

## MINUTES

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

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

**Absent:** Gord McClure

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

**2. Apologies for non-attendance:** Gord McClure

**3. Approval of the Agenda**

**Moved:** Patti Foley

**Seconded:** Chris Gilmer

**Carried**

**4. Disclosure of pecuniary interest**

None declared.

**5. Consent Agenda**

**Motion:** To accept the Consent Agenda including minutes of the October 19, 2015; the CEO's Report and The Strategic Initiatives Update as presented.

**Moved:** Sandy Keith

**Seconded:** Suzanne McRoberts

**Carried**

**6. New Business**

None declared.

**7. Business Arising from the Minutes**

None declared.

**8. Board and Committee Reports**

- a. **SOLS Representative Report:** Paula Civiero presented the report. She recently attended The SOLS Trustee meeting on Saturday, November 14, 2015. The major focus of the meeting was on the Fair eBook Price Campaign.

## 9. Staff Reports

- a. **Treasurer's Report** – Colleen Lipp presented the Treasurer's report including a 2016 Budget Update and a 2015 Budget Status Report.

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

**Moved:** Nick deBoer

**Seconded:** Sandy Keith

**Carried**

- b. **Town Purchasing Bylaw** - The Caledon Public Library Board reviewed the relevant portions of the Town's Purchasing By-law for recommendation and approval.

**Motion:** That the Caledon Public Library Board approve the relevant portions of the Town of Caledon's Purchasing By-law for ultimate consideration and enactment by Town Council.

**Moved:** Susanne McRoberts

**Seconded:** Chris Gilmer

**Carried**

- c. **Privacy Policy** – Colleen Lipp presented the Caledon Public Library Privacy Policy for recommendation and approval.

**Motion:** That the Caledon Public Library Board receive and adopt the drafted Privacy Policy as presented.

**Moved:** Sandy Keith

**Seconded:** Suzanne French

**Carried**

- d. **Library Services and Facilities Review and Master Plan Report** - was presented with the recommendation for the Caledon Public Library Board to review and to begin the planning and procurement process for a Library Services and Facilities Review and Master Plan.

**Motion:** That the Caledon Public Library Board approve the launch of the procurement process for a Library Services and Facilities Review and Master Plan.

That the Caledon Public Library Board approve the submission of a Mayfield West Community Centre Stakeholder Inquiry Form confirming our tentative interest in the provision of Library services in the Mayfield West 1 facility and our active participation in the Town's ongoing community engagement process

**Moved:** Suzanne French

**Seconded:** Paula Civiero

**Carried**

- e. **OLA Super Conference Board Attendance Report** - the Caledon Public Library Board reviewed the OLA Super Conference Attendance Report for recommendation and review.

**Motion:** That the Caledon Public Library Board receive and approve the OLA Super Conference Board Attendance Report, allowing for conference registration of selected representatives prior to the Early Bird deadline of December 18, 2015.

**Moved:** Nick deBoer

**Seconded:** Susanne McRoberts

**Carried**

**f. Board Meeting Schedule** - The Caledon Public Library Board reviewed the drafted schedule of 2016 Library Board meetings for recommendation and approval.

**Motion:** That the Caledon Public Library Board receive and adopt the proposed schedule of Board meetings for 2016.

**Moved:** Sandy Keith

**Seconded:** Paula Civiero

**Carried**

## **10. Board Development**

### **a. Leadership by Design - Module 7 – Legal Considerations**

Colleen Lipp provided an on screen overview of Module 7 – Legal Considerations (<http://www.learnhq.ca>)

**11. Correspondence** – there was no correspondence

**12. Time & location of next meeting:** December 14, 2015 7:00 pm Albion Bolton Branch

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

**14. Evaluation of the meeting:** Board members were satisfied with the meeting.

## **15. Adjournment**

**Motion:** To adjourn the meeting

**Moved:** Chris Gilmer

**Seconded:** Suzanne French

**Carried**

The meeting adjourned at 8:45 p.m.

---

Janet Manning  
Chair

---

Colleen Lipp  
CEO | Chief Librarian