



Regular Board Meeting Minutes  
February 25, 2021

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Minutes of a regular meeting of the Library Board held on February 25<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. Steven Cooke chaired the Meeting and Megan Elliott acted as Recording Secretary.

1. **Attendance**

**Present:**

|                          |                         |                  |
|--------------------------|-------------------------|------------------|
| Steven Cooke             | Terri Gray              | Judy Hagerman    |
| Christopher Hinbest      | Local Councillor Hooper | Donald McKenzie  |
| Regional Councillor Neal | Marina Ross             | Katharine Warren |

**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 #LB001-21**

Moved by Terri Gray, seconded by Katharine Warren

*THAT the Clarington Public Library Board approve the agenda of the February 25<sup>th</sup>, 2021 Regular 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 #LB002-21**

Moved by Donald McKenzie, seconded by Councillor Hooper

*THAT the Clarington Public Library Board receive and approve the minutes of the November 25, 2020 Regular Board Meeting.*

**Carried**

5. **Administrative Report No. A01-21: December 31, 2020 Financial Report**

**Motion #LB003-21**

Moved by Judy Hagerman seconded by Terri Gray

*THAT the Clarington Public Library Board receive and approve Administrative Report No. A01-21: December 31, 2020 Financial Report.*

**Carried**

6. **Administrative Report No. A02-21: Revised 2021 Current Budget and January 31, 2021 Financial Report**  
**Motion #LB004-21**  
Moved by Katharine Warren, seconded by Terri Gray  
*THAT the Clarington Public Library Board receive and approve Administrative Report No. A02-21: Revised 2021 Current Budget and January 31, 2021 Financial Report.*  
**Carried**
7. **Administrative Report No. A03-21: Service Transactions Fourth Quarter (Q4) 2020**  
**Motion #LB005-21**  
Moved by Judy Hagerman, seconded by Donald McKenzie  
*THAT the Clarington Public Library Board receive the Administrative Report No. A03-21: Service Transactions Fourth Quarter (Q4) 2020 as information.*  
**Carried**
8. **Administrative Report No. A04-21: Board Policy Review – Health & Safety Policy Statement**  
**Motion #LB006-21**  
Moved by Donald McKenzie, seconded by Terri Gray  
*THAT the Clarington Public Library Board receive and approve Administrative Report No. A04-21: Health & Safety Policy Statement as presented.*  
**Carried**
9. **Correspondence**  
11-Jan. 2021 Letter from SOLS/OLS-N – Requesting a Board Representative be appointed for the biannual Ontario Library Service Board meetings (Spring and Fall).  
**Motion #LB007-21**  
Moved by Katharine Warren, seconded by Terri Gray  
*THAT the Clarington Public Library Board receive correspondence items I-1.*  
**Carried**  
**Motion #LB008-21**  
Moved by Councillor Neal, seconded by Councillor Hooper  
*THAT the Clarington Public Library Board appoint Marina Ross to serve as the Clarington Public Library Board representative on the Ontario Library Service Board.*  
**Carried**
10. **Chief Executive Officer Report**  
**Motion #LB009-21**  
Moved by Chris Hinbest, seconded by Katharine Warren  
*THAT the Clarington Public Library Board receive the December - February 2021 CEO Report from the Chief Executive Officer.*  
**Carried**

11. **Adjournment**

**Motion #LB010-21**

Moved by Councillor Neal, seconded by Donald McKenzie

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

**Carried**

The meeting adjourned at 5:15 p.m.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Steven Cooke, Board Chair