



Minutes of a regular meeting of the Library Board held on January 29 at 5:00 p.m. in Room 1C of the Municipal Administrative Centre.

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

1. **Attendance**

Present:

Steven Cooke	Terri Gray	Christopher Hinbest
Judy Hagerman	Local Councillor Hooper	Donald McKenzie
Marina Ross	Katharine Warren	

Regrets:

Regional Councillor Neal

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
Melissa Redden, Collections Coordinator
Heather Ridge, Executive Director, Clarington Museum & Archives

2. **Approval of Agenda**

Motion #LB001-20

Moved by Katharine Warren, seconded by Marina Ross

THAT the Clarington Public Library Board approve the agenda of the January 29, 2020 Regular Board Meeting, as amended.

Carried

The agenda was amended to include one item under Item No. 12. New Business: Staff Announcements – Linda Kent.

3. **Disclosure of Conflict of Interest**

There were no conflict of interests stated for this meeting.

4. **Approval of Previous Minutes**

Motion #LB002-20

Moved by Donald McKenzie, seconded by Judy Hagerman

THAT the Clarington Public Library Board approve the minutes of the November 29, 2019 Regular Board Meeting, as amended.

Carried

The minutes were amended to correctly identify Terri Gray as the Chair at the November Regular Board Meeting.

5. **Administrative Report No. A01-20: December 31, 2019 Financial Report**

Motion #LB003-20

Moved by Councillor Hooper, seconded by Christopher Hinbest

THAT the Clarington Public Library Board receive and approve Administrative Report No. A01-20: December 31, 2019 Financial Report.

Carried

6. **Administrative Report No. A02-20: Per Capita Funding**

Motion #LB004-20

Moved by Terri Gray, seconded by Donald McKenzie

THAT the Clarington Public Library Board receive and approve Administrative Report No. A02-20: Per Capita Funding as information.

Carried

7. **Administrative Report No. A03-20: Procedural Bylaws Revisions**

Motion #LB005-20

Moved by Donald McKenzie, seconded by Judy Hagerman

THAT the Clarington Public Library Board receive Administrative Report No. A03-20: Procedural Bylaws Revisions and adopt the Procedural Bylaws, attached as "Schedule A", as presented.

Carried

8. **Administrative Report No. A04-20: 2020 Library Board Meeting Dates**

Motion #LB006-20

Moved by Terri Gray, seconded by Donald McKenzie

THAT the Clarington Public Library Board receive Administrative Report No. A04-20: Library Board Meeting Dates and approve the proposed meeting date schedule for the current year, as presented.

Carried

9. **Administrative Report No. A05-20: 2020 Museum and Archives Advisory Committee Meeting Dates**

Motion #LB007-20

Moved by Katharine Warren, seconded by Christopher Hinbest

THAT the Clarington Public Library Board receive Administrative Report No. A05-20: 2020 Clarington Museum and Archives Advisory Committee Meeting Dates as information.

Carried

10. **Correspondence – as listed in the agenda**

Motion #LB008-20

Moved by Donald McKenzie, seconded by Terri Gray

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

Carried

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

Motion #LB009-20

Moved by Marina Ross, seconded by Judy Hagerman

THAT the Clarington Public Library Board receive the January 2020 CEO Report from the Chief Executive Officer.

Carried

12. **New Business**

- **Staff Announcements** – Linda Kent

Linda shared the upcoming maternity leave for Manager of Service Excellence Melissa Scott in February and the resignation of Deputy Director Sarah Vaisler effective February 14, 2020. Sarah has accepted the role of CEO at Ajax Public Library on March 2, 2020.

13. **Motion #LB010-20**

Moved by Christopher Hinbest, seconded by Donald McKenzie

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

Carried

The meeting adjourned at 5:30 p.m.