

## MINUTES

**Present:** Paula Civiero; Patti Foley; Suzanne French; 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:** Chris Gilmer

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

**2. Apologies for non-attendance:** Chris Gilmer

**3. Approval of the Agenda**

Addition to agenda item #8

- a. CEO Evaluation Committee

**Motion:** To approve the agenda as amended.

**Moved:** Patti Foley

**Seconded:** Sandy Keith

**Carried**

**4. Disclosure of pecuniary interest**

None declared.

**5. Consent Agenda**

**Motion:** To accept the Consent Agenda including minutes of the November 17, 2015 meeting;  
the CEO's Report and The Strategic Initiatives Update as presented.

**Moved:** Sandy Keith

**Seconded:** Suzanne French

**Carried**

**6. New Business**

None declared.

**7. Business Arising from the Minutes**

- a. Board OLA Super Conference Attendance

**Motion:** That the Caledon Public Library Board approve the attendance of Janet Manning and Sandy Keith for the full 2016 OLA Super Conference, allowing for conference registration prior to the Early Bird deadline of December 18, 2015.

**Moved:** Suzanne French

**Seconded:** Patti Foley

**Carried**

## **8. Board and Committee Reports**

- a. **CEO Evaluation** – The 6 month probation period for CEO/Chief Librarian Colleen Lipp ends on January 6, 2016. Following the meeting, the CEO Evaluation Committee met to complete the form and arrange for submission to the Town. The CEO Evaluation Committee will have a preliminary meeting with Colleen Lipp on January 6, 2016 at 9:30 am at the Caledon Village Branch. The CEO Evaluation Committee will then meet again on January 11, 2016 at 10:30 am at the home of Board and Committee member Paula Civiero to finalize the evaluation.

*Nick deBoer arrived at 7:25 pm*

## **9. Staff Reports**

- a. **Treasurer's Report** – Colleen Lipp presented the Treasurer's report including a 2015 Budget Status Report and an update on the 2016 Budget. The 2016 Caledon Public Library proposed budget will be presented to council on Tuesday, December 15<sup>th</sup>.

**CIBC Cash Management Online (CMO)** – CIBC has advised CPL that fax request services for account transfers would be discontinued as of December 31, 2015. CIBC has recommended that the library make use of CIBC Cash Management Online (CMO). This service would allow for electronic access to library accounts while supporting the requirement that any transactions are approved by both the CEO/Chief Librarian and Board Chair.

**Motion:** Caledon Public Library Board directs the CEO/Chief Librarian to pursue the transition to CIBC Cash Management Online (CMO).

**Moved:** Sandy Keith

**Seconded:** Paula Civiero

**Carried**

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

**Moved:** Sandy Keith

**Seconded:** Gord McClure

**Carried**

- b. **Fair eBook Pricing** - Colleen Lipp presented the Fair eBook Pricing for Libraries Advocacy report.

**Motion:** That the Caledon Public Library Board direct the Caledon Public Library to join the Canadian Public Libraries for Fair eBook Pricing Coalition to advocate for fair pricing models for eBooks.

**Moved:** Susanne McRoberts

**Seconded:** Paula Civiero

**Carried**

- c. **Internet and Technology Acceptable Use Policy** – Colleen Lipp presented a revised Internet and Technology Acceptable Use Policy for recommendation and approval.

**Motion:** That the Caledon Public Library Board receive and adopt the revised Internet and Technology Acceptable Use Policy.

**Moved:** Suzanne French

**Seconded:** Susanne McRoberts

**Carried**

- d. **Inclement Weather and Unscheduled Closure Policy** – Colleen Lipp presented the Inclement Weather and Unscheduled Closure Policy report for recommendation and approval.

**Motion:** That the Caledon Public Library Board receive and adopt the drafted Inclement Weather and Unscheduled Closure Policy.

**Moved:** Patti Foley

**Seconded:** Susanne McRoberts

**Carried**

## 10. Board Development

### a. Leadership by Design - Modules 8 and 9 – Policy and Risk Management

Colleen Lipp provided an on screen overview of Modules 8 and 9 – Policy and Risk Management (<http://www.learnhq.ca>)

- b. Councillor Nick deBoer suggested that moving forward the Board should consider posting draft policies on the library website for public consultation for 30 days prior to the board making final approval. The Board will adopt this practice for the next policy under review in January 2016 – Caledon Public Library’s Operational Policy.

## 11. Correspondence

- a. OLCF Letter of Support from Sylvia Jones, MPP – November 24, 2015
- b. Board to Board letter received from the Exchange Leadership Team, November 30, 2015 – one of the objectives referred to in the letter was a Data project that the Exchange will be pursuing in 2016. Subsequently, Colleen Lipp received an email from the Exchange requesting her to participate in an interview as part of this project. The Board advised Colleen to gather more information and report back in January.
- c. Email from patron regarding the noise level and activities at the Albion Bolton Branch

**12. Time & location of next meeting:** January 18, 2016 at 7pm at the 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, the policies passed and the sharing of new ideas.

## 15. Adjournment

**Motion:** To adjourn the meeting

**Moved:** Patti Foley

**Seconded:** Suzanne French

**Carried**

The meeting adjourned at 8:40 p.m.

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**Janet Manning**  
Chair

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**Colleen Lipp**  
CEO | Chief Librarian