



# Clarington Public Library

## Regular Board Meeting Minutes May 23, 2018

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Minutes of a regular meeting of the Library Board held on May 23, 2018 at 5:00 p.m. in the Mezzanine Meeting Room of the Bowmanville Branch.

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		

**Regrets:**

Judy Hagerman	Sarah White
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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, Manager of Public Service (Acting)  
Sarah Vaisler, Deputy Director

2. **Approval of Agenda**

**Motion #LB055-18**

Moved by Brenda Carrigan, seconded by Jacob Vander Schee

*THAT the Clarington Public Library Board approve the agenda of the May 23, 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 #LB056-18**

Moved by Jacob Vander Schee, seconded by Gail Rickard

*THAT the Clarington Public Library Board approve the minutes of the April 25, 2018 Regular Board Meeting.*

**Carried**

**Motion #LB057-18**

Moved by Councillor Neal, seconded by Janice Jones

*THAT the Clarington Public Library Board approve the closed session minutes of the April 25, 2018 Regular Board Meeting.*

**Carried**

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5. **Administrative Report No. A17-18: April 30, 2018 Financial Report**

**Motion #LB058-18**

Moved by Councillor Neal, seconded by Janice Jones

*THAT the Clarington Public Library Board receive Administrative Report No. A17-18: April 30, 2018 Financial Report.*

**Carried**

**Motion #LB059-18**

Moved by Councillor Neal, seconded by Janice Jones

*THAT the Clarington Public Library Board approve the April 30, 2018 Financial Report.*

**Carried**

6. **Administrative Report No. A18-18: Service Transactions First Quarter (Q1) 2018**

**Motion #LB60-18**

Moved by Jacob Vander Schee, seconded by Brenda Carrigan

*THAT the Clarington Public Library Board receive Administrative Report No. A18-18: Service Transactions First Quarter (Q1) 2018 as information.*

**Carried**

There was a correction to the percentage reported on page 1 under **Circulation**: "... by ~~40.74~~ 11.37 in the first quarter of 2018."

7. **Administrative Report No. A19-18: Board Policy Review: Board Recognition**

**Motion #LB061-18**

Moved by Jacob Vander Schee, seconded by Councillor Neal

*THAT the Clarington Public Library Board receive and approve Administrative Report No. A19-18: Board Policy Review: Board Recognition as presented.*

**Carried**

8. **Correspondence**

I-1 Apr.22-18 Letter from Diane Swynar, Newcastle resident, regarding selection of collection material at the Newcastle Branch.

CEO Linda Kent shared the letter written to the Library Board and the response letter written on April 30<sup>th</sup> to Diane Swynar from (Acting) Public Service Manager Melissa Redden.

**Motion #LB062-18**

Moved by Jacob Vander Schee, seconded by Gail Rickard

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

**Carried**

**9. Report from the Chief Executive Officer****Motion #LB063-18**

Moved by Councillor Hooper, seconded by Brenda Carrigan

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

**Carried**

**10. Updates**

- **Southern Ontario Library Service (SOLS)** – B. Carrigan (verbal)  
At the recently held meeting on May 12<sup>th</sup>, topics of discussion included suggestions to improve the appointment process for new library board members such as:
  - creating legacy documents or summary highlights for incoming Board members;
  - holding a library “open house” to provide an opportunity for current board members to discuss their roles and duties; and
  - Library Directors having more involvement in the selection of library board members.The next Trustee Meeting will be held in November and the next SOLS meeting will be held on June 15<sup>th</sup> and 16<sup>th</sup> in Toronto.

**11. New Business - None****12. Adjournment****Motion #LB64-18**

Moved by Jacob Vander Schee, seconded by Councillor Neal

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

**Carried**

The meeting adjourned at 5:35 p.m.