

## CALEDON PUBLIC LIBRARY BOARD MEETING MINUTES

Monday, February 9, 2015

Caledon East Branch

**Present:** Donna Cragg; Nick deBoer; Virginia DiLauro; Sandy Keith; Janet Manning;  
Susanne McRoberts; Mike Stapleton; Ken Weber

**Staff:** Sharon Wilson; Mary Maw

The Chair called the meeting to order at 7:05 pm.

### 1. Adoption of the Agenda

**Moved:** Susanne McRoberts

**Seconded:** Janet Manning

**Carried**

### 2. Apologies for non-attendance

None.

### 3. Disclosure of pecuniary interest

None declared.

### 4. Approval of the minutes of the January 12, 2015 meeting

**Motion:** To approve the minutes of the January 12, 2015 meeting

**Moved:** Mike Stapleton

**Seconded:** Sandy Keith

**Carried**

### 5. Business arising from the minutes of January 12, 2015

- i. Search Committee - A letter of agreement is being drafted with the firm selected to assist in the recruitment for the new CEO for Caledon Public Library. Janet Manning and Susanne McRoberts will be meeting with them to finalize details. They will also be contacting the Brampton Public Library Board who have offered assistance with the recruitment process and will be a good resource. The process will also involve staff consultation. Virginia DiLauro thanked the subcommittee.

*Nick deBoer joined the meeting at 7:15 pm*

### 6. Chief Librarian's Report

The Chief Librarian's report including statistics were circulated.

**Motion:** To receive the Chief Librarian's Report

**Moved:** Ken Weber

**Seconded:** Susanne McRoberts

**Carried**

## 7. Treasurer's Report

- i. Financial Statements - There were no monthly statements of operating and capital expenses and revenues due to year-end closing of the books.
- ii. 2015 Budget -On February 3<sup>rd</sup> Sharon Wilson and Virginia DiLauro presented the library's 2015 proposed operating and capital budget to council. Council was asked to consider the Unmet Need that the 3 youth services part-time staff are converted to full time. Council was also thanked for their vision in their term of council project to fund the new branch in Mayfield West.

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

**Moved:** Sandy Keith

**Seconded:** Janet Manning

**Carried**

## 8. Board Development

- i. Conference Reports - Janet Manning, Sandy Keith and Donna Cragg all attended the Ontario Library Association annual conference and provided a report on their sessions and the conference in general.

9. **SOLS Report** - Donna Cragg reported that she attended a SOLS meeting on February 7, 2015 and an informative session on "*Rising to the Challenge*". She will send copies of the presentation or a link to all the board members. She also reminded the Board that a SOLS rep will need to be appointed at the first meeting of the new Board.

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

11. **Correspondence** - Thank you cards we received from former CEO Bill Manson and staff member Joan Rinaldi.

## 12. New Business

Susanne McRoberts thanked Virginia DiLauro on behalf of the Board, staff and the Caledon community for her years of service and dedication serving on the Caledon Public Library Board.

Sharon Wilson also thanked the retiring Board members Donna Cragg, Virginia DiLauro, Mike Stapleton and Ken Weber. They were presented with new books that had been added to the library collection and dedicated in their honour.

13. **Time and place of next meeting** - Monday, March 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:** Mike Stapleton  
**Carried**

**Seconded:** Donna Cragg

The meeting adjourned at 8:00 pm.

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**Virginia DiLauro**  
**Chair**

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**Sharon Wilson**  
**Chief Librarian**