

MINUTES

Present: Janet Manning (Chair); Paula Civiero (Vice-Chair); Sandy Keith; Susanne McRoberts; Lynne van Ryzewyk; Councillor Nick deBoer; Councillor Gord McClure; Suzanne French

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

Absent: Chris Gilmer

1. **The Chair called the meeting to order at 6:01 PM**

2. **Apologies for non-attendance:** Chris Gilmer

3. **Approval of the Agenda**

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

Moved: Susanne McRoberts

Seconded: Lynne van Ryzewyk

Carried.

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

5. **Consent Agenda**

a. **Minutes of the October 16, 2017 meeting**

b. **CEO's Report**

c. **Strategic Initiatives Update**

d. **Correspondence**

i. **Mr. Joe Grogan, October 17, 2017**

ii. **Mr. Jaipaul Massey-Singh, October 17, 2017**

iii. **Federation of Ontario Public Libraries, October 20, 2017**

iv. **Mr. Joe Grogan, November 2, 2017**

v. **Federation of Ontario Public Libraries, November 6, 2017**

Motion: That the Caledon Public Library Board approve the Consent Agenda including the Minutes of October 16th, 2017, the CEO's Report, the Strategic Initiatives Update and all correspondence.

Moved: Sandy Keith

Seconded: Councillor Gord McClure

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 related financials; and,

That the Caledon Public Library Board direct Town Finance to reflect the Alton renovation project in the Capital Forecast for 2019, shifting the Margaret Dunn Valleywood improvements to 2020.

Moved: Paula Civiero

Seconded: Lynne van Ryzewyk

Carried.

b. Quarterly Performance Measures and Statistics

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

Moved: Suzanne French

Seconded: Lynne van Ryzewyk

Carried.

c. Statistical Discrepancy Analysis

Motion: That the Caledon Public Library Board receive and approve the Statistical Discrepancy Analysis report.

Moved: Councillor Nick deBoer

Seconded: Susanne McRoberts

Carried.

d. Privacy Policy Report

Motion: That the Caledon Public Library Board receive and adopt the revised Privacy Policy

Moved: Councillor Nick deBoer

Seconded: Sandy Keith

Carried.

e. Records Management and Retention Policy Report

Motion: That the Caledon Public Library Board approve and adopt the Records Management and Retention Policy.

Moved: Susanne McRoberts

Seconded: Lynne van Ryzewyk

Carried.

8. Board and Committee Reports:

a. Advocacy Committee Meeting Notes

Motion: That the Caledon Public Library Board receive the meeting notes for the Advocacy Committee and direct the Chief Librarian to draft to the Agricultural Society a letter on behalf of the Library Board.

Moved: Sandy Keith

Seconded: Councillor Gord McClure

Carried.

b. SOLS Trustee Council Update

Lynne van Ryzewyk provided an overview of the meeting of the SOLS Trustee Council hosted on November 4th at the Beamsville Branch of the Lincoln Public Library.

c. Board Self-Evaluation Questionnaire

Questionnaires were collected by the Board Chair. Results will collated and shared at the December meeting.

9. New Business:

a. OLA Super Conference

Motion: That the Caledon Public Library Board receive and approve the OLA Super Conference Board Attendance Report, allowing for conference registration of selected representatives prior to the Early Bird deadline of January 4, 2018.

Moved: Paula Civiero

Seconded: Lynne van Ryzewyk

Carried.

b. First Nations Library

The Board held a general discussion of challenges facing First Nations Libraries.

10. Board Work Plan Review

a. The Caledon Public Library Board reviewed the Board Work Plan. No motion was carried.

11. Board Advocacy

a. Upcoming Events and Opportunities

- i. Town of Caledon Public Open House – Proposed Budget, Tuesday, November 21, 7:00PM, Town Hall
- ii. Town of Caledon General Committee – General Budget, Tuesday, December 5, 1:00 PM, Town Hall
- iii. Vigil for Canada’s National Day of Remembrance and Action on Violence Against Women – Wednesday, December 6, 6:30 PM Albion Bolton Branch

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

13. Evaluation of the meeting:

a. What was your key takeaway from the meeting?

- i. It was expressed that the Caledon Public Library’s progress is on track and doing well.

14. Time & location of next regular meeting:

Monday, December 11, 2017, Albion Bolton Branch.

Motion: That the Caledon Public Library Board adjust the time of the December 11, 2017 meeting from 6PM to 7PM.

Moved: Lynne van Ryzewyk

Seconded: Paula Civiero

15. Adjournment

Motion: That the meeting adjourn.

Moved: Lynne van Ryzewyk

Carried.

Seconded: Councillor Gord McClure

The meeting adjourned at 7:46PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian