

Minutes of a Regular Meeting of the Library Board held on April 27, 2023 at 5:00 p.m. At this Hybrid Meeting, Board members were present via electronic means or in the Mezzanine Meeting Room. Motions were determined by roll call.

Steven Cooke chaired the Meeting and Megan Elliott acted as Recording Secretary. Guest Katie Dempsey, Owner of Brand Ambition, attended the meeting to speak to Item 4: Branding for Clarington Public Library, Museums and Archives.

1. **Attendance**

Present:

Nancy Brandon	Steven Cooke	Chris Hinbest	Ron Hooper
Donald McKenzie	Councillor Rang	Marina Ross	Tenzin Shomar
Katharine Warren			

Regrets:

Staff Present:

Monika Machacek, Chief Executive Officer
Alison Dee, Director of Strategy & Innovation
Megan Elliott, Manager, Business Administration
Heather Ridge, Curator and Heritage Services Manager
Jennifer Quirke, Public Service Manager

2. **Disclosure of Conflict of Interest - None**

3. **Approval of Agenda**

Motion #LB036-23

Moved by Tenzin Shomar, seconded by Nancy Brandon

THAT the Clarington Public Library Board approve the agenda of the April 27, 2023 Regular Board Meeting, as amended.

Carried

Tenzin Shomar requested a brief overview of the recent OLS Board Assembly meeting he attended be placed under New Business (Item 8).

4. **Branding for Clarington Public Library, Museums & Archives**

CEO Monika Machacek introduced Katie Dempsey, Owner and Director of Marketing, from local vendor Brand Ambition. Brand Ambition has been selected to create branding for CPLMA and Ms. Dempsey presented design options to Board members. After discussion, Board members requested updated designs and branding options be provided at the May Board meeting.

5. **Library Service Area Introductions**

CEO Monika Machacek introduced Jennifer Quirke, Public Service Manager. Jennifer provided a personal introduction and a brief highlight of her strategic area.

6. Consent Items

Motion #LB037-23

Moved by Tenzin Shomar, seconded by Ron Hooper

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

Carried

Board Member Chris Hinbest requested Administrative Report No. A53: Land Acknowledgement Statement be pulled from Consent Items for Discussion.

Motion #LB038-23

Moved by Chris Hinbest, seconded by Tenzin Shomar

THAT the Clarington Public Library Board receive Administrative Report No. A57-23: Land Acknowledgement Statement as presented; and THAT the Board approve the proposed Land Acknowledgement Statement to be read aloud by the Board Chair or designate at the start of public regular and special meetings of the Board and its Committees held in the Municipality of Clarington, at civic celebrations, and other official events that are hosted by the Clarington Public Library, Museums & Archives; and THAT the Board approve the amendment to the Board Bylaws (Appendix A) in order to incorporate a Land Acknowledgement Statement at the meetings.

Carried

7. Discussion Period

7.1 Administrative Report No. A58-23: April 2023 Chief Executive Officer Report

Motion #LB039-23

Moved by Tenzin Shomar, seconded by Katharine Warren

THAT the Clarington Public Library Board receive Administrative Report No. A58-23: April 2023 Chief Executive Officer Report as information.

Carried

7.2 Administrative Report No. A59-23: April 2023 Curator and Heritage Services Manager Report

Motion #LB040-23

Moved by Marina Ross, seconded by Ron Hooper

THAT the Clarington Public Library Board receive the April 2023 Curator and Heritage Services Manager Report as information.

Carried

7.3 Administrative Report No. A60-23: Heritage Services Facility Rental Fees 2023

Motion #LB041-23

Moved by Nancy Brandon, seconded by Marina Ross

THAT the Clarington Public Library Board receive Administrative Report No. A60-23 Heritage Services Facility Rental Fees 2023 as information.

Carried

7.4 Administrative Report No. A61-23: Clarington Public Library Museums and Archives Annual Report

Motion #LB042-23

Moved by Katharine Warren, seconded by Nancy Brandon

THAT the Clarington Public Library Board receive Administrative Report No. A61-23 Clarington Public Library Museums and Archives Annual Report as information.

Carried

7.5 Administrative Report No. A62-23: Drag Queen Storytime 2023

Motion #LB043-23

Moved by Tenzin Shomar, seconded by Ron Hooper

THAT the Clarington Public Library Board receive Administrative Report No. A62-23: Drag Queen Storytime and approve the appended three policies: Managing Member Behaviour; Public Social Media; and User Expectations as presented.

Carried

The CEO discussed the Clarington Public Library Museums and Archives' statement on commitment to inclusion, previously distributed to Board members. The statement, endorsed by the Board Chair and the CEO, reinforced "libraries support inclusive access for all" and "where all cultures and beliefs are celebrated". The statement was written in response to swastika graffiti recently found in the children's section of the Courtice Library Branch. The statement indicated that video footage has been reviewed and the symbols of hate were shared during a meeting with Durham Region Police Services staff to discuss ways to discourage future displays of intolerance in the library.

7.6 Administrative Report No. A63-23: Quarterly Statistics (Q1) 2023

Motion #LB044-23

Moved by Ron Hooper, seconded by Nancy Brandon

THAT the Clarington Public Library Board receive Administrative Report No. A63-23: Quarterly Statistics (Q1) 2023 as information.

Carried

Alison Dee, Director, Innovation & Strategy, provided an overview of the Quarterly Statistics for the first quarter. Ron Hooper requested that the number of library visits per branch be provided to Board members. This information will be included in the May Board Agenda.

7.7 Administrative Report No. A64-23: Strategic Plan Questions

Motion #LB045-23

Moved by Councillor Rang, seconded by Tenzin Shomar

THAT the Clarington Public Library Board receive and approve Administrative Report No. A64-23: Strategic Plan Community Survey as presented.

Carried

7.8 Administrative Report No. A65-23: Appointment to Policy Committee

Motion #LB046-23

Moved by Nancy Brandon, seconded by Tenzin Shomar

THAT the Clarington Public Library Board receive and approve Administrative Report No. A65-23 and appoint Board Trustee Marina Ross to the Policy Committee.

Carried

8. New Business/Updates

- Policy Committee – Determine June meeting date
Committee Members will receive emailed instructions from Megan Elliott, Manager of Business Administration.
- Executive Committee – Determine meeting date for annual CEO Performance Review
Committee Members will receive emailed instructions from Megan Elliott, Manager of Business Administration.
- OLS Board Assembly Meeting – Tenzin Shomar, Board Trustee representative
Tenzin Shomar shared highlights from the recently attended Ontario Library Service (OLS) Board Assembly meeting in April.

9. Adjournment

Motion #LB047-23

Moved by Donald McKenzie, seconded by Ron Hooper

THAT the Clarington Public Library Board be adjourned.

Carried

The meeting ended at 6:10 p.m.