

# Caledon Public Library Board Meeting

Monday, Sept 21<sup>st</sup>, 2015

7:00 p.m.

Albion Bolton Branch



## MINUTES

**Present:** Paula Civiero; Suzanne French; Chris Gilmer; Janet Manning; Susanne McRoberts; Councillor Nick deBoer.

**Staff:** Colleen Lipp – CEO | Chief Librarian; Venecia Noseworthy | Admin Assistant

**Absent:** Councillor Gord McClure; Sandy Keith; Patty Foley.

**1. The Chair called the meeting to order at 7:03 pm.**

**2. Apologies for non-attendance:** Sandy Keith; Patty Foley.

**3. Approval of the Agenda**

**Moved:** Suzanne French

**Seconded:** Chris Gilmer

**Carried**

**4. Disclosure of pecuniary interest**

None declared.

**5. Consent Agenda**

**Motion:** To accept the consent agenda and approval of the minutes of the July 20<sup>th</sup>, 2015 meeting.

**Moved:** Susanne McRoberts

**Seconded:** Paula Civiero

**Carried**

**6. New Business**

None declared.

**7. Business Arising from the Minutes**

None declared.

**8. Board and Committee Reports**

**Finance Committee Report:**

a. Minutes of the Finance committee and Committee Terms of Reference were shared.

**Motion:** To receive the Finance Committee minutes of August 17<sup>th</sup> 2015, September 14<sup>th</sup> 2015 and adopt the Finance Committee Terms of Reference.

**Moved:** Paula Civiero

**Seconded:** Nick deBoer

**Carried**

- b. The Finance committee requested an additional voting member to meet the Terms of Reference as adopted. Suzanne French was nominated and accepted the nomination.

**Moved:** Nick deBoer

**Seconded:** Susanne McRoberts

**Carried**

**c. CEO Assessment Committee:**

Colleen Lipp will be providing her goals to the CEO Assessment Committee for ultimate review by the Committee of the Whole at the October meeting.

**9. Staff Reports**

- a. **Treasurer's Report** – Colleen Lipp presented the Treasurer's Report and Financial Statements.

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

**Moved:** Nick deBoer

**Seconded:** Chris Gilmer

**Carried**

- b. **2016 Draft Budget Report** - Colleen Lipp presented the 2016 budget proposal for board consideration.

**Motion:** To receive and approve the Budget report with the following two amendments.

- i. Revised increase to Online Databases budget line from \$25,000 as initially proposed to \$32,000 to match SOLS current fees estimate. This will maintain the Library's existing service level to patrons, previously funded by the provincial government.
- ii. Increase AB Caretaking Supplies from \$0 to \$1,500 to cover consumable supplies pending confirmation of contract terms by Colleen Lipp.

**Moved:** Chris Gilmer

**Seconded:** Nick deBoer

**Carried**

**c. Recommendation for purchase of Laptops**

**Motion:** To proceed with acquisition of 10 additional laptops for both public programs and staff training requirements.

**Moved:** Paula Civiero

**Seconded:** Susanne McRoberts

**Carried**

**Board Development**

**d. Leadership by Design - Module 5 Finances**

Colleen Lipp provided an on screen overview of Module 5 Finances. (<http://www.learnhq.ca>)

**10. Correspondence**

Correspondence dated July 21, 2015 from Manager of Public Service Kelley Potter to Ms. Katherine Lockyer was shared. Ms. Potter thanked Ms. Lockyer for her recent donation on behalf of her parents, Margaret and Albert Dunn. Funds from this generous bequest were used to purchase and install an electric fireplace at the Margaret Dunn Valleywood Branch.

**11. Time & location of next meeting:** October 19th, 2015 7:00 pm Albion Bolton Branch

**12. Question Period** – There were no representatives from the public present.

**13. Evaluation of the meeting:**

The Board thanks Colleen Lipp for an informative presentation.

**14. Adjournment**

**Motion:** To adjourn the meeting

**Moved:** Susanne McRoberts

**Seconded:** Chris Gilmer

**Carried**

The meeting adjourned at 9:05 p.m.

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Janet Manning  
Chair

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Colleen Lipp  
CEO | Chief Librarian