



Regular Board Meeting Minutes  
September 30, 2020

Minutes of a regular meeting of the Library Board held on September 30<sup>th</sup> at 5:00 p.m. Board members were present via electronic means due to the Covid-19 Pandemic. Motions were determined by roll call.

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

1. **Attendance**

**Present:**

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

**Regrets:**

Judy Hagerman	Councillor Neal
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**Staff Present:**

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

2. **Approval of Agenda**

**Motion #LB054-20**

Moved by Donald McKenzie, seconded by Terri Gray

*THAT the Clarington Public Library Board approve the agenda of the September 30<sup>th</sup>, 2020 Regular 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 #LB55-20**

Moved by Marina Ross, seconded by Donald McKenzie

*THAT the Clarington Public Library Board approve the minutes of the July 22, 2020 Regular Board Meeting.*

Moved by Councillor Hooper, seconded by Katharine Warren

*THAT the Clarington Public Library Board approve the minutes of the June 24, 2020 Regular Board Meeting.*

**Carried**

5. **Administrative Report No. A22-20: August 31, 2020 Financial Report**

**Motion #LB56-20**

Moved by Terri Gray, seconded by Christopher Hinbest

*THAT the Clarington Public Library Board receive and approve Administrative Report No. A22-20: August 31, 2020 Financial Report.*

**Carried**

6. **Administrative Report No. A23-20: Service Transactions Second Quarter (Q2) 2020**  
**Motion #LB57-20**  
Moved by Councillor Hooper, seconded by Marina Ross  
*THAT the Clarington Public Library Board receive Administrative Report No. A23-20: Service Transactions Second Quarter (Q2) 2020 as information.*  
**Carried**
7. **Administrative Report No. A24-20: 2021 Draft Budget Meeting Timetable**  
**Motion #LB58-20**  
Moved by Donald McKenzie, seconded by Councillor Hooper  
*THAT the Clarington Public Library Board receive Administrative Report No. A24-20: Draft Budget Meeting Timetable as information.*  
**Carried**
8. **Administrative Report No. A25-20: Board Policy Review – Board Procedural Bylaws BD001-14**  
**Motion #LB59-20**  
Moved by Terri Gray, seconded by Marina Ross  
*THAT the Clarington Public Library Board receive Administrative Report No. A25-20: Board Procedural Bylaws and approve the amendments to Board Procedural Bylaws BD001-14 as presented.*  
**Carried**
9. **Chief Executive Officer Report**  
**Motion #LB60-20**  
Moved by Donald McKenzie, seconded by Terri Gray  
*THAT the Clarington Public Library Board receive the September 2020 CEO Report from the Chief Executive Officer.*  
**Carried**
10. **Updates:**
  - **Budget** - The formal budget request will be presented to the Board at the October 28, 2020 Library Board Meeting.
  - **Museum Facilities** - Linda Kent provided Board members with a brief update regarding the return of staff to the Museum.
  - **South Bowmanville Recreation Complex** - The project will be included as part of Council's Budget process.
11. **Adjournment**  
**Motion #LB061-20**  
Moved by Christopher Hinbest, seconded by Donald McKenzie  
*THAT the meeting of the Clarington Public Library Board be adjourned.*  
**Carried**  
The meeting adjourned at 5:20 p.m.

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

**Steven Cooke, Board Chair**