

Caledon Public Library Board Meeting

Monday, June 20, 2016

7:00 p.m.

Albion Bolton Branch



MINUTES

Present: Janet Manning (Chair); Susanne McRoberts (Vice-Chair); Suzanne French; Sandy Keith; Councillor Gord McClure; Lynne van Ryzewyk

Staff: Colleen Lipp – CEO | Chief Librarian; Laurie Groe – Manager, Youth Services; Megan Renkema – Manager, Information Services

Absent: Paula Civiero; Councillor Nick deBoer; Chris Gilmer

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

2. Apologies for non-attendance: Paula Civiero

3. Approval of the Agenda

The Chair asked for a volunteer to provide evaluation feedback for the meeting as identified in Agenda item 15. Sandy Keith offered to fill this role.

Motion: That the Closed Session be moved to the final item and that the amended Agenda be approved.

Moved: Suzanne French

Seconded: Sandy Keith

Carried

4. Disclosure of pecuniary interest

None declared.

5. Consent Agenda

Motion: That the Board approve the Consent Agenda including the Minutes of May 16, 2016, the CEO Report and the Strategic Initiatives Update.

Moved: Sandy Keith

Seconded: Councillor McClure

Carried

6. Business arising from the minutes.

a. Clarification of Personnel Policy

Motion: That the Caledon Public Library Board approve and adopt the amendment to the Caledon Public Library Personnel Policy.

Moved: Susanne McRoberts

Seconded: Sandy Keith

Carried

7. Board and Committee Report

None.

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: Lynne van Ryzewyk

Seconded: Sandy Keith

Carried.

- b. Collection Development Policy Report** – Laurie Groe and Megan Renkema presented the revised Collection Development Policy

Motion: That the Caledon Public Library Board approve and adopt the revised Collection Development Policy.

Moved: Sandy Keith

Seconded: Susanne McRoberts

Carried.

- c. Volunteer Policy Report**

Motion: That the Caledon Public Library Board approve and adopt the drafted Volunteer Policy.

Moved: Suzanne French

Seconded: Sandy Keith

Carried

- d. Caledon Public Library Annual Report 2015**

Motion: That the Caledon Public Library Board receive the Caledon Public Library Annual Report 2015.

Moved: Susanne McRoberts

Seconded: Lynne van Ryzewyk

Carried.

Laurie Groe and Megan Renkema left the meeting at 7:55 pm.

9. New Business.

None

10. Board Development

- a. 2011 Strategic Plan Review – Governing Responsibly**

Those in attendance discussed the Board's performance related to the goal to "govern responsibly" as per the 2011 Strategic Plan.

- b. Board Agenda/Work Plan Review**

The Board discussed the mid-term executive and committee elections scheduled for December and the Chair asked that members consider their interest in filling a role and the need to plan for Board succession.

11. Correspondence

a. Peel Region Library Trustees Meeting - Brampton Library, June 8, 2016

Motion: That the Board receive the correspondence and prepare a presentation for the July meeting of the Caledon, Brampton and Peel Boards.

Moved: Susanne McRoberts

Seconded: Lynne van Ryzewyk

Carried.

12. Closed Session

Motion: That the Board move to Closed Session under Section 16.1 (4) of the Public Libraries Act to consider:

(b) personal matters about an identifiable individual

(e) litigation or potential litigation, including matters before administrative tribunals affecting the board.

Moved: Sandy Keith

Seconded: Lynne van Ryzewyk

Carried.

Time: 8:43 pm

Motion: That the Board return to an Open Session under Section 16.1 (4) of the Public Libraries Act having considered:

(b) personal matters about an identifiable individual

(e) litigation or potential litigation, including matters before administrative tribunals affecting the board.

Moved: Councillor McClure

Seconded: Sandy Keith

Carried.

Time: 9:12 pm

a. Confidential Report re: Litigation or potential litigation, including matters before administrative tribunals, affecting the Board

Motion: That the Caledon Public Library Board receive the Confidential Report re: Litigation or potential litigation, including matters before administrative tribunals, affecting the board

Moved: Lynne van Ryzewyk

Seconded: Suzanne French

Carried.

b. Confidential Report re: Personal matters about an identifiable individual – CEO Performance Appraisal

Motion: That the Board receive the CEO Annual Performance Appraisal as prepared by the Board's CEO Performance Evaluation Committee

Moved: Sandy Keith

Seconded: Councillor McClure

Carried.

13. Time & location of next regular meeting: September 12, 2016 7:00 pm Albion Bolton Branch

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

15. Evaluation of the meeting – as shared by Sandy Keith

a. Did I feel adequately prepared?

Mr. Keith felt that the meeting went very well but that he was not, personally, as well prepared as usual.

b. Were topics raised of value and interest?

Topics of discussion were necessary, timely and of value

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

There was a good and fruitful discussion

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

Yes

16. Adjournment

Motion: That the meeting adjourn.

Moved: Suzanne French

Seconded: Sandy Keith

Carried.

The meeting adjourned at 9:15 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian