



Clarington Public Library

Regular Board Meeting Minutes February 22, 2017

Minutes of a regular meeting of the Library Board held on February 22, 2017 at 5:00 p.m. in Room 1C of the Municipal Administration Centre.

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

1. **Attendance**

Present:

Kerri Davis	Terri Gray	Judy Hagerman
Councillor Ron Hooper	Councillor Joe Neal	Gail Rickard
Jacob Vander Schee		

Regrets:

Brenda Carrigan	Sarah White
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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 #LB020-17

Moved by Judy Hagerman, seconded by Gail Rickard

THAT the Clarington Public Library Board approve the agenda of the February 22, 2017 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 #LB021-17

Moved by Judy Hagerman, seconded by Jacob Vander Schee

THAT the Clarington Public Library Board approve the minutes of the January 25, 2017 Regular Board Meeting; and

THAT the Clarington Public Library Board approve the closed session minutes of the January 25, 2017 Regular Board Meeting.

Carried

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5. **Administrative Report No. A05-17: January 31, 2017 Financial Report**
Motion #LB022-17
Moved by Gail Rickard, seconded by Judy Hagerman
THAT the Clarington Public Library Board receive and approve Administrative Report No. A05-17: January 31, 2017 Financial Report.
Carried
 6. **Administrative Report No. A06-17: Health & Safety Statement**
Motion #LB023-17
Moved by Councillor Hooper, seconded by Judy Hagerman
THAT the Clarington Public Library Board receive and approve Administrative Report No. A06-17: Health & Safety Statement.
Carried
 7. **Administrative Report No. A07-17: OLA Conference Staff Report**
Motion #LB024-17
Moved by Councillor Neal, seconded by Jacob Vander Schee
THAT the Clarington Public Library Board receive Administrative Report No. A07-17: OLA Conference Staff Report as information.
Carried
 8. **Administrative Report No. A08-17: Service Transactions Fourth Quarter (Q4) 2016**
Motion #LB025-17
Moved by Kerri Davis, seconded by Jacob Vander Schee
THAT the Clarington Public Library Board receive Administrative Report No. A08-17: Service Transactions Fourth Quarter (Q4) 2016 as information.
Carried
 9. **Correspondence – as noted in the agenda**
Motion #LB026-17
Moved by Judy Hagerman, seconded by Gail Rickard
THAT the Clarington Public Library Board receive Correspondence items I-1 to I-2.
Carried
 10. **Report from the Chief Executive Officer**
Motion #LB027-17
Moved by Judy Hagerman, seconded by Jacob Vander Schee
THAT the Clarington Public Library Board receive the February 2017 CEO Report from the Chief Executive Officer as information.
Carried

11. **New Business - None**

12. **Updates:**

- **Southern Ontario Library Service (SOLS)** – None

13. **Closed Session to Discuss Confidential Administrative Report No. A09-17**

Motion #LB028-17

Moved by Councillor Hooper, seconded by Judy Hagerman

THAT the Clarington Public Library Board move into closed session.

Carried

Motion #LB031-17

Moved by Judy Hagerman, seconded by Councillor Hooper

THAT the motions made in closed session be approved.

Carried

14. **Chief Executive Officer (CEO) Annual Review**

CEO evaluations and accompanying documents were distributed to all Board members and T. Gray, Board Chair, instructed the Board members that an ad hoc committee will be selected to complete the review. The review committee will consist of the Board Chair, Board Vice Chair and one Board member.

The Board Chair asked Board members to return their completed CEO Performance review to her by March 23, 2017. The ad hoc committee will then meet to discuss the results and the Chair will meet with the CEO afterwards for discussion.

Motion #LB032-17

Moved by Gail Rickard, seconded by Jacob Vander Schee

THAT Terri Gray, Judy Hagerman and Kerri Davis form an ad hoc committee to discuss the annual review for the Chief Executive Officer and bring recommendations to the April 26, 2017 Regular Board Meeting.

Carried

Board members not in attendance will be provided the evaluations for completion.

15. **Adjournment**

Motion #LB033-17

Moved by Jacob Vander Schee

THAT the Clarington Public Library Board be adjourned.

Carried

The meeting adjourned at 5:50 p.m.