

## CALEDON PUBLIC LIBRARY BOARD MEETING MINUTES

Monday, May 25, 2015

Caledon East Branch

**Present:** Paula Civiero; 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 7:02 pm.

2. Apologies for non-attendance  
Nick deBoer

3. Approval of the Agenda

**Motion:** to accept the agenda

**Moved:** Susanne McRoberts

**Seconded:** Paula Civiero

**Carried**

4. Disclosure of pecuniary interest  
None declared.

5. Consent Agenda

- a. Minutes of the April 20, 2015 meeting - item #14 first sentence corrected to read:  
*Susanne McRoberts, acting as the voice of a resident brought forward a question regarding the placing of "A Little Library" which involves the placing of a box of books on a residential property.*

6. Business Arising

- a. Board meeting locations and dates - a tentative schedule for the remainder of the meetings for 2015 was distributed. There were 2 changes to the schedule as follows: the June meeting was changed to June 22 at the Caledon East branch; the December meeting was changed to December 14, 2015 at the Caledon East branch. Sharon Wilson will send a revised schedule to the Board.
- b. CEO Announcement - was made on May 15<sup>th</sup>, 2015. Colleen Lipp has been hired as the new CEO for Caledon Public Library effective July 6, 2015.

7. Chief Librarian's Report - Sharon Wilson presented the Chief Librarian's report.

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

**Moved:** Suzanne French

**Seconded:** Chris Gilmer

Carried

8. **Financial Statements** - Sharon Wilson distributed copies of Caledon Public Library's Operating Budget, Revenues and Capital Expenses as of April 30, 2015.

*Gord McClure joined the meeting at 7:35 pm.*

**Motion:** To accept the Financial Statements as presented.

**Moved:** Sandy Keith

**Seconded:** Paula Civiero

Carried

9. **Board Development**

- a. **Operational procedures** - The Board reviewed Caledon Public Library's Code of Conduct as it is important that every Board member complies with both the content and the spirit of the code while serving as a Board member. The Code of Conduct integrates well with Caledon Public Library's strategic plan.
- b. **Strategic priorities - effective Board performance; annual plan** - Janet Manning distributed a draft of an *Annual Agenda Plan* that could be used to help the Board effectively accomplish specific results and identify strategic priorities and issues. The Board also reviewed the template from the SOLS "Library Development Kit" and decided that this template would effectively help to identify areas that need board action, policy and service responses. Janet will revise this template and forward to all Board members for their input.  
The Board discussed the need to develop a framework for setting the expectations for the new CEO and evaluation tools. Paula Civiero will contact SOLS and Janet Manning and Susanne will contact Odgers Berndtson for guidance and resources.

10. **Correspondence** -A letter was received from Monty Laskin, the executive director of Caledon Community Services expressing thanks to Caledon Public Library for their support and involvement with the Exchange.

11. **Time and place of next meeting** - Monday, June 22, 2015 at the Caledon East Branch at 7 pm

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

13. **Evaluation of the meeting** - The meeting met the expectations of the Board.

14. **New Business** - Annual Report - Sandy Keith inquired about the annual statistical reporting to the province and Sharon Wilson advised the Board that all of the data from previous years is available online. The Board also discussed the feasibility of an annual report that would be a good reference for budget presentations to council and as a resource for the community.

**15. Adjournment**

**Motion:** To adjourn the meeting

**Moved:** Suzanne French

**Carried**

**Seconded:** Patti Foley

The meeting adjourned at 8:43 pm.

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**Janet Manning**  
Chair

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**Sharon Wilson**  
Interim Chief Librarian