

# Caledon Public Library Board Meeting

Monday, August 21, 2017

6:00 p.m.

Albion Bolton Branch



## MINUTES

**Present:** Janet Manning (Chair); Paula Civiero (Vice-Chair); Sandy Keith; Susanne McRoberts; Suzanne French; Chris Gilmer; Councillor Gord McClure

**Staff:** Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant

**Guest:** Laura Johnston, Executive Director, Strategic initiatives, Town of Caledon

**Absent:** Lynne van Ryzewyk; Councillor Nick deBoer

**1. The Chair called the meeting to order at 6:00 PM**

**2. Apologies for non-attendance:** Lynne van Ryzewyk; Councillor Nick deBoer

**3. Approval of the Agenda**

**Motion:** That the Caledon Public Library Board Agenda be approved.

**Moved:** Chris Gilmer

**Seconded:** Sandy Keith

**Carried.**

*Councillor Gord McClure arrived at 6:02 PM*

**4. Disclosure of pecuniary interest:** none

**5. Consent Agenda**

**a. Minutes of the June 19, 2017 meeting**

**b. CEO's Report**

**c. Strategic Initiatives Update**

**Motion:** That the Caledon Public Library Board approve the Consent Agenda including the Minutes of June 19, 2017, the CEO's Report and the Strategic Initiatives Update.

**Moved:** Sandy Keith

**Seconded:** Paula Civiero

**Carried.**

**6. Business arising from the minutes:** None

**7. Staff Reports**

**a. Treasurer's Report and Financial Statements**

**Motion:** That the Caledon Public Library Board receive and approve the Treasurer's Report and Financial Statements; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to initiate discussions with the Town Treasurer related to the creation of two reserves dedicated to Library Services and Donations & Bequests.

**Moved:** Suzanne French

**Seconded:** Chris Gilmer

**Carried.**

**b. Quarterly Performance Measures and Statistics**

**Motion:** That the Caledon Public Library Board receive the Quarterly Performance Measures and Statistics Report.

**Moved:** Chris Gilmer

**Seconded:** Councillor Gord McClure

**Carried.**

**8. Board and Committee Reports**

**a. Finance Committee Minutes – August 14, 2017**

**i. 2016 Audited Financial Statements**

**Motion:** That the Caledon Public Library Board receive and approve the 2016 Audited Financial Statements.

**Moved:** Paula Civiero

**Seconded:** Sandy Keith

**Carried.**

**ii. 2018 Draft Budget Report**

**Motion:** That the Caledon Public Library Board receive and approve the 2018 Draft Budget Report.

**Moved:** Sandy Keith

**Seconded:** Paula Civiero

**Carried.**

**9. New Business: None**

**10. Board Advocacy**

**a. Upcoming Events and Opportunities**

**i.** Caledon Public Library Staff Forum – Friday, September 22, 2017, 8:30 AM, Caledon Village Place

**ii.** Love Your Library Month Kick Off – Saturday, September 30, 2017, 10AM – 4PM  
Historic Alton School house

**11. Question Period:** There were no members of the public present.

**12. Evaluation of the meeting:**

**a.** What was your key takeaway from the meeting?

**i.** The meeting ran very efficiently and was very civil.

**ii.** The meeting members were very focused and remained on topic.

**iii.** The CEO/Chief Librarian's strong leadership and preplanning of the meeting

and detailed explanations during the meeting aided in the efficiency of the meeting.

- iv. Each library board member has the opportunity to voice their guidance and recommendations freely.
- v. The catering of the meetings is good.
- b. The Chair requested that all members consider a new question to add to future meetings.

**13. Board Work Plan Review**

- a. It was recommended that the Work Plan be extended to reflect the first three months of 2018, for consideration by the Board at the September meeting.

**14. Time & location of next regular meeting:**

Monday, September 11, 2017, 6 PM, Albion Bolton Branch.

**15. Adjournment**

**Motion:** That the meeting adjourn.

**Moved:** Suzanne French

**Seconded:** Chris Gilmer

**Carried.**

The meeting adjourned at 7:08 PM

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Janet Manning  
Chair

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Colleen Lipp  
CEO | Chief Librarian