



# Clarington Public Library

## Regular Board Meeting Minutes June 27, 2018

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Minutes of a regular meeting of the Library Board held on June 27, 2018 at 5:00 p.m. in the Room 1C of the Municipal Administration Centre.

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

### 1. Attendance

#### Present:

Brenda Carrigan  
Janice Jones  
Sarah White

Terri Gray  
Gail Rickard

Councillor Ron Hooper  
Jacob Vander Schee

#### Regrets:

Judy Hagerman

Councillor Joe Neal

#### Staff Present:

Linda Kent, Chief Executive Officer  
Megan Elliott, Manager of Business Administration  
Nancy Sandercock, Manager of Human Resources  
Melissa Scott, Manager of Service Excellence  
Sarah Vaisler, Deputy Director

### 2. Approval of Agenda

#### Motion #LB065-18

Moved by Brenda Carrigan, seconded by Jacob Vander Schee

*THAT the Clarington Public Library Board approve the agenda of the June 27, 2018 Board Meeting.*

**Carried**

### 3. Disclosure of Conflict of Interest

There were no conflict of interests stated for this meeting.

### 4. Approval of Previous Minutes

#### Motion #LB066-18

Moved by Councillor Hooper, seconded by Jacob Vander Schee

*THAT the Clarington Public Library Board approve the minutes of the May 23, 2018 Regular Board Meeting.*

**Carried**

### 5. Approval of 2017 Audited Financial Statements

#### Motion #LB067-18

Moved by Janice Jones, seconded by Sarah White

*THAT the Clarington Public Library Board receive and approve the 2017 Audited Financial Statements from Grant Thornton LLP.*

**Carried**

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**Approval of 2017 Audited Financial Statements (continued)****Motion #LB068-18**

Moved by Brenda Carrigan, seconded by Sarah White

*THAT the Clarington Public Library Board receive and approve the Report to the Board of Directors – Communication of audit strategy and results for the year ended December 31, 2017.*

**Carried**

Board members thanked Irfan Ahmad, Senior Manager of Grant Thornton LLP, for an informative overview of the audit.

**6. Administrative Report No. A20-18: May 31, 2018 Financial Report****Motion #LB069-18**

Moved by Sarah White, seconded by Jacob Vander Schee

*THAT the Clarington Public Library Board receive Administrative Report No. A20-18: May 31, 2018 Financial Report.*

**Carried**

**Motion #LB070-18**

Moved by Councillor Hooper, seconded by Sarah White

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

**Carried**

**7. Administrative Report No. A21-18: TD Summer Reading Club Awards 2017****Motion #LB071-18**

Moved by Gail Rickard, seconded by Brenda Carrigan

*THAT the Clarington Public Library Board receive Administrative Report No. A21-18: TD Summer Reading Club Awards 2017 as information.*

**Carried**

**8. Correspondence**

I-1 May 28-18 Card of thanks from staff member Janice Kraayenhof for the donation to the Alzheimer Society in memory of her mother.

**Motion #LB072-18**

Moved by Jacob Vander Schee, seconded by Gail Rickard

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

**Carried**

**9. Report from the Chief Executive Officer****Motion #LB073-18**

Moved by Jacob Vander Schee, seconded by Sarah White

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

**Carried**

10. **Updates**

- **Southern Ontario Library Service (SOLS)** – B. Carrigan (verbal)  
Brenda provided a brief summary of the annual general meeting held on June 14 and June 15 in Toronto.

11. **New Business**

- **Bowmanville Refurbishment** – Linda Kent  
Linda shared with Board members the RFP (request for proposal) for the Bowmanville Refurbishment will be going out next week. Interested Board members may contact Linda for a viewing of the draft. The results will be presented at a Special Board meeting for approval.
- **Negotiations** – Linda Kent  
The CUPE Local 74 Collective Agreement expired in December 2017 and currently negotiations are being held with CUPE representatives. Once the negotiations have been completed, the contract will be presented at a Special Board meeting for ratification.

12. **Adjournment**

**Motion #LB74-18**

Moved by Jacob Vander Schee

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

**Carried**

The meeting adjourned at 5:40 p.m.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Terri Gray, Board Chair