



# Clarington Public Library

## Regular Board Meeting Minutes October 24, 2018

Minutes of a regular meeting of the Library Board held on October 24, 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	Terri Gray	Judy Hagerman
Councillor Ron Hooper	Janice Jones	Councillor Neal
Gail Rickard	Jacob Vander Schee	

**Regrets:**

Sarah White

**Staff Present:**

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

2. **Approval of Agenda**

**Motion #LB093-18**

Moved by Judy Hagerman, seconded by Brenda Carrigan

*THAT the Clarington Public Library Board approve the agenda of the October 24, 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 #LB094-18**

Moved by Councillor Neal, seconded by Jacob Vander Schee

*THAT the Clarington Public Library Board approve the minutes of the September 26, 2018 Regular Board Meeting.*

**Carried**

**Motion #LB095-18**

Moved by Councillor Neal, seconded by Judy Hagerman

*THAT the Clarington Public Library Board approve the minutes of the August 8, 2018 Special Board Meeting.*

**Carried**

**Motion #LB096-18**

Moved by Councillor Neal, seconded by Janice Jones

*THAT the Clarington Public Library Board approve the closed session minutes of the August 8, 2018 Special Board Meeting.*

**Carried**

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5. **Administrative Report No. A29-18: September 30, 2018 Financial Report**

**Motion #LB097-18**

Moved by Councillor Hooper, seconded by Brenda Carrigan

*THAT the Clarington Public Library Board receive Administrative Report No. A29-18: September 30, 2018 Financial Report.*

**Carried**

**Motion #LB098-18**

Moved by Judy Hagerman, seconded by Jacob Vander Schee

*THAT the Clarington Public Library Board approve the September 30, 2018 Financial Report.*

**Carried**

6. **Administrative Report No. A30-18: Third Quarter (Q3) Statistics**

**Motion #LB099-18**

Moved by Gail Rickard, seconded by Brenda Carrigan

*THAT the Clarington Public Library Board receive Administrative Report No. A30-18: Third Quarter (Q3) Statistics as information.*

**Carried**

7. **Administrative Report No. A31-18: Board Legacy Document**

**Motion #LB100-18**

Moved by Judy Hagerman, seconded by Jacob Vander Schee

*THAT the Clarington Public Library Board receive Administrative Report No. A31-18: Board Legacy Document for discussion.*

**Carried**

**Motion #LB101-18**

Moved by Judy Hagerman, seconded by Brenda Carrigan

*THAT the Clarington Public Library Board adopt the Board Legacy Document 2018 (Appendix B) as presented.*

**Carried**

The Board Legacy Document 2018 will be included in the Board Orientation Manual.

8. **Administrative Report No. A32-18: Board Policy Review: Board Expenses**

**Motion #LB102-18**

Moved by Jacob Vander Schee, seconded by Councillor Hooper

*THAT the Clarington Public Library Board receive Administrative Report No. A32-18: Board Expenses Policy Review.*

**Carried**

**Motion #LB103-18**

Moved by Gail Rickard, seconded by Jacob Vander Schee

*THAT the Clarington Public Library Board approve the Board Expenses policy as presented.*

**Carried**

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

**Motion #LB0104-18**

Moved by Judy Hagerman, seconded by Janice Jones

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

**Carried**

10. **Updates**

- **Southern Ontario Library Service (SOLS)** – B. Carrigan (verbal)  
A brief update was provided by Board Member Brenda Carrigan. The next Trustee Council is scheduled to be held on November 5<sup>th</sup> in Brooklin.

11. **New Business**

- **Staff Recognition Event on October 26, 2018 – Bowmanville Branch**  
CEO Linda Kent reminded Board members of the upcoming annual Board event to recognize staff years of service.

12. **Adjournment**

**Motion #LB105-18**

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 5:35 p.m.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Terri Gray, Board Chair**