



Clarington Public Library

Regular Board Meeting Minutes February 28, 2018

Minutes of a regular meeting of the Library Board held on February 28, 2018 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	Councillor Ron Hooper
Janice Jones	Councillor Joe Neal	Gail Rickard
Jacob Vander Schee	Sarah White	

Regrets:

Judy Hagerman

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)

2. **Approval of Agenda**

Motion #LB016-18

Moved by Gail Rickard, seconded by Councillor Neal

THAT the Clarington Public Library Board approve the agenda of the February 28, 2018 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 #LB017-18

Moved by Jacob Vander Schee, seconded by Brenda Carrigan

THAT the Clarington Public Library Board approve the minutes of the January 24, 2018 Regular Board Meeting.

Carried

5. **Administrative Report No. A05-18: Revised 2018 Current Budget**

Motion #LB018-18

Moved by Gail Rickard, seconded by Jacob Vander Schee

MOTION:

THAT the Clarington Public Library Board receive Administrative Report No. A05-18: Revised 2018 Current Budget.

Carried

Administrative Report No. A05-18: Revised 2018 Current Budget (continued)**Motion #LB019-18**

Moved by Sarah White, seconded by Janice Jones

THAT the Clarington Public Library Board approve the revised 2018 Current Budget as presented.

Carried

6. Administrative Report No. A06-18: January 31, 2018 Financial Report**Motion #LB020-18**

Moved by Councillor Neal, seconded by Sarah White

THAT the Clarington Public Library Board receive Administrative Report No. A06-18: January 31, 2018 Financial Report.

Carried

Motion #LB021-18

Moved by Councillor Hooper, seconded by Brenda Carrigan

THAT the Clarington Public Library Board approve the January 31, 2018 Financial Report.

Carried

7. Administrative Report No. A07-18: OLA Superconference 2018**Motion #LB022-18**

Moved by Brenda Carrigan , seconded by Sarah White

THAT the Clarington Public Library Board receive Administrative Report No. A07-18: OLA Superconference 2018.

Carried

8. Administrative Report No. A08-18: Service Transactions Fourth Quarter (Q4) 2017**Motion #LB023-18**

Moved by Councillor Hooper, seconded by Sarah White

THAT the Clarington Public Library Board receive Administrative Report No. A08-18: Service Transactions Fourth Quarter (Q4) as information.

Carried

9. Administrative Report No. A09-18: Annual CEO Review**Motion #LB024-18**

Moved by Janice Jones, seconded by Jacob Vander Schee

THAT the Clarington Public Library Board receive Administrative Report No. A09-18: Annual CEO Review.

Carried

Administrative Report No. A09-18: Annual CEO Review (continued)**Motion #LB025-18**

Moved by Sarah White, seconded by Gail Rickard

THAT the Clarington Public Library Board appoint the Board Chair, Board Vice Chair and one other Board Member to form an ad hoc Performance Appraisal Committee to discuss the annual review for the Chief Executive Officer and bring recommendations to the April 25, 2018 Regular Board Meeting.

Carried

Motion #LB026-18

Moved by Jacob Vander Schee, seconded by Brenda Carrigan

THAT Sarah White be appointed to the ad hoc Performance Appraisal Committee.

Carried

The CEO evaluation and accompanying documents were distributed to all Board members. Board members were asked to submit their completed evaluation to the Board Chair no later than March 31st, 2018. Board members not in attendance also received the evaluation package.

10. Correspondence – None**11. Report from the Chief Executive Officer****Motion #LB027-18**

Moved by Councillor Hooper, seconded by Brenda Carrigan

THAT the Clarington Public Library Board receive the February 2018 CEO Report from the Chief Executive Officer.

Carried

12. Updates

- **Southern Ontario Library Service (SOLS)** – Brenda Carrigan (verbal)
The next Trustee Council 5 meeting will be held on April 14, 2018 at the Oshawa Public Library.

13. New Business

Local Councillor Ron Hooper shared his visit with Councillors Woo and Partner to St. Francis of Assisi Catholic School on February 23rd to attend a Grade 8 symposium entitled “Deeper Learning Showcase”. Students delivered presentations on ways to help youth grow in the community with recreational, technical and social development. Library staff were interested to hear about the event and will contact the school to explore the potential for joint initiatives.

14. Adjournment**Motion #LB028-18**

Moved by Jacob Vander Schee and seconded by Councillor Neal

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

Carried

The meeting adjourned at 5:35 p.m.