

Minutes of a Regular Meeting of the Library Board held on February 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.

1. **Attendance**

**Present:**

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

**Staff Present:**

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

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

3. **Approval of Agenda**

**Motion #LB001-23**

Moved by Steven Cooke, seconded by Katharine Warren

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

**Carried**

The amendment to the agenda was the addition of Administrative Report No. A11-23: Orono Branch Renovation Report.

4. **Elections of the Officers of the Board**

The CEO assumed the Chair for election of the Chair and declared nominations open for the position of Chair.

**Motion #LB002-23**

Moved by Donald McKenzie

*THAT Steven Cooke be nominated for Chair.*

**Carried**

**Motion #LB003-23**

Moved by Councillor Rang

*THAT Ron Hooper be nominated for Chair.*

**Failed**

**Motion #LB004-23**

Moved by Donald McKenzie, seconded by Tenzin Shomar

*THAT nominations for Chair be closed.*

**Carried**

Nominations were closed and Steven Cooke was acclaimed as Board Chair for 2023-2026.

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

**Motion #LB005-23**

Moved by Donald McKenzie

*THAT Nancy Brandon be nominated for Vice Chair.*

**Failed**

**Motion #LB006-23**

Moved by Chris Hinbest

*THAT Tenzin Shomar be nominated for Vice Chair.*

**Carried**

**Motion #LB007-23**

Moved by Donald McKenzie, seconded by Ron Hooper

*THAT nominations for Vice Chair be closed.*

**Carried**

Nominations were closed and Tenzin Shomar was acclaimed as Board Vice Chair for 2023-2026.

**5. Presentation to Outgoing Board Member Judy Hagerman**

CEO Monika Machacek and Councillor Lloyd Rang recognized outgoing Library Board member Judy Hagerman for her twenty years of service as a Library Board member. Councillor Rang presented Judy with a certificate of thanks on behalf of the Mayor and Members of Council. Monika presented Judy with five selected titles in the library collection dedicated in her name in recognition of her years of service.

**6. CEO Introduction and Overview**

CEO Monika Machacek provided an overview for the new Board and introduced Megan Elliott, Manager of Business Administration. Megan highlighted her areas of responsibility including items related to Board members.

**7. Consent Items**

**Motion #LB008-23**

Moved by Ron Hooper, seconded by Donald McKenzie

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

**Carried**

## 8. Discussion Period

Administrative Reports No. A06-23 and No. A09-23 were moved to the beginning of the discussion period to accommodate the attendance of Heather Ridge, Museum Curator and Coordinator, at the meeting.

### 8.4 Closure of the Sarah Jane Williams Heritage Centre

#### **Motion #LB009-23**

Moved by Donald McKenzie, seconded by Katharine Warren

*THAT the Clarington Public Library Board receive Administrative Report No. A06-23 and authorize an extended closure of the Sarah Jane Williams Heritage Centre.*

**Carried**

### 8.6 Charles Bowman Painting

#### **Motion #LB010-23**

Moved by Katharine Warren, seconded by Chris Hinbest

*THAT the Clarington Public Library Board receive Administrative Report No. A09—23 Charles Bowman Painting and that the Library Board seek to have the painting installed in Town Hall through the CEO and Curator.*

**Carried**

The Municipality will be contacted to discuss potential wall sites for the case and painting based on public visibility and appropriate environmental conditions for the painting.

### 8.1 December 2022-February 2023 Chief Executive Officer Report

#### **Motion #LB011-23**

Moved by Councillor Rang, seconded by Nancy Brandon

*THAT the Clarington Public Library Board receive Administrative Report No. A03-23 December 2022 to February 2023 Chief Executive Officer Report as information.*

**Carried**

### 8.2 2023 Business Plan and Budget

#### **Motion #LB012-23**

Moved by Ron Hooper, seconded by Marina Ross

*THAT the Clarington Public Library Board receive Administrative Report No. A04-23 and approve the Council-approved 2023 Library and Museum Operating, Staff, and Capital Budget requests as outlined in this report.*

**Carried**

### 8.3 Use of Library Operating Reserve Funds

#### **Motion #LB013-23**

Moved by Katharine Warren, seconded by Councillor Rang

*THAT the Clarington Public Library Board receive Administrative Report No. A05-23 Use of Library Operating Reserve Funds as information.*

**Carried**

## **8.5 Closure of Bowmanville Branch for the 2023 Clarington Mayor's Gala**

### **Motion #LB014-23**

Moved by Donald McKenzie, seconded by Katharine Warren

*THAT the Clarington Public Library Board receive Administrative Report No. A07-23 and authorize the closure of the Bowmanville Branch on Saturday, May 27, 2023, to host the annual Clarington Mayor's Gala.*

**Carried**

## **8.7 RFP 2022-9 Clarington Public Library, Museum and Archive's Website, Brand, Design and Development Project Award**

### **Motion #LB015-23**

Moved by Tenzin Shomar, seconded by Donald McKenzie

*THAT the Clarington Public Library Board receive Administrative Report No. A08—23 Website and Logo Contract Award for information purposes.*

**Carried**

## **8.8 Service Transactions Fourth Quarter (Q4) 2022**

### **Motion #LB016-23**

Moved by Katharine Warren, seconded by Councillor Rang

*THAT the Clarington Public Library Board receive Administrative Report No. A10—23 Service Transactions Fourth Quarter (Q4) 2022 as information.*

**Carried**

## **8.9 Orono Branch Renovation Report**

### **Motion #LB017-23**

Moved by Donald McKenzie, seconded by Chris Hinbest

*THAT the Clarington Public Library Board receive Administrative Report No. A11—23 Orono Branch Renovation Report and approve the presentation of the revised design concept to the Accessibility Advisory Committee and Clarington Heritage Committee and the results be reported back to the Library Board.*

**Carried**

Board Member Katharine Warren recommended library staff meet with the Accessibility Advisory Committee prior to meeting with the Clarington Heritage Committee and volunteered to attend future meetings to provide historical background as a former Committee Member and Acting Executive Director at the Museum.

## **9. New Business/Updates**

- **Library Tours** (Monika Machacek)

CEO Monika Machacek polled Board members to determine the number of trustees interested in touring the four library branches. In April, Board members will be requested to attend a group photo opportunity for the website.

## **10. Adjournment**

### **Motion #LB018-23**

Moved by Donald McKenzie, seconded by Councillor Rang

*THAT the Clarington Public Library Board be adjourned.*

**Carried**

**The meeting ended at 6:10 p.m.**