

## Regular Library Board Meeting Minutes

**Date:** September 26, 2024  
**Time:** 5:00 p.m.  
**Location:** Room 1C (Municipal Administration Centre) or  
Electronic Participation

Members Present: N. Brandon, C. Hinbest, R. Hooper, D. McKenzie, M. Ross, T. Shomar,  
K. Warren

Regrets: S. Cooke, Councillor L. Rang

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

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R. Waite, IT Manager, attended the Board meeting to provide Board Members with an update regarding Cyber Security.

### 1. Call to Order

Motion #LB061-24

Moved by C. Hinbest  
Seconded by D. McKenzie  
**Carried**

WHEREAS the Chair of the Board is unable to attend today's meeting, and the Vice Chair will be attending remotely and arriving late; Be it resolved that the Board suspends the rules and Nancy Brandon be elected as the alternate chair for the duration of today's meeting.

Alternate Board Chair N. Brandon called the meeting to order at 5:00 p.m.

### 2. Land Acknowledgement Statement

Alternate Board Chair N. Brandon recited the Land Acknowledgement Statement.

### 3. Approval of Agenda

Motion #LB062-24

Moved by D. McKenzie  
Seconded by C. Hinbest  
**Carried**

THAT the Clarington Public Library Board approve the agenda of the September 26, 2024 Regular Library Board Meeting.

**4. Disclosure of Conflict of Interest**

There were no conflicts of interest.

**5. R. Waite, Manager, IT, Cyber Security Update**

R. Waite attended the Board Meeting to provide Board Members with an update regarding Cyber Security.

Motion #LB063-24

Moved by T. Shomar  
Seconded by D. McKenzie  
**Carried**

THAT the Clarington Public Library Board receive Rob Waite's presentation on Cyber Security.

**6. Administrative Report No. A37-24: Draft PRCMP – presented by M. Machacek**

M. Machacek presented the draft Parks Recreation Culture Master Plan (PRCMP) to Board members for discussion and deliberations.

Motion #LB0064-24

Moved by C. Hinbest  
Seconded by D. McKenzie  
**Carried**

THAT the Clarington Public Library Board receive Administrative Report No. A37-24: Parks, Recreation and Culture Master Plan Draft for discussion; and

THAT the Clarington Public Library Board endorse the recommendations in the PRCMP that are relevant to the CLMA and advise Council of the endorsement; and

THAT the Clarington Public Library Board direct the Chief Executive Officer to investigate the benefits of a Service Level Agreement (SLA) with the Municipality of Clarington and report back to Board for additional direction at later date

**7. Consent Items**

7.1. Adoption of Minutes

7.1.1 Adoption of the Minutes of the June 20, 2024 Regular Board Meeting

7.1.2 Adoption of the Minutes of the July 11, 2024 Finance Committee Meeting

7.2 Correspondence, Media, Memoranda for Information

7.2.1 Municipality of Clarington Council Briefing – Social Worker Students dated Sept. 10, 2024

7.2.2 Intact Insurance – Thank You Letter for Volunteer Groundwork at Waverley Place dated Sept. 9, 2024

7.2.3 Boston Pizza – Thank You Letter for Kids Card Charity Campaign dated Sept. 9, 2024

7.2.4 “Book Sale Orono Library”, Durhamregion.com dated Sept. 5, 2024

7.2.5 CBC Investigative Article “Library workers punched, spat on as security incidents rise, data shows” dated Aug. 23, 2024

7.2.6 “What Are You Doing This Week – Five Things to Do in Clarington” dated Aug. 8, 2024

7.2.7 Ministry for Seniors and Accessibility – Inclusive Community Grant Funding Approval (for “Golden Tales: Chronicles of Our Community” project) dated June 19, 2024

7.2.8 Memo: Upcoming Board Member Advocacy Opportunities

7.3 Staff Reports:

7.3.1 Administrative Report No. A38-24: August CLMA Financial Report

7.3.2 Administrative Report No. A39-24: Archival Remediation and Digitization

7.3.3 Administrative Report No. A40-24: Extended Hours at Library Locations

Motion #LB065-24

Moved by D. McKenzie

Seconded by C. Hinbest

**Carried**

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

**8. Discussion Period**

8.1. Administrative Report No. A41-24: July-September 2024 Chief Executive Officer Report

Motion #LB066-24

Moved by T. Shomar

Seconded by D. McKenzie

**Carried**

THAT the Clarington Public Library Board receive Administrative Report No. A41-24: July - September 2024 Chief Executive Officer Report.

8.2. Administrative Report No. A42-24: July-September 2024 Curator & Heritage Services Manager Report

Motion #LB067-24

Moved by D. McKenzie

Seconded by C. Hinbest

**Carried**

THAT the Clarington Public Library Board receive Administrative Report No. A42-24: July - September 2024 Curator & Heritage Services Manager Report.

Motion #LB068-24

Moved by D. McKenzie  
Seconded by T. Shomar

**Carried**

THAT the Clarington Public Library Board approve the items listed in the Deaccession List 2024-06 (Appendix A) be approved for removal from the Museums & Archives collections.

8.3. Administrative Report No. A43-24: 2024 Second Quarter (Q2) Operations Report

Motion #LB069-24

Moved by C. Hinbest  
Seconded by D. McKenzie

**Carried**

THAT the Clarington Public Library Board receive Administrative Report No. A43-24: Second Quarter (Q2) Operations Report.

## **9. New Business**

### **Email to discuss date for training session Better Boards Better Communities**

- Better Boards. Better Communities. Online Training (M. Machacek - verbal)  
An email will be sent to Library Board member to schedule an October meeting date for Board members to discuss recently completed training
- Call for Policy Review Committee Meeting in November
- Call for Executive Committee Meeting

## **10. Closed Session – Confidential Administrative Report No. A44-24**

Motion #LB070-24

Moved by C. Hinbest  
Seconded by T. Shomar

**Carried**

THAT the Clarington Public Library move into closed session to discuss Administrative Report No. A44-24 – The security of the property of the board, and labour relations or employee negotiations. (Public Libraries Act, R.S.O. 1990, c. P.44, Sec. 16.1, 4).

Staff left the meeting and M. Machacek and M. Elliott remained.

The meeting resumed in open session.

Motion #LB074-24

Moved by D. McKenzie  
Seconded by C. Hinbest  
**Carried**

THAT the Clarington Public Library approve the motions made in closed session.

**11. Adjournment**

Motion #LB075-24

Moved by T. Shomar  
Seconded by D. McKenzie  
**Carried**

THAT the Clarington Public Library Board be adjourned.

The meeting was adjourned at 6:28 p.m.