



# Clarington Public Library

## Regular Board Meeting Minutes November 22, 2017

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Minutes of a regular meeting of the Library Board held on November 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:**

Brenda Carrigan	Terri Gray	Judy Hagerman
Janice Jones	Regional Councillor Neal	Gail Rickard
Jacob Vander Schee		

**Regrets:**

Councillor Ron Hooper     Sarah White

**Staff Present:**

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

2. **Approval of Agenda**

**Motion #LB096-17**

Moved by Councillor Neal, seconded by Judy Hagerman

*THAT the Clarington Public Library Board approve the agenda of the November 22, 2017 Board Meeting, as amended to include correspondence.*

**Carried**

3. **Disclosure of Conflict of Interest**

There were no conflict of interests stated for this meeting.

4. **Approval of Previous Minutes**

**Motion #LB097-17**

Moved by Brenda Carrigan, seconded by Gail Rickard

*THAT the Clarington Public Library Board approve the minutes of the October 25, 2017 Regular Board Meeting.*

**Carried**

5. **Administrative Report No. A31-17: October 31, 2017 Financial Report**

**Motion #LB098-17**

Moved by Judy Hagerman, seconded by Brenda Carrigan

*THAT the Clarington Public Library Board receive and approve Administrative Report No. A31-17: October 31, 2017 Financial Report.*

**Carried**

6. **Administrative Report No. A32-17: Service Transactions – Third Quarter (Q3) Report 2017**

**Motion #LB099-17**

Moved by Janice Jones, seconded by Judy Hagerman

*THAT the Clarington Public Library Board receive Administrative Report No. A32-17: Service Transactions – Third Quarter (Q3) Report as information.*

**Carried**

7. **Correspondence –**

The Chair shared a card of thanks from staff member Nancy MacDougal with Library Board members. Nancy was recently presented with a gift card as staff recognition for her ten years of service at the Library. Nancy graciously donated her gift card to the Ontario Association of Food Banks.

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

**Motion #LB100-17**

Moved by Brenda Carrigan, seconded by Judy Hagerman

*THAT the Clarington Public Library Board receive the November 2017 CEO Report from the Chief Executive Officer as information.*

**Carried**

9. **New Business**

10. **Updates**

- **Southern Ontario Library Service (SOLS)** – Brenda Carrigan (verbal)  
Brenda Carrigan provided a brief update regarding the Trustee Council 5 meeting recently held on November 18<sup>th</sup>, 2017 in Richmond Hill.
- **December Board Meeting**  
At the request of the Chair, a quorum was determined for the December 13<sup>th</sup> Board meeting.

11. **Adjournment**

**Motion #LB101-17**

Moved by Jacob Vander Schee, seconded by Regional Councillor Neal

*THAT the Clarington Public Library Board be adjourned.*

**Carried**

The meeting adjourned at 5:25 p.m.