

# Caledon Public Library Board Meeting

Monday, February 22, 2016

7:00 p.m.

Albion Bolton Branch



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## MINUTES

**Present:** Janet Manning | Chair; Susanne McRoberts | Vice-Chair; Paula Civiero; Suzanne French; Chris Gilmer; Sandy Keith;

**Staff:** Colleen Lipp – CEO | Chief Librarian; Kelley Potter | Manager of Public Service; Venecia Noseworthy | Admin Assistant

**Absent:** Councilor Gord McClure; Councillor Nick deBoer; Patty Foley.

**1. The Chair called the meeting to order at 6:55 pm.**

**2. Apologies for non-attendance:** Councilor Gord McClure; Councillor Nick deBoer; Patty Foley

**3. Approval of the Agenda**

**Moved:** Susanne McRoberts

**Seconded:** Chris Gilmer

**Carried**

**4. Disclosure of pecuniary interest**

None declared.

**5. Consent Agenda**

**Motion:** To accept the Minutes of January 18, 2016 and the Strategic Initiatives Update as part of the Consent Agenda pending a correction to accurately reflect the move to closed session within the minutes.

**Moved:** Sandy Keith

**Seconded:** Paula Civiero

**Carried**

**Motion:** To move discussion of the CEO Report from the consent agenda to Staff Reports.

**Moved:** Sandy Keith

**Seconded:** Chris Gilmer

**Carried**

**6. New Business.**

None.

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

None.

**8. Board and Committee Report:**

**a. CEO Evaluation Committee Report**

A brief oral update was provided by Janet Manning regarding the status of the evaluation process and plans to conduct a related staff survey.

**9. Staff Reports**

**a. CEO's Report**

Colleen Lipp presented the CEO's Report included a brief updated related to a recent meeting of Exchange Partners.

**Motion:** That the Caledon Public Library Board receive the CEO's Report as presented.

**Moved:** Sandy Keith

**Seconded:** Chris Gilmer

**Carried.**

**b. Treasurer's Report**

Colleen Lipp presented the Treasurer's Report and Financial Statements.

**Motion:** That the Caledon Public Library Board approve use of limited Inter-Account Transfers to facilitate the transfer of funds between the Library and Town bank accounts.

**Moved:** Suzanne French

**Seconded:** Susanne McRoberts

**Carried.**

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

**Moved:** Susanne McRoberts

**Seconded:** Sandy Keith

**Carried.**

**c. Branch Hours of Operation**

**Motion:** That the Caledon Public Library Board adopt the recommended hours of operation at the Alton, Caledon Village and Margaret Dunn Valleywood branches for implementation on Monday, February 20

**Moved:** Paula Civiero

**Seconded:** Sandy Keith

**Carried.**

**d. Planning Policy and Timeline Report**

**Motion:** That the Caledon Public Library Board approve and adopt the amended Planning Policy and Timeline, and;

That the Caledon Public Library Board approve the formation of an Ad Hoc Planning Committee to be comprised of the Chair, CEO, Board members Chris Gilmer and Suzanne French and two (2) members of the management team.

**Moved:** Susanne McRoberts

**Seconded:** Sandy Keith

**Carried.**

**e. Board By-Laws**

**Motion:** That the Caledon Public Library Board repeal the previous By-Law, revised August 13, 2012

**Moved:** Sandy Keith

**Seconded:** Chris Gilmer

**Carried.**

**f. Library Services and Facility Review and Master Plan – Status Update**

**Motion:** That the Caledon Public Library Board received the Library Services and Facilities Review and Master Plan – Status Update

**Moved:** Chris Gilmer

**Seconded:** Suzanne French

**Carried.**

**Motion:** That the Caledon Public Library Board delegate authority to the CEO and Proposal Evaluation Team to finalize the selection of the successful proponent, entering into a contract on behalf of the Library and the Board.

**Moved:** Sandy Keith

**Seconded:** Paula Civiero

**Carried.**

**10. Board Development**

**a. OLA SuperConference Feedback**

Janet Manning and Sandy Keith provided an overview of the sessions attended and insights gained during the four-day conference. Suggestions were shared regarding how these learnings may be integrated into Board meeting agendas and future development as well as through the adoption of a Board Assessment Policy.

**11. Correspondence**

None.

**12. Time & location of next meeting:** Monday, March 21, 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 confirmed that the meeting was very productive.

**15. Adjournment**

**Motion:** To adjourn the meeting

**Moved:** Suzanne French

**Seconded:** Chris Gilmer

**Carried**

The meeting adjourned at 9:25 p.m.

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Janet Manning  
Chair

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Colleen Lipp  
CEO | Chief Librarian