

## Regular Board Meeting Minutes

**Date:** May 18, 2023  
**Time:** 5:00 p.m.  
**Location:** Mezzanine Meeting Room or Electronic Participation

**Members Present:** Board Chair S. Cooke, Board Vice-Chair T. Shomar, N. Brandon, C. Hinbest, R. Hooper, D. McKenzie, M. Ross, K. Warren

**Regrets:** Councillor L. Rang

**Staff Present:** M. Machacek, M. Elliott, K. Gomes, H. Ridge, R. Waite

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Steven Cooke chaired the Meeting and Megan Elliott acted as Recording Secretary. Matthew Haire, Senior Manager, BDO Canada LLP presented a high-level overview of the 2022 Audit (Item 4). Steven Kraus, Director of Training, Ontario Library Services (OLS) attended the meeting to provide an overview of the Strategic Plan facilitation session scheduled in July (Item 5).

### 1. **Call to Order**

Board Chair S. Cooke called the meeting to order at 5:00 p.m.

### 2. **Land Acknowledgement Statement**

Board Chair S. Cooke recited the Land Acknowledgement Statement.

### 3. **Approval of Agenda**

Motion #LB048-23

Moved by Tenzin Shomar  
Seconded by Nancy Brandon

THAT the Clarington Public Library Board approve the agenda of the May 18, 2023 Regular Library Board Meeting.

**Carried**

### 4. **Disclosure of Conflict of Interest**

There were no conflicts of interest.

**5. Presentation of 2022 Audited Financial Statements of the Corporation of the Clarington Public Library Board and the Clarington Museums & Archives**

Motion #LB049-23

Moved by Ron Hooper  
Seconded by Donald McKenzie

THAT the Clarington Public Library Board receive and approve the 2022 Audited Financial Statements from BDO Canada LLP.

**Carried**

Matthew Haire, Senior Manager, BDO Canada LLP, provided a high level overview of the audit and responded to questions from Board members.

**6. Ontario Library Service (OLS) Strategic Plan Facilitation Session**

Steven Kraus, Director of Training and Consulting, Ontario Library Services attended the meeting virtually to provide Board members with an overview and discussion related to the July 8, 2023 Strategic Plan facilitation session.

**7. Library Service Area Introductions**

CEO M. Machacek introduced Rob Waite, I/T Manager, to provide a high level overview of his service area including current projects and accomplishments.

**8. Consent Items**

8.1. Adoption of the Minutes of the April 27, 2023 Regular Board Meeting

**8.2. Correspondence, Media, Memoranda for Information**

8.2.1. Urban Libraries Council Highlights

8.2.2. Admin Report No. A66-23: Council Approved Reallocation of Library/Museum Capital Reserves FSD-020-23

8.2.3. Council Award of Parks, Recreation and Culture Master Plan

**8.3. Staff Reports:**

8.3.1. Admin. Report No. A67-23: April 30, 2023 – Library Financial Report

8.3.2. Admin. Report No. A68-23: April 30, 2023 – Museum Financial Report

8.3.3. Admin. Report No. A69-23: Q1 2023 Statistics Branch Breakdown

8.3.4. Admin. Report No. A70-23: Cultural Competency Survey Report

Motion #LB050-23

Moved by Tenzin Shomar  
Seconded by Chris Hinbest

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

**Carried**

**9. Discussion Period**

**9.1. Administrative Report No. A71-23: May CEO Report**

Motion #LB051-23

Moved by Donald McKenzie  
Seconded by Chris Hinbest

THAT the Clarington Public Library Board receive Administrative Report No. A71-23: May 2023 Chief Executive Officer Report.

**Carried**

**9.2. Administrative Report No. A72-23: May Curator and Heritage Services Manager Report**

Motion #LB052-23

Moved by Ron Hooper  
Seconded by Donald McKenzie

THAT the Clarington Public Library Board receive Administrative Report No. A72-23: May 2023 Curator and Heritage Services Manager Report.

**Carried**

**9.3. Administrative Report No. A73-23: Logo Redesign Report**

Motion #LB053-23

Moved by Ron Hooper  
Seconded by Katharine Warren

THAT the Clarington Public Library Board receive Administrative Report No. A73-23: Logo Design Report for discussion; and

THAT the Clarington Public Library Board adopt Clarington Library, Museums and Archives as its branded identity.

**Carried**

A selection of concepts will be shared for public response. The selected option will be refined after the public consultation has been completed.

**10. New Business/Updates - None**

**11. Adjournment**

Motion #LB055-23

Moved by Marina Ross

Seconded by Katharine Warren

THAT the Clarington Public Library Board meeting adjourned at 6:20 p.m.

**Carried**