

Minutes of a Regular Meeting of the Library Board held on March 23, 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 Marianne Love, of ML Consulting, attended the meeting to speak to Item 4: Administrative Report No. A44-23 in closed session.

1. **Attendance**

Present:

Steven Cooke	Christopher Hinbest	Ron Hooper	Donald McKenzie
Tenzin Shomar	Katharine Warren		

Regrets:

Nancy Brandon	Councillor Rang	Marina Ross
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Staff Present:

Monika Machacek, Chief Executive Officer	Heather Ridge, Museums Curator/Coordinator
Alison Dee, Director of Strategy & Innovation	Emily Smith, Programs Coordinator
Megan Elliott, Manager, Business Administration	
Keisha Gomes, Manager, Human Resources	

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

3. **Approval of Agenda**

Motion #LB019-23

Moved by Tenzin Shomar, seconded by Donald McKenzie

THAT the Clarington Public Library Board approve the agenda of the March 23, 2023 Regular Board Meeting, as amended.

Carried

CEO Monika Machacek requested two items be added under New Business: Administrative Report No. A51-23 Orono Branch Renovation Update; and Board Recognition of outgoing former Councillor/Board Member Joe Neal.

4. **Closed Session: Administrative Report No. A44-23**

Motion #LB020-23

Moved by Ron Hooper, seconded by Katharine Warren

THAT the Clarington Public Library Board move into closed session to discuss Confidential Administrative Report No.A44-23 – Personal matters about an identifiable individual(s). (Public Libraries Act, R.S.O. 1990, c.P.44, Sec. 16.1, 4)

Carried

Emily Smith, Programs Coordinator and Heather Ridge, Museum Curator/Coordinator left the meeting for the closed session portion and returned to the meeting in open session.

Motion #LB023-23

Moved by Donald McKenzie, seconded by Katharine Warren

THAT the motions made in closed session be approved.

Carried

5. Library Service Area Introductions

CEO Monika Machacek introduced Emily Smith, Coordinator of Programs and Keisha Gomes, Manager of Human Resources. Both staff members provided a personal introduction and brief highlight of their strategic areas.

6. Consent Items

Motion #LB024-23

Moved by Tenzin Shomar, seconded by Katharine Warren

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

Carried

7. Discussion Period

7.1 Administrative Report No. A48-23: March 2023 Chief Executive Officer Report

Motion #LB025-23

Moved by Donald McKenzie, seconded by Ron Hooper

THAT the Clarington Public Library Board receive Administrative Report No. A48-23: March 2023 Chief Executive Officer Report as information.

Carried

7.2 Administrative Report No. A49-23: Revised Board Bylaws

Motion #LB026-23

Moved by Donald McKenzie, seconded by Tenzin Shomar

THAT the Clarington Public Library Board receive Administrative Report No. A49—23 and adopt the revised By-Laws.

THAT the Clarington Public Library Board establish and populate the following standing committees:

- a. Executive*
- b. Finance*
- c. Community Relations*
- d. Policy.*

Tenzin Shomar nominated Nancy Brandon to sit on the Executive Committee.

Motion #LB027-23

Moved by Donald McKenzie, seconded by Ron Hooper

THAT Nancy Brandon be elected to sit on the Executive Committee.

Carried

Motion #LB028-23

Moved by Tenzin Shomar, seconded by Chris Hinbest

THAT Donald McKenzie, Ron Hooper and Chris Hinbest sit on the Finance Committee.

Carried

Motion #LB029-23

Moved by Ron Hooper, seconded by Donald McKenzie

THAT Katharine Warren, Nancy Brandon, Chris Hinbest and Donald McKenzie sit on the Community Relations Committee.

Carried

Motion #LB030-23

Moved by Tenzin Shomar, seconded by Chris Hinbest

THAT Katharine Warren, Nancy Brandon, Ron Hooper, Chris Hinbest, Tenzin Shomar and Donald McKenzie sit on the Policy Committee.

Carried

Donald McKenzie nominated Tenzin Shomar to serve as the Ontario Library Services Board Trustee.

Motion #LB031-23

Moved by Donald McKenzie, seconded by Ron Hooper

THAT the Clarington Public Library Board elect Tenzin Shomar to serve as the Ontario Library Services Board Trustee.

Carried

Motion #LB032-23

Moved by Tenzin Shomar, seconded by Donald McKenzie

THAT the Clarington Public Library Board remove the Museums and Advisory Committee (MAAC) as a standing committee effective March 23, 2023.

Carried

7.3 Administrative Report No. A50-23: Strategic Planning Process

Motion #LB033-23

Moved by Katharine Warren, seconded by Chris Hinbest

THAT the Clarington Public Library Board receive Administrative Report No. A50-23 Strategic Planning Process and launch the strategic planning process as outlined in the report.

Carried

Staff will email Board members to determine their preference to attend a Saturday facilitation session with OLS on Saturday, July 8, 2023 or Saturday, July 15, 2023. The new strategic plan will be launched in October to align with Ontario Public Library Week.

8. New Business/Updates

Book Dedication for former Board Member/Councillor Joe Neal (Monika Machacek)

Monika Machacek shared a book with Board members selected to recognize the volunteer service on the Library Board of former Councillor Joe Neal. The book "Against All Odds" was selected to reflect Mr. Neal's passion for community events and hockey.

Administrative Report No. A51-23: Orono Branch Renovation Update

Motion #LB034-23

Moved by Donald, seconded by Chris Hinbest

THAT the Clarington Public Library Board receive Administrative Report No. A51-23 Orono Branch Renovation Report and endorse the renovation for tender.

Carried

9. Adjournment

Motion #LB035-23

Moved by Donald McKenzie, seconded by Katharine Warren

THAT the Clarington Public Library Board be adjourned.

Carried

The meeting ended at 5:45 p.m.