

## MINUTES

**Present:** Suzanne French; Chris Gilmer; Sandy Keith; Janet Manning; Councillor Gord McClure; Susanne McRoberts; Councillor Nick deBoer.

**Staff:** Colleen Lipp – CEO | Chief Librarian; Mary Maw | Manager of Communications & Community Development

**Absent:** Patti Foley; Paula Civiero

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

**2. Apologies for non-attendance:** Paula Civiero; Patti Foley.

**3. Approval of the Agenda**

**Moved:** Susanne McRoberts

**Seconded:** Nick deBoer

**Carried**

**4. Disclosure of pecuniary interest**

None declared.

**5. Consent Agenda**

**Motion:** To accept the consent agenda and approval of the minutes of September 21, 2015 with correction to item #9 c. Minutes moved by Paula Civiero.

**Moved:** Gord McClure

**Seconded:** Sandy Keith

**Carried**

**6. New Business**

None declared.

**7. Business Arising from the Minutes**

None declared.

**8. Board and Committee Reports**

**a. CEO Assessment Committee:**

The Caledon Public Library Performance Assessment & Planning form was completed and the committee met with Colleen to set her goals. In January 2016 they will conduct a mid-year review and then a Year-end review in July 2016.

**9. Staff Reports**

- a. Treasurer's Report** – Colleen Lipp reported that she had met with Town Finance Staff and presented a 2016 budget update.

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

**Moved:** Nick deBoer

**Seconded:** Sandy Keith

**Carried**

- b. Quarterly Performance Measures and Statistics** Colleen Lipp presented Caledon Public Library's Quarterly Performance Measures and Statistic for the third quarter of 2015 using new methodology that provides a year over year comparison.

**Motion:** To accept Caledon Public Library's Quarterly Performance Measures and Statistics for the third quarter of 2015 as presented.

**Moved:** Chris Gilmer

**Seconded:** Sandy Keith

**Carried**

- c. CEO Goals** – The Caledon Public Library Board reviewed the CEO Goals as presented by Colleen Lipp for receipt and approval.

**Motion:** That the Caledon Public Library Board receive and approve the recommended CEO Goals.

**Moved:** Sandy Keith

**Seconded:** Susanne McRoberts

**Carried**

- d. Schedule of Policy Revision and Creation** – Colleen Lipp distributed a proposed schedule of policies to be drafted and/or revised for recommendation and approval.

**Motion:** That the Caledon Public Library Board adopt the proposed schedule of policy revision and creation including subsequent bi-annual review.

**Moved:** Suzanne French

**Seconded:** Chris Gilmer

**Carried**

**10. Board Development**

- a. Leadership by Design - Module 6 – The CEO**

Colleen Lipp provided an on screen overview of Module 6 – The CEO. (<http://www.learnhq.ca>)

**11. Correspondence**

- a. Letter to Ms Sylvia Jones, MPP from Janet Manning on behalf of the Caledon Public**

**Motion:** To send the letter as presented to Ms Sylvia Jones, MPP from Janet Manning on behalf

of the Caledon Public Library Board to request support of OLC grant application.

**Moved:** Susanne McRoberts

**Seconded:** Sandy Keith

**Carried**

- b. Letter from Mojgan Schmalenberg to thank the Board for the donation to the Cancer Society in sympathy for the recent passing of her father.

**12. Time & location of next meeting:** November 16, 2015 7:00 pm Albion Bolton Branch

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

**14. Evaluation of the meeting:**

- a. The Board would like the monthly meetings to include a verbal update from the CEO with highlights from the monthly CEO report.
- b. The Board would like to receive the minutes of the meeting in advance of the board package to allow sufficient time for review.

**15. Adjournment**

**Motion:** To adjourn the meeting

**Moved:** Sandy Keith

**Seconded:** Chris Gilmer

**Carried**

The meeting adjourned at 8:20 p.m.

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**Janet Manning**  
Chair

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**Colleen Lipp**  
CEO | Chief Librarian