



Regular Board Meeting Minutes  
October 28, 2021

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Minutes of a regular meeting of the Library Board held on October 28<sup>th</sup> at 5:00 p.m. Board members were present via electronic means due to the Covid-19 Pandemic. Motions were determined by roll call. Vice-Chair Judy Hagerman chaired the Meeting and Megan Elliott acted as Recording Secretary.

1. **Attendance**

**Present:**

Nancy Brandon	Judy Hagerman	Christopher Hinbest
Christopher Hinbest	Local Councillor Hooper	Donald McKenzie
Regional Councillor Neal	Katharine Warren	

**Regrets:**

Steven Cooke	Marina Ross
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**Staff Present:**

Linda Kent, Chief Executive Officer  
Megan Elliott, Manager of Business Administration  
Melissa Redden, Deputy Director  
Nancy Sandercock, Manager of Human Resources

2. **Approval of Agenda**

**Motion #LB042-21**

Moved by Katharine Warren, seconded by Christopher Hinbest

*THAT the Clarington Public Library Board approve the agenda of the October 28<sup>th</sup>, 2021 Board Meeting.*

**Carried**

3. **Disclosure of Conflict of Interest**

There were no conflicts of interest stated for this meeting.

4. **Approval of Previous Minutes**

**Motion #LB043-21**

Moved by Councillor Hooper, seconded by Katharine Warren

*THAT the Clarington Public Library Board receive and approve the minutes of the September 23, 2021 Regular Board Meeting.*

**Carried**

5. **Administrative Report No. A16-21: September 30, 2021 Financial Report**

**Motion #LB044-21**

Moved by Councillor Hooper, seconded by Katharine Warren

*THAT the Clarington Public Library Board receive and approve Administrative Report No. A16-21: September 30, 2021 Financial Report.*

**Carried**

6. **Administrative Report No. A17-21: 2022 Current and Capital Budget Requests (2023-2026)**

**Motion #LB045-21**

Moved by Katharine Warren, seconded by Donald McKenzie

*THAT the Clarington Public Library Board receive Administrative Report No. A17-21: 2022 Current and Capital Budget Requests and 2023-2026 Current/Capital Forecasts; and*

*THAT the Clarington Public Library Board approve the 2022 Library and Museum Current/Capital Budget Requests and 2023-2026 Current/Capital Forecasts, as outlined in this report; and*

*THAT the Clarington Public Library Board forward these requests and forecasts to Municipal Council.*

**Carried**

7. **Administrative Report No. A18-21: Service Transactions Third Quarter (Q3) 2021**

**Motion #LB046-21**

Moved by Donald McKenzie, seconded by Nancy Brandon

*THAT the Clarington Public Library Board receive Administrative Report No. A18-21: Service Transactions Third Quarter (Q3) Report as information.*

**Carried**

8. **Administrative Report No. A19-21: 2022 Draft Budget Meeting Timetable**

**Motion #LB047-21**

Moved by Donald McKenzie, seconded by Katharine Warren

*THAT the Clarington Public Library Board receive Administrative Report No. A19-21: 2022 Draft Budget Meeting Timetable as information.*

**Carried**

9. **Administrative Report No. A20-21: 2022 Library Board Meeting Dates**

**Motion #LB048-21**

Moved by Katharine Warren, seconded by Nancy Brandon

*THAT the Clarington Public Library Board receive and approve Administrative Report No. A20-21: 2022 Library Board Meeting Dates as presented.*

**Carried**

10. **Correspondence – as listed in the agenda**

**Motion #LB049-21**

Moved by Katharine Warren, seconded by Donald McKenzie

*THAT the Clarington Public Library Board receive correspondence items I-1 to I-4 as information.*

**Carried**

11. **Chief Executive Officer Report**

**Motion #LB050-21**

Moved by Katharine Warren, seconded by Nancy Brandon

*THAT the Clarington Public Library Board receive the October 2021 CEO Report from the Chief Executive Officer.*

**Carried**

**Chief Executive Officer Report (continued)**

CEO Linda Kent shared the news of Manager of Human Resources Nancy Sandercock's retirement in November. Linda thanked Nancy and expressed her gratitude for Nancy's many contributions during her years of service at the Library. Board Members also thanked Nancy and extended their best wishes.

12. **New Business - None**13. **Adjournment****Motion #LB051-21**

Moved by Councillor Neal, seconded by Donald McKenzie

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

**Carried**

The meeting was adjourned at 5:35 p.m.