

Caledon Public Library Board Meeting

Monday, April 18, 2016

7:00 p.m.

Albion Bolton Branch



MINUTES

Present: Janet Manning (Chair); Susanne McRoberts (Vice-Chair); Paula Civiero; Councilor Nick deBoer; Chris Gilmer; Sandy Keith

Staff: Colleen Lipp – CEO | Chief Librarian

Absent: Suzanne French; Councilor Gord McClure

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

2. Apologies for non-attendance: Suzanne French

3. Approval of the Agenda

The Chair asked for a volunteer to provide evaluation feedback for the meeting as identified in Agenda item 14. Susanne McRoberts offered to fill this role.

Motion: That the Agenda be approved.

Moved: Chris Gilmer

Seconded: Paula Civiero

Carried

4. Disclosure of pecuniary interest

None declared.

5. Consent Agenda

Motion: That the Board remove the CEO's Report from the consent agenda for further discussion related to the Exchange and that the Board approve the Strategic Initiatives Update and Minutes of March 18 pending the correction of two typographical errors.

Moved: Sandy Keith

Seconded: Chris Gilmer

Carried

The Board discussed the Library's role within the Exchange and the recent invitation to the CEO/Chief Librarian to participate as part of the collaborative leadership team. As per the CEO's Report, C.Lipp will contact Exchange representatives and attend a leadership team meeting in an effort to obtain additional information regarding this commitment in advance of any formal decision or action.

6. Business arising from the minutes.

Motion: That the Board receive the Board Vacancy Update.

Moved: Susanne McRoberts

Seconded: Chris Gilmer

Carried

7. Board and Committee Report

a. Strategic Planning Committee Minutes

Motion: That the Board receive the committee minutes.

Moved: Sandy Keith

Seconded: Paula Civiero

Carried.

8. Staff Reports

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

Motion: That the Board receive the Treasurer's Report as presented.

Moved: Councillor Nick deBoer

Seconded: Paula Civiero

Carried.

b. Quarterly Performance Measures and Statistics

Motion: That the Board receive the Quarterly Performance Measures and Statistics.

Moved: Sandy Keith

Seconded: Paula Civiero

Carried.

c. Personnel Policy Report

Motion: That the Board receive the Personnel Policy Report; and, that the Board defers consideration of the revised Personnel Policy until the May 16, 2016 meeting of the Board.

Moved: Susanne McRoberts

Seconded: Paula Civiero

Carried.

d. Board Code of Conduct Report

Motion: That the Board approve and adopt the revised Board Code of Conduct.

Moved: Sandy Keith

Seconded: Councillor Nick deBoer

Carried.

e. Public Code of Conduct Report

Motion: That the Board approve and adopt the Public Code of Conduct.

Moved: Paula Civiero

Seconded: Sandy Keith

Carried.

9. New Business.

None

10. Board Development

a. Review of SWOT Analysis and potential actions

The Board reviewed and discussed the results of the SWOT analysis completed during the March meeting. Orientation of new board members and dedicated services to and usage by teens were identified as additional weaknesses/challenges.

The Board also discussed the Board's performance related to the goal "to consult and form partnerships with other groups to achieve mutual goals" as per the 2011 Strategic Plan. A discussion focusing on the Library's strategic goal to govern responsibly is planned for the May meeting.

11. Correspondence

None

12. **Time & location of next meeting:** May 16, 2016 7:00 pm Albion Bolton Branch

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

14. **Evaluation of the meeting** – as shared by Susanne McRoberts

a. Did I feel adequately prepared?

- Absolutely, hard copies in advance of the meeting were appreciated.

b. Were topics raised of value and interest?

- Topics were relevant to current tasks facing the Board

c. Did the questions and follow up discussion help to better inform my decision?

- Yes, fulsome discussion with varied perspectives provided

d. Did I and all other members have opportunity to participate?

- Yes, everyone at the table shared their perspective.

15. Adjournment

Motion: That the meeting adjourn.

Moved: Councillor Nick deBoer

Seconded: Sandy Keith

Carried.

The meeting adjourned at 8:58 p.m.

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian