

CALEDON PUBLIC LIBRARY BOARD MEETING MINUTES

Monday, January 12, 2015

Caledon East Branch

Present: Donna Cragg; Nick deBoer; Virginia DiLauro; Gord McClure; Sandy Keith;
Janet Manning;
Staff: Bill Manson; Mary Maw
Guest: Sharon Wilson

The Chair called the meeting to order at 7:01 pm.

Sharon Wilson was welcomed as a guest to the meeting. Sharon will be taking on the role of Interim Chief Librarian for Caledon Public Library commencing on Sunday, February 1, 2015.

1. Adoption of the Agenda

Moved: Gord McClure
Carried

Seconded: Janet Manning

2. Apologies for non-attendance

Susanne McRoberts; Mike Stapleton; Ken Weber

3. Disclosure of pecuniary interest

None declared.

4. Approval of the minutes of the December 8, 2014 meeting

Motion: To approve the minutes of the December 8, 2014 meeting

Moved: Janet Manning

Seconded: Sandy Keith

Carried

5. Business arising from the minutes of December 8, 2014

CEO search for Caledon Public Library - Donna Cragg reported on behalf of the search committee. The process for recruiting a new CEO for Caledon Public Library is moving forward. Initially the Board had met with SOLS and was going to have them conduct the recruitment. However, plans have changed and the Board with the support of the Town of Caledon HR department will be facilitating the search. The search committee is working on finalizing criteria for the position and hope to have it posted before the Ontario Library Association conference at the end of January.

Nick deBoer joined the meeting at 7:10 pm

6. Chief Librarian's Report

Statistics - Bill Manson circulated December statistics of circulation by user and format, in-house use of materials, Wi-Fi and application usage, program attendance

and digital marketing for the Board's review.

Library Board Applications - Bill Manson reminded the Board that applications for the Library Board term 2015-2018 are due to the Town by January 16, 2015. Bill also extended his thanks to the current Board members for their years of service and dedication on behalf of Caledon Public Library and the Caledon community.

Motion: To receive the Chief Librarian's Report

Moved: Sandy Keith

Seconded: Gord McClure

Carried

7. Treasurer's Report

- i. Financial Statements - The library's statements of operating and capital expenses and revenues as of November 30, 2014 were presented.
- ii. 2015 Budget - The 2015 preliminary Operating and Capital budgets for all departments will be presented to council for review on January 13, 2015. An evening Town Hall budget meeting for the public is also scheduled for January 21, 2015. On February 3rd the library's operating and capital budget will be presented to council. Bill Manson reviewed the 2015 unfunded unmet needs that are in the proposed 2015 operating budget.
- iii. Signing Authority - As directed by the Public Libraries Act, the library has its own bank account, separate from the Town's bank accounts. It has been set up to require two authorizing signature, the Chief Librarians and the Chair of the Board. The Board agreed to change the signing authority of the current Chief Librarian to the Interim Chief Librarian.

Motion: To change the signing authority for the Caledon Public Library bank account from Chief Librarian, Bill Manson to Interim Chief Librarian, Sharon Wilson

Moved: Janet Manning

Seconded: Donna Cragg

Carried

Motion: To accept the Treasurer's report as presented.

Moved: Janet Manning

Seconded: Gord McClure

Carried

8. Board Development

- i. Budget Presentations - All Caledon Public Library Board Members are encouraged to attend the library's budget presentation on February 3, 2015.
- ii. Legacy Letter - the Board will be modifying the legacy letter that was sent to council to send to the new Library Board members.
- iii. Ontario Library Association Super Conference - Donna Cragg, Virginia DiLauro, Sandy Keith and Janet Manning will all be attending the OLA conference.

9. **SOLS Report** - The next SOLS meeting will take place on February 6th and 7th and one of the topics for discussion will be measurements of library services.

10. **Friends of Caledon Public Library** - there was no Friends of Caledon Public Library report.

11. **Correspondence** - there was no correspondence.

12. **New Business**

Dates and locations for 2015 Caledon Public Library Board meetings - Bill Manson presented a proposed schedule of meetings for 2015. The Board decided to confirm the date and locations of the February and March meetings and defer the decision of dates and locations for the remainder of the 2015 meetings for the new board once appointed.

Motion: To confirm the dates and times of the Caledon Public Library Board meetings as follows:

Monday, February 9, 2015 @ 7 pm @ the Caledon East Branch

Monday, March 9, 2015 @ 7pm @ the Caledon East Branch

Moved: Virginia DiLauro

Seconded: Sandy Keith

13. **Time and place of next meeting** - Monday, February 9, 2015 at the Caledon East Branch at 7 pm

14. **Question Period** - there were no questions from the public.

15. **Adjournment**

Motion: To adjourn the meeting

Moved: Donna Cragg

Seconded: Janet Manning

Carried

The meeting adjourned at 8:20 pm.

Virginia DiLauro
Chair

Bill Manson
Chief Librarian