



Regular Board Meeting Minutes  
March 21, 2019

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Minutes of a regular meeting of the Library Board held on March 21, 2019 at 5:00 p.m. in the Mezzanine Meeting Room of the Bowmanville Branch.

Steven Cooke chaired the Meeting and Megan Elliott acted as Recording Secretary.

1. **Attendance**

**Present:**

Steven Cooke	Judy Hagerman	Christopher Hinbest
Local Councillor Hooper	Regional Councillor Neal	Connor Visser

**Regrets:**

Terri Gray	Justin MacLean
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**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 #LB012-19**

Moved by Judy Hagerman, seconded by Connor Visser

*THAT the Clarington Public Library Board approve the agenda of the March 21, 2019 Board Meeting, as revised (to include Admin. Report A010-19 Bowmanville Branch Accessibility Redesign).*

**Carried**

3. **Disclosure of Conflict of Interest**

There were no conflict of interests stated for this meeting.

4. **Approval of Previous Minutes**

**Motion #LB013-19**

Moved by Councillor Hooper, seconded by Judy Hagerman

*THAT the Clarington Public Library Board approve the minutes of the January 23, 2019 Regular Board Meeting.*

**Carried**

5. **Administrative Report No. A04-19: Service Transactions Fourth Quarter (Q4) 2018**

**Motion #LB014-19**

Moved by Christopher Hinbest, seconded by Connor Visser

*THAT the Clarington Public Library Board receive Administrative Report No. A04-19: Service Transactions Fourth Quarter (Q4) as information.*

**Carried**

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**6. Administrative Report No. A05-19: December 31, 2018 Financial Report****Motion #LB015-19**

Moved by Judy Hagerman, seconded by Councillor Neal

*THAT the Clarington Public Library Board receive and approve Administrative Report No. A05-19: December 31, 2018 Financial Report.*

**Carried**

**7. Administrative Report No. A06-19: ILS Cloud Migration****Motion #LB008-19**

Moved by Councillor Hooper, seconded by Judy Hagerman

*THAT the Clarington Public Library Board receive Administrative Report No. A06-19: Integrated Library Services (ILS) Cloud Migration; and*

*THAT SirsiDynix with an annual bid of \$74,917 (excluding HST) being the lowest compliant bidder meeting all terms, conditions, and specifications of RFP CLPL2018-1 be awarded the contract for the provision of ILS Cloud Services for a seven (7) year period with escalation rates not to exceed 1% in years four (4), five (5), six (6) and seven (7) of the contract.*

**Carried**

**8. Administrative Report No. A07-19: OLA Superconference 2019****Motion #LB016-19**

Moved by Judy Hagerman, seconded by Christopher Hinbest

*THAT the Clarington Public Library Board receive and approve Administrative Report No. A07-19: OLA Superconference as information.*

**Carried**

**9. Correspondence**

11-Feb. 07-19 *Card of thanks from staff member Soi Mui Chau for the outpouring of support received during the recent loss of her Mother.*

12-Feb. 07-19 *Letter of concern from library member Pauline Garvey regarding collections and the library's letter of response sent to Pauline.*

13-Feb. 07-19 *Letter of welcome from Barbara Franchetto, CEO of Southern Ontario Library Service (SOLS), to the Clarington Public Library Board members.*

An additional item of correspondence was shared with Board members. A library member submitted a written request for the library to purchase 3-D printers.

**Motion #LB017-19**

Moved by Christopher Hinbest, seconded by Councillor Neal

*THAT the Clarington Public Library Board receive correspondence items I-1 to I-4.*

**Carried**

**10. Report from the Chief Executive Officer****Motion #LB018-19**

Moved by Councillor Neal, seconded by Connor Visser

*THAT the Clarington Public Library Board receive the February 2019 CEO Report from the Chief Executive Officer.*

**Carried**

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**11. Administrative Report No. A08-19: Revised 2019 Current Budget****Motion #LB019-19**

Moved by Judy Hagerman, seconded by Connor Visser

*THAT the Clarington Public Library Board receive and approve Administrative Report No. A08-19: Revised 2019 Current Budget as presented.*

**Carried**

**12. Administrative Report No. A09-19: Bowmanville Redesign Project Update**

Administrative Report No. A09-19 was discussed with Administrative Report No. A010-19 (Item 13 New Business).

**13. New Business –****Administrative Report No. A10-19: Bowmanville Branch Accessibility Redesign**

A revised document was presented at the meeting to provide Board members with the draft plans and cost estimates for the revised Bowmanville Branch Redesign project.

**Motion #LB020-19**

Moved by Councillor Neal, seconded by Connor Visser

*THAT the Clarington Public Library Board receive Administrative Report No. A010-19: Bowmanville Branch Accessibility Redesign report; and*

*THAT the Clarington Public Library Board approve the revised design plans and cost estimates presented by Shoalts and Zaback; and*

*THAT the Clarington Public Library Board present the Bowmanville Branch Accessibility Redesign and cost estimate to Municipal Council.*

**Carried**

**Discussion under New Business**

Councillor Hooper requested clarification on comments which occurred during the Library's budget presentation to Council where South Bowmanville was raised as a potential future location for a library branch.

**14. Adjournment****Motion #LB021-19**

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

Moved by Councillor Neal, seconded by Christopher Hinbest

**Carried**

The meeting adjourned at 5:50 p.m.