

**CALEDON PUBLIC LIBRARY BOARD MEETING MINUTES**

**Monday, April 20, 2015**

**Caledon East Branch**

**Present:** Paula Civiero; Nick deBoer; Patti Foley; Suzanne French; Chris Gilmer; Sandy Keith; Janet Manning; Gord McClure; Susanne McRoberts;

**Staff:** Sharon Wilson; Mary Maw

**1. The Chair called the meeting to order at 7:00 pm.**

**2. Apologies for non-attendance**

None.

**3. Approval of the Agenda**

#13 Time and Location will be deleted as information will be addressed in #5 Consent Agenda

**Motion:** to accept the agenda as revised.

**Moved:** Nick deBoer

**Seconded:** Sandy Keith

**Carried**

**4. Disclosure of pecuniary interest**

None declared.

**5. Consent Agenda**

*a. Minutes of the March 9, 2015 meeting - item #7 iii. Date of meeting on May 26<sup>th</sup> changed to May 25<sup>th</sup>*

*b. CEO Report - Patti Foley asked whether the entire consent agenda package could be emailed out as one document and Sharon Wilson will investigate the possibility*

**Motion:** To accept the Consent Agenda with correction to date of May meeting

**Moved:** Susanne McRoberts

**Seconded:** Sandy Keith

**Carried**

**6. Business Arising**

Board Meeting Location - Janet Manning suggested that it would be beneficial to the Board to consider rotating the meeting locations to the various branches. After discussion it was decided the May meeting will go ahead as scheduled at the Caledon East Branch on May 25<sup>th</sup> and Sharon Wilson will prepare a tentative schedule for meetings for the remainder of 2015. Meetings in July and August are called by the Chair if necessary. If called, the meetings have been tentatively scheduled for July 20<sup>th</sup> and August 17<sup>th</sup>, location to be determined.

**7. Treasurer's Report**

The Treasurer's report was presented and a discussion ensued regarding the frequency

and details the Board would like to see in the financial reports. It was decided that the Board would continue to receive monthly reports on the capital and operating budget as well as the revenues of the library.

The annual Town budget process begins in July. Sandy Keith suggested a sub-committee be selected to start budget discussions in a timely manner.

**Motion:** To strike a Financial Committee of the Board that will include Sandy Keith, Chris Gilmer and Chair, Janet Manning in an ex-officio role. This committee be working as support in a governance role for the 2016 Budget.

**Moved:** Gord McClure

**Seconded:** Sandy Keith

**Carried**

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

**Moved:** Patti Foley

**Seconded:** Paula Civiero

**Carried**

## **8. Search Committee Report**

i. Five candidates have been selected and the first round of interviews will take place on Monday, April 27, 2015. This interview committee will consist of Janet Manning, Susanne McRoberts and Suzanne French along with Judy Porter, Director of HR for the Town and a representative from Odgers Berndston. After the first round of interviews there will be 2-3 candidates selected for the second round of interviews that will take place on May 4, 2015. All Board members are invited to attend the second round of interviews and Janet Manning will send details following the initial round of interviews.

ii. New Youth Services positions - Sharon explained that the hiring process for the full time Youth Services staff was very similar. The full time positions were advertised and the current part-time candidates as well as others who applied were interviewed. In total eight candidates were interviewed by two managers and a Town Human resources staff member. The process was both fair and transparent. The three full time positions are now filled.

**9. Board Development** - Sharon Wilson provided an overview of the Public Libraries Act and the roles and responsibilities of the Board. She distributed "Cut to the Chase" an at-a-glance reference to Ontario Public Library governance that is published by the Ontario Library Boards' Association.

**10. SOLS Report** - Paula Civiero presented the SOLS report. She recently attended her first meeting of SOLS which included a presentation about the SOLS organization and the relationship with public libraries in Ontario. The meeting also included an around the table discussion in which the trustees shared news from their respective library systems. The next meeting will be on November 14, 2015 at the Grimsby Public Library.

**11. Correspondence** - Doug Maskell, President of Friends of Caledon Public Library had submitted a written report that was presented by Paula Civiero. Friends' updates include the upcoming Monster Book Sale - April 23-26; Pan Am Writing Contest closing April 30<sup>th</sup>; Annual General Meeting - May 19, 2015 at 7pm at the Albion Bolton Branch.

**12. New Business**

Janet Manning suggested all Board members take some time to review Caledon Public Library's 2011 Strategic Plan before the next meeting. This document provides the framework and direction for both staff and Board and will be essential to providing focus for the new CEO.

**13. Time and place of next meeting - Monday, May 25, 2015 at the Caledon East Branch at 7 pm**

**14. Question Period -** Susanne McRoberts, acting as the voice of a local citizen, brought forward a question regarding "A Little Library" which involves the placing of a box of books on a residential property. The Board felt this was outside the parameters of the Board and citizens were within their rights to do as they chose on their own property.

**15. Adjournment**

**Motion:** To adjourn the meeting

**Moved:** Nick deBoer

**Seconded:** Patti Foley

**Carried**

The meeting adjourned at 8:43 pm.

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**Janet Manning**  
**Chair**

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