

Regular Library Board Meeting Minutes

Date: Jan. 18, 2024
Time: 5:00 p.m.
Location: Bowmanville Mezzanine Meeting Room or Electronic Participation

Members Present: N. Brandon, C. Hinbest, R. Hooper, D. McKenzie, T. Shomar

Regrets: S. Cooke, Councillor L. Rang, M. Ross, K. Warren

Staff Present: M. Machacek, A. Dee, J. Gardner, M. Elliott, H. Ridge

Board Vice-Chair T. Shomar chaired the Meeting and M. Elliott acted as Recording Secretary.

1. Call to Order

Board Vice-Chair T. Shomar called the meeting to order at 5:00 p.m.

2. Land Acknowledgement Statement

Board Vice-Chair T. Shomar recited the Land Acknowledgement Statement.

3. Approval of Agenda

Motion #LB001-24

Moved by N. Brandon
Seconded by C. Hinbest
Carried

THAT the Clarington Public Library Board approve the agenda of the January 18, 2024 Regular Library Board Meeting.

4. Disclosure of Conflict of Interest

There were no conflicts of interest.

5. Presentations (60 minutes)

Parks, Recreation and Culture Master Plan: Monteith and Brown (60 minutes)

D. Kwan, Senior Planner, conducted a stakeholder engagement session with the Library Board related to the Municipality's Parks, Recreation and Culture Master Plan (PRCMP).

Closed Session Portion for I/T Manager's Risk Management Plan (10 minutes)

R. Waite, I/T Manager, provided Board members with a high-level overview of CLMA's approach to risk assessment.

In accordance with the Public Libraries Act, R.S.O 1990, Section 16.4 (a), the meeting moved into closed session to discuss the security of the property of the Board.

Motion #LB002-24

Moved by C. Hinbest
Seconded by N. Brandon
Carried

THAT the Clarington Public Library Board move into closed session to receive the overview.

The meeting resumed in open session. Board members thanked R. Waite for the informative overview. No motions were made during closed session.

6. Consent Items

6.1. Adoption of the Minutes

6.1.1. Adoption of the Minutes of the Nov. 23, 2023 Regular Board Meeting

6.1.2. Adoption of the Minutes of the Dec. 7, 2023 CLMA Policy Committee Meeting

6.2. Correspondence, Media, Memoranda for Information

6.2.1. CLMA Customer Card of Thanks

6.2.2. CLMA Customer Letter of Gratitude

6.2.3. St. Vincent de Paul Bowmanville Card of Thanks

6.2.4. Memo Subject: Overnight Warming Centre in Clarington

6.2.5. Memo Subject: CLMA Program Guide

6.3. Staff Reports:

6.3.1. Admin. Report No. A01-24: December 31, 2023 – Library Financial Report

6.3.2. Admin. Report No. A02-24: December 31, 2023 – Museum Financial Report

6.3.3. Admin. Report No. A03-24: Additional Hours at the Sarah Jane Williams Heritage Centre (SJWHC)

Motion #LB004-24

Moved by R. Hooper
Seconded by N. Brandon
Carried

THAT the Clarington Public Library Board receive and approve the items in Consent.

Carried

7. Discussion Period

7.1. Administrative Report No. A04-24: January 2024 Chief Executive Officer Report

Motion #LB005-24

Moved by N. Brandon
Seconded by C. Hinbest

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A04-24: January 2024 Chief Executive Officer Report.

7.2. Administrative Report No. A05-24: January 2024 Curator & Heritage Services Manager Report

Motion #LB006-24

Moved by R. Hooper
Seconded by N. Brandon

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A05-24: January 2024 Curator & Heritage Services Manager Report.

7.3. Administrative Report No. A06-24: Summary of Policy Changes (distributed under separate cover)

Motion #LB007-24

Moved by N. Brandon
Seconded by R. Hooper

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A06-24: 2023 Summary of Policy Changes for discussion; and THAT the Library Board approve the revised policies contained in this report.

7.4. Administrative Report No. A07-24: Fourth Quarter Operations Report 2023

Motion #LB008-24

Moved by R. Hooper
Seconded by C. Hinbest

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A07-24: Fourth Quarter Operations Report 2023.

8. New Business

9. Adjournment

Motion #LB009-24

Moved by R. Hooper
Seconded by C. Hinbest
Carried

THAT the Clarington Public Library Board be adjourned at 6:00 p.m.

Date

Signature – Steven Cooke, Board Chair