



Clarington Public Library

Regular Board Meeting Minutes

Minutes of a regular meeting of the Library Board held on April 29, 2015 at 5:00 p.m. in Room 1C.

Judy Hagerman chaired the Meeting and Megan Elliott acted as Recording Secretary.

1. **Attendance** – as listed below:

Present:

Brenda Carrigan	Kerri Davis	Terri Gray
Judy Hagerman	Councillor Hooper (5:35 p.m.)	Councillor Neal
Jacob Vander Schee	Sarah White	

Regrets:

Gail Rickard

Staff:

Linda Kent, Chief Executive Officer	Megan Elliott, Administrative Assistant
Lindsay Flood, Manager of Administrative Services	Melissa Scott, Public Service Manager
Sarah Vaisler, Marketing Manager	

2. **Approval of Agenda**

LB044-15

MOTION: THAT the Clarington Public Library Board approve the agenda of the April 29, 2015 Board Meeting.

Moved: Brenda Carrigan

Seconded: Terri Gray

Carried

3. **Presentation of Certificate and Declaration from Durham Local Diversity and Immigration Partnership Council (LDIPC)**

The Clarington Public Library was recognized by the LDIPC for the hard work staff have done to create a welcoming and inclusive environment for the community. At the April Board Meeting, Whitby Regional Councillor Lorne Coe presented a certificate and declaration to the Library CEO Linda Kent and Board Vice-Chair Judy Hagerman.

4. **Disclosure of Conflict of Interest**

No conflict of interests were stated for the meeting.

5. **Approval of Previous Minutes**

LB045-15

MOTION: THAT the Clarington Public Library Board approve the minutes of the March 25, 2015 Board Meeting.

Moved: Jacob Vander Schee

Seconded: Terri Gray

Carried

LB046-15

MOTION: THAT the Clarington Public Library Board approve the closed session minutes of the March 25, 2015 Board Meeting.

Moved: Brenda Carrigan

Seconded: Jacob Vander Schee

Carried

6. Administrative Report No. A08-15: March 31, 2015 Financial Report (continued)LB047-15*MOTION: THAT Administrative Report No. A08-15 be received.**Moved: Kerri Davis**Seconded: Sarah White***Carried**LB048-15*MOTION: THAT the Clarington Public Library approve the attached March 31, 2015 Financial Report.**Moved: Jacob Vander Schee**Seconded: Sarah Vaisler***Carried****7. Administrative Report No. A09-15: Courtice Library Furniture Tender**LB049-15*MOTION: THAT Administrative Report No. A09-15 be received.**Moved: Councillor Neal**Seconded: Brenda Carrigan***Carried**LB050-15*MOTION: THAT the Clarington Public Library Board approve the award for furniture for the Courtice Library Branch expansion to Grand & Toy, at a cost not to exceed \$104,620.29.**Moved: Jacob Vander Schee**Seconded: Kerri Davis***Carried**LB051-15*MOTION: THAT the funds be drawn from the Library's Reserve Fund for Furniture & Equipment.**Moved: Councillor Neal**Seconded: Jacob Vander Schee***Carried****8. Admin. Report No. A10-15: Courtice Library Expansion – New Shelving Tender**LB052-15*MOTION: THAT Administrative Report No. A10-15 be received.**Moved: Councillor Neal**Seconded: Terri Gray***Carried**LB053-15*MOTION: THAT the Library Board approve the award for new shelving for the Courtice Library branch expansion to Ven-Rez Products Ltd., at a cost not to exceed \$47,089.03.**Moved: Brenda Carrigan**Seconded: Kerri Davis***Carried**LB054-15*MOTION: THAT funds in the amount of \$47,089.03, be drawn from Capital Project "2014 Library Renovation and Expansion to the Courtice Library", Account 110-62-440-85511-7401. In the event the capital project is overcommitted, that any balance of funds be drawn from the Library's accumulated surplus.**Moved: Terri Gray**Seconded: Councillor Neal***Carried**

9. **Admin. Report No. A11-15: Courtice Library Expansion – Modified Shelving Tender**

LB055-15

MOTION: THAT Administrative Report No. A11-15 be received.

Moved: Brenda Carrigan

Seconded: Jacob Vander Schee

Carried

LB056-15

MOTION: THAT the Library Board approve the award for the modification and installation of pre-existing shelving at the Courtice Library Branch to Palmieri Furniture Limited, at a cost not to exceed \$42,108.29.

Moved: Sarah White

Seconded: Councillor Neal

Carried

LB057-15

MOTION: THAT funds in the amount of \$42,108.29 be drawn from Capital Project “2014 Library Renovation and Expansion to the Courtice Library”, Account 110-62-440-85511-7401. In the event the capital project is overcommitted, that any balance of funds be drawn from the Library’s accumulated surplus.

Moved: Terri Gray

Seconded: Councillor Neal

Carried

9. **Correspondence** - as listed in the agenda.

LB058-15

MOTION: THAT the Clarington Public Library Board receive correspondence Items I-1 to I-3 for information.

Moved: Sarah White

Seconded: Kerri Davis

Carried

10. **Report from the Chief Executive Officer**

LB059-15

MOTION: THAT the Clarington Public Library Board receive the April 2015 report from the CEO for information.

Moved: Councillor Neal

Seconded: Terri Gray

Carried

11. **New Business** – No new business was stated for the meeting.

12. **Updates**

- **Southern Ontario Library Service (SOLS)** – B. Carrigan (verbal)

Brenda provided a brief update regarding The Trustee Council 5 Meeting held on April 18th at the Scugog Memorial Public Library.

13. **Closed Session to Discuss Personnel Item** (verbal)

Staff members Linda Kent, Melissa Scott and Sarah Vaisler left the meeting before it moved into closed session to discuss a personnel item.

LB060-15

MOTION: THAT the meeting move into closed session.

Moved: Jacob Vander Schee

Seconded: Sarah White

Carried

The meeting moved into open session. Linda Kent returned to the meeting.

LB063-15

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

Moved: Terri Gray

Seconded: Kerri Davis

Carried

14. **Adjournment**

LB064-15

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

Moved: Jacob Vander Schee

Carried

The meeting was adjourned at 5:45 p.m.