<u>LB014-13</u> MOTION: THAT the Clarington Public Library Board approve the draft December 31, 2012 Financial Statement. Moved: Judy Hagerman Seconded: Jacob Vander Schee Carried	
	9. Administrative Report No. A01-13: Library Radio Frequency Identification (RFID) Management System		
		<u>LB015-13</u> MOTION: THAT Administrative Report No. A01-13 be received. Moved: Brenda Carrigan Seconded: Fred Brumwell	
		<u>LB016-13</u> MOTION: THAT the Clarington Public Library Board approve the award for the Library's Radio Frequency Identification System (RFID) system to the vendor, Sirsi/Dynix, (in partnership with Bibliotheca ITG), at a vendor cost not to exceed \$200,000. Moved: Judy Hagerman Seconded: Fred Brumwell	
		<u>LB017-13</u> MOTION: THAT additional, related costs for the installation of the RFID system not exceed \$25,000. Moved: Brenda Carrigan Seconded: Judy Hagerman	
		<u>LB018-13</u> MOTION: THAT the funds be drawn from the Library Board's approved capital fund for Library Automation. Moved: Councillor Hooper Seconded: Judy Hagerman	
	10. Administrative Report No. A02-13: Federation of Ontario Public Libraries (FOPL) CEO's Report to Members		
		<u>LB019-13</u> MOTION: THAT Administrative Report No. A02-13 be received. Moved: Judy Hagerman Seconded: Jacob Vander Schee	
	11. Administrative Report No. A03-13: Clarington Public Library Board Policy Review Schedule		
		<u>LB020-13</u> MOTION: THAT Administrative Report No. A03-13 be received. Moved: Judy Hagerman Seconded: Brenda Carrigan	

Time	Item	Discussion	Action Required
		<p><u>LB021-13</u> MOTION: THAT the Clarington Public Library Board approve the proposed four (4) year schedule for the review of Board policies. Moved: Councillor Novak Seconded: Councillor Hooper</p>	
		<p>12. Correspondence – as listed in the Agenda <u>LB022-13</u> MOTION: THAT the Clarington Public Library Board receive the correspondence item I-1 to I-2. Moved: Councillor Novak Seconded: Fred Brumwell Carried</p> <p>Board members requested that the Library Director write a letter of thanks to Jennifer Knox, Public Affairs Manager, Ontario Power Generation (OPG) for their Winter WonderLearn donation. (Note: Board members received confirmation on January 24, 2013 that a letter of thanks from the Library Director had been sent on December 20, 2012).</p>	
		<p>13. Letter of Congratulations <u>LB023-13</u> MOTION: THAT the Clarington Public Library direct the Chief Executive Officer to write a letter of congratulations to Erin O’Toole, newly elected Member of Parliament for Durham. Moved: Councillor Novak Seconded: Tracey Ali</p>	
		<p>14. Report from the Chief Executive Officer <u>LB024-13</u> MOTION: THAT the Clarington Public Library Board receive the December 2012 - January 2013 report from the CEO. Moved: Brenda Carrigan Seconded: Fred Brumwell Carried</p>	
		<p>15. New Business – Winter WonderLearn Board members requested the Library Director review the Library’s role and participation in Winter WonderLearn to determine the return on investment of staff and resources.</p>	
		<p>16. Adjournment <u>LB025-13</u> MOTION: THAT the meeting of the Clarington Public Library Board be adjourned. Moved: Judy Hagerman Carried</p>	

The meeting was adjourned at 6:25 p.m.