



# Clarington Public Library

## Regular Board Meeting Minutes April 25, 2018

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Minutes of a regular meeting of the Library Board held on April 25, 2018 at 5:00 p.m. in Room 1C of the Municipal Administration Centre.

Terri Gray chaired the Meeting and Megan Elliott acted as Recording Secretary.

1. **Attendance**

**Present:**

Terri Gray	Judy Hagerman	Councillor Ron Hooper
Janice Jones	Councillor Joe Neal	Gail Rickard
Jacob Vander Schee	Sarah White	

**Regrets:**

Brenda Carrigan

**Staff Present:**

Linda Kent, Chief Executive Officer  
Megan Elliott, Manager of Business Administration  
Nancy Sandercock, Manager of Human Resources  
Kiley Percy, Manager of Public Service (Acting)  
Melissa Redden, Manager of Public Service (Acting)

2. **Approval of Agenda**

**Motion #LB039-18**

Moved by Judy Hagerman, seconded by Gail Rickard

*THAT the Clarington Public Library Board approve the agenda of the April 25, 2018 Board Meeting, as amended.*

**Carried**

The two (2) amendments to the agenda were: (Item 11) addition of Motion #LB049-18; and (Item 12) addition to New Business.

3. **Disclosure of Conflict of Interest**

There were no conflict of interests stated for this meeting.

4. **Approval of Previous Minutes**

**Motion #LB040-18**

Moved by Jacob Vander Schee, seconded by Gail Rickard

*THAT the Clarington Public Library Board approve the minutes of the March 28, 2018 Regular Board Meeting, as amended.*

**Carried**

The amendment to the minutes was to correctly record Councillor Neal as absent for the March Regular Board meeting.

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5. **Administrative Report No. A10-18: March 31, 2018 Financial Report**

**Motion #LB041-18**

*Moved by Judy Hagerman, seconded by Sarah White*

*THAT the Clarington Public Library Board receive Administrative Report No. A14-18: March 31, 2018 Financial Report.*

**Carried**

**Motion #LB042-18**

*Moved by Judy Hagerman, seconded by Jacob Vander Schee*

*THAT the Clarington Public Library Board approve the March 31, 2018 Financial Report.*

**Carried**

6. **Administrative Report No. A15-18: PLA Conference Report**

**Motion #LB043-18**

*Moved by Janice Jones, seconded by Councillor Hooper*

*THAT the Clarington Public Library Board receive Administrative Report No. A15-18: 2018 PLA Conference Report as information.*

**Carried**

7. **Administrative Report No. A16-18: Use of Corporate Resources for Election Purposes Policy**

**Motion #LB044-18**

*Moved by Sarah White, seconded by Judy Hagerman*

*THAT the Clarington Public Library Board receive and approve Administrative Report No. A16-18: Use of Corporate Resources for Election Purposes Policy as presented.*

**Carried**

8. **Correspondence**

I-1 Mar.30-18 Letter from Library and Archives Canada congratulating the Clarington Public Library on being selected as 1 of 3 finalists of the TD Summer Reading Club Library Awards 2017. The prize will be presented on May 31<sup>st</sup> during the Manitoba Library Association Conference.

**Motion #LB045-18**

*Moved by Judy Hagerman, seconded by Councillor Neal*

*THAT the Clarington Public Library Board receive correspondence Item I-1 as information.*

**Carried**

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

**Motion #LB046-18**

*Moved by Janice Jones, seconded by Jacob Vander Schee*

*THAT the Clarington Public Library Board receive the April 2018 CEO Report from the Chief Executive Officer.*

**Carried**

**10. Updates**

- **Southern Ontario Library Service (SOLS)** – B. Carrigan (verbal)  
Due to the absence of Board member Brenda Carrigan, there was no verbal report.

**11. Closed Session to Discuss Confidential Personnel Item****Motion #LB047-18**

Moved by Judy Hagerman, seconded by Jacob Vander Schee

*THAT the Clarington Public Library Board move into closed session to discuss a personnel item.*

**Carried**

CEO Linda Kent and Managers Kiley Percy, Melissa Redden and Nancy Sandercock left the meeting for the closed session. Megan Elliott remained as Recording Secretary.

No actions were made in closed session. CEO Linda Kent returned to the meeting.

**Motion #LB049-18**

Moved by Councillor Neal, seconded by Councillor Hooper

*THAT the Clarington Public Library Board receive and approve the CEO 2018 Work Plan.*

**Carried**

**12. New Business - Closed Session to Discuss Confidential Personnel Item****Motion #LB050-18**

Moved by Councillor Neal, seconded by Janice Jones

*THAT the Clarington Public Library Board move into closed session to discuss a personnel item.*

**Carried**

Recording Secretary Megan Elliott left the meeting for the closed session. CEO Linda Kent remained and performed duties as Recording Secretary.

No actions were made in closed session. Recording Secretary Megan Elliott returned to the meeting.

**13. Adjournment****Motion #LB54-18**

Moved by Jacob Vander Schee, seconded by Councillor Neal

*THAT the meeting of the Clarington Public Library Board be adjourned.*

**Carried**

The meeting adjourned at 6:05 p.m.