



## CALEDON PUBLIC LIBRARY BOARD MEETING MINUTES

Monday, June 22, 2015

Caledon East Branch

**Present:** Paula Civiero; 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**  
Nick deBoer; Patti Foley

3. **Approval of the Agenda**

Item # 9 - Friends of the Library Report to be moved to #6 following the consent agenda

**Motion:** to accept the agenda as amended

**Moved:** Suzanne French

**Seconded:** Susanne McRoberts

**Carried**

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

5. **Consent Agenda**

**Motion:** To accept the consent agenda and approval of the minutes of the May 25, 2015 meeting and the revised Board meeting locations and dates

**Moved:** Paula Civiero

**Seconded:** Chris Gilmer

**Carried**

6. **Friends of the Library Report**

Doug Maskell, president of Friends of Caledon Public Library presented the report. The Friends have had a very active spring with the Monster Book Sale, the AGM and the presentation of the winners of the Pan Am Writing Contest at Caledon Day. This fall they will be conducting a membership survey and are already making plans for a book sale in early November.

7. **Business Arising from the Minutes**

- a. Paula Civiero presented information from SOLS on CEO evaluations. SOLS recommends using the job posting with job responsibilities as a reference for evaluation. The evaluation can be done individually, as a group or as a committee

of the Board.

- b. Janet Manning and Susanne McRoberts presented information from Margaret Campbell, the consultant used by the Board for the recruitment of the new CEO. She recommended that the CEO would use the challenges listed in the job posting as a guide and then would establish specific goals within 3 months. Janet also distributed the Town's "Senior Management Performance Assessment & Planning Form" that the Board members agreed would be an excellent resource. They also agreed that it will be important to have staff involvement and it may be beneficial to survey the senior management team to determine the new CEO's effectiveness.

**Motion:** To strike a committee to be responsible for developing an assessment plan for the new CEO. The committee will consist of Susanne McRoberts; Janet Manning; Paula Civiero and Sandy Keith.

**Moved:** Susanne McRoberts  
**Carried**

**Seconded:** Suzanne French

8. **Chief Librarian's Report** - Sharon Wilson presented the Chief Librarian's report. Janet Manning formally acknowledged Sharon Wilson on behalf of the Board for her support and leadership as the Interim Chief Librarian for Caledon Public Library.

9. **Financial Statements** - Sharon Wilson distributed copies of Caledon Public Library's Operating Budget, Revenues and Capital Expenses as of May 31st, 2015.

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

**Moved:** Sandy Keith  
**Carried**

**Seconded:** Chris Gilmer

## 10. Board Development

- a. **Strategic priorities - effective Board performance; annual plan** - Janet Manning distributed the revised *Annual Agenda Plan* for the Board and it was also projected on the screen so the Board could work together to complete. The agenda will be used to help the Board effectively accomplish specific results and identify strategic priorities and issues. Janet will forward the agenda with the additions as discussed. The Board agreed that moving forward they will receive statistical reports quarterly, financial reports monthly and will be working towards creating a board orientation process. Succession planning for Board and CEO will also be a priority. The Board will direct the new CEO to consider appointing a deputy CEO. Sharon Wilson reported that the Town HR is also undertaking a succession planning exercise with all Senior Managers of Town departments and they will be a great resource.

## 11. Correspondence

- a. A letter of resignation was received from Sharon Wilson.
- b. A letter was received from the estate of J. Albert Dunn with a bequest to the Margaret Dunn Valleywood Branch of Caledon Public Library.
- c. Sharon Wilson shared some positive emails from both patrons and staff praising

Caledon Public Library and the programs and services offered.

12. **Time and place of next meeting** - Monday, July 20, 2015 at the Albion Bolton Branch at 7 pm. Laura Johnson, Director of Parks and Recreation for the Town of Caledon will be guest speaker.

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

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

15. **Adjournment**

**Motion:** To adjourn the meeting

**Moved:** Sandy Keith

**Seconded:** Susanne McRoberts

**Carried**

The meeting adjourned at 8:43 pm.

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Janet Manning  
Chair

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Sharon Wilson  
Interim Chief Librarian