

# Caledon Public Library Board Meeting

Monday, January 18<sup>th</sup>, 2016

7:00 p.m.

Albion Bolton Branch



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## MINUTES

**Present:** Paula Civiero; Suzanne French; Janet Manning; Susanne McRoberts; Sandy Keith; Councilor Nick deBoer.

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

**Absent:** Councilor Gord McClure; Chris Gilmer; Patty Foley.

**1. The Chair called the meeting to order at 7:02 pm.**

**2. Apologies for non-attendance:** Chris Gilmer; Patty Foley, Councillor Gord McClure

**3. Approval of the Agenda**

**Moved:** Susanne McRoberts

**Seconded:** Suzanne French

**Carried**

**4. Disclosure of pecuniary interest**

None declared.

**5. Consent Agenda**

**a) Motion:** To accept the consent agenda and approval of the minutes of the December 14<sup>th</sup> 2015 meeting, as well as the CEO's Report and the Strategic Initiatives Update.

**Moved:** Sandy Keith

**Seconded:** Paula Civiero

**Carried**

**6. New Business.**

None declared.

**7. Business arising from the minutes.**

None.

**8. Board and Committee Report:**

**CLOSED SESSION**

a. CEO Evaluation Committee Report

That the Board move to Closed Session under Section 16.1 (4) (b) of the Public Libraries Act to discuss personal matters about an identifiable individual.

**Moved:** Councilor Nick deBoer

**Seconded:** Sandy Keith

**Carried.**

Time: 7:15 p.m.

That the Board return to an Open Session under Section 16.1 (4) (b) of the Public Libraries Act to discuss personal matters about an identifiable individual.

**Moved:** Susanne Roberts

**Seconded:** Suzanne French

**Carried.**

Time: 7:20 p.m.

CEO Evaluation Committee Report.

**Moved:** Sandy Keith

**Seconded:** Paula Civiero

That the report be received.

**Carried.**

## 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:** Sandy Keith

**Seconded:** Suzanne French

**Carried.**

- b. **Quarterly Performance Measures and Statistics**

**Motion:** To accept the 2015 Q4 Performance Measures and Statistics.

**Moved:** Nick deBoer

**Seconded:** Suzanne French

**Carried.**

- c. **Belfountain Branch Hours – Mid Project Report**

**Motion:** That the Caledon Public Library Board receive the Belfountain Branch Hours – Mid Project Report.

**Moved:** Paula Civiero

**Seconded:** Sandy Keith

**Carried.**

- d. **Operational Policy Report**

**Motion:** That the Caledon Public Library Board receive and adopt the revised Operational Policy pending minor corrections to the overdue notification process.

**Moved:** Suzanne French

**Seconded:** Sandy Keith

**Carried.**

## 10. Board Development

- a) **Leadership by Design – Module 10 Annual Report**

Colleen Lipp provided an on screen overview of Module 10 Annual Report. Colleen has set

a target completion for CPL's first Annual Report for June 2016, pending availability of final 2015 Financials provided by the Town.

**11. Correspondence**

None declared.

**12. Time & location of next meeting:** February 22, 2016 7:00 pm Albion Bolton Branch

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

**14. Evaluation of the meeting:**

The Board was satisfied with all presentations.

**15. Adjournment**

**Motion:** To adjourn the meeting

**Moved:** Paula Civiero

**Seconded:** Sandy Keith

**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