



Minutes of a regular meeting of the Library Board held on September 23rd 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.

Matthew Haire, Senior Manager at BDO Canada LLP, attended the meeting to provide Board members with an overview of the Library and Museum audits.

1. **Attendance**

Present:

Nancy Brandon	Steven Cooke	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 #LB030-21

Moved by Katharine Warren, seconded by Judy Hagerman

THAT the Clarington Public Library Board approve the agenda of the September 23, 2021 Board Meeting.

Carried

3. **Disclosure of Conflict of Interest**

There were no conflicts of interest stated for this meeting.

4. **Introduction of New Library Board Member**

CEO Linda Kent introduced newly appointed Library Board member Nancy Brandon. Nancy replaces Library Board member/Vice-Chair Terri Gray who resigned at the May 27th Library Board meeting.

5. **Elections of the Officer of the Board**

The Chair declared nominations open for the vacant position of Vice Chair.

Motion #LB031-21

Moved by Councillor Hooper, seconded by Christopher Hinbest

THAT Judy Hagerman be nominated for Vice Chair.

Carried

Motion #LB032-21

Moved by Katharine Warren, seconded by Donald McKenzie

THAT nominations for Vice Chair be closed.

Nominations were closed and Judy Hagerman was acclaimed as Board Vice Chair.

Carried

6. **2020 Audited Financial Statements of the Corporation of the Municipality of Clarington Public Library Board and the Clarington Museums and Archives**

Motion #LB033-21

Moved by Donald McKenzie, seconded by Katharine Warren

THAT the Clarington Public Library Board receive and approve the 2020 Audited Financial Statements from BDO Canada LLP.

Carried

Motion #LB034-21

Moved by Judy Hagerman, seconded by Christopher Hinbest

THAT the Clarington Public Library Board receive and approve the BDO Report to the Board of Directors – Communication of audit strategy and results for the year ended December 31, 2020.

Carried

7. **Approval of Previous Minutes**

Motion #LB035-21

Moved by Katharine Warren, seconded by Councillor Hooper

THAT the Clarington Public Library Board receive and approve the minutes of the May 27, 2021 Regular Board Meeting; the closed session minutes of the May 27, 2021 Regular Board Meeting; and receive the endorsed minutes of the October 28, 2020 Clarington Museums & Archives Advisory Committee Meeting.

Carried

8. **Administrative Report No. A13-21: August 31, 2021 Financial Report**

Motion #LB036-21

Moved by Judy Hagerman, seconded by Christopher Hinbest

THAT the Clarington Public Library Board receive and approve Administrative Report No. A13-21: August 31, 2021 Financial Report.

Carried

9. **Administrative Report No. A14-21: New Material Return Model – Fines Free Library Materials**

Motion #LB037-21

Moved by Donald McKenzie, seconded by Katharine Warren

THAT the Clarington Public Library Board receive and approve Administrative Report No. A14-21: New Material Return Model – Fines Free Library Materials.

Carried

Motion #LB038-21

Moved by Donald McKenzie, seconded by Katharine Warren

THAT the Clarington Public Library Board approve the elimination of fines on overdue Library materials.

Carried

10. **Administrative Report No. A15-21: Service Transactions Second Quarter (Q2) 2021**

Motion #LB039-21

Moved by Judy Hagerman, seconded by Councillor Hooper

THAT the Clarington Public Library Board receive Administrative Report No. A15-21: Service Transactions Second Quarter (Q2) Report as information.

Carried

11. **Chief Executive Officer Report**

Motion #LB040-21

Moved by Donald McKenzie, seconded by Katharine Warren

THAT the Clarington Public Library Board receive the June to September 2021 CEO Report from the Chief Executive Officer.

Carried

12. **New Business**

- December Library Board Meeting Date (verbal – L. Kent)
Board members selected December 16th as the date for the December Board Meeting.

13. **Adjournment**

Motion #LB041-21

Moved by Councillor Neal, seconded by Councillor Hooper

THAT the meeting be adjourned.

Carried

The meeting was adjourned at 5:55 p.m.

Date: _____ Signature: _____

Steven Cooke, Board Chair