

# Caledon Public Library Board Meeting

Monday, January 16, 2017

6:00 p.m.

Albion Bolton Branch



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## MINUTES

**Present:** Janet Manning (Chair); Paula Civiero (Vice-Chair); Sandy Keith; Suzanne French; Councillor Gord McClure; Lynne van Ryzewyk.

**Staff:** Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant.

**Absent:** Councillor Nick deBoer; Susanne McRoberts; Chris Gilmer

**1. The Chair called the meeting to order at 6:02pm.**

**2. Apologies for non-attendance:** Susanne McRoberts; Chris Gilmer.

**3. Approval of the Agenda**

**Motion:** That the Caledon Public Library Board Agenda be approved.

**Moved:** Paula Civiero

**Seconded:** Sandy Keith

**Carried.**

Councillor Gord McClure arrived at 6:04 pm.

**4. Disclosure of pecuniary interest:** none

**5. Consent Agenda**

**a. Minutes of the December 12, 2016 meeting**

**b. CEO's Report**

**c. Strategic Initiatives Update**

**Motion:** That the Board approve the Consent Agenda including the Minutes of December 12th, 2016, the CEO's Report and the Strategic Initiatives Update.

**Moved:** Sandy Keith

**Seconded:** Paula Civiero

**Carried.**

**6. Business arising from the minutes.**

**a. Exchange Statement of Contribution – Organizational Commitment Form**

**Motion:** That the Caledon Public Library approved the drafted Exchange Statement of Contribution – Organizational Commitment form and direct the CEO/Chief Librarian to sign and submit to the Exchange.

**Moved:** Lynne Van Ryzewyk  
**Carried.**

**Seconded:** Paula Civiero

## **7. Board and Committee Reports**

### **a. Strategic Planning Committee Update**

Colleen Lipp indicated that a meeting of the Strategic Planning Committee is planned for January 24<sup>th</sup> and that a final draft of the plan will be shared with the full Board at the March meeting.

## **8. Staff Reports**

### **a. Treasurer's Report and Financial Statements**

**Motion:** That the Caledon Public Library Board receive the Treasurer's report as presented.

**Moved:** Suzanne French  
**Carried.**

**Seconded:** Sandy Keith

### **b. Quarterly and Year End Performance Measures and Statistics 2016**

**Motion:** That the Caledon Public Library Board receive the quarterly and year end performance statistics 2016 presented.

**Moved:** Sandy Keith  
**Carried.**

**Seconded:** Councillor Gord McClure

### **c. Draft Library Board Agenda and Work plan 2017**

**Motion:** That the Caledon Public Library Board approve and adopt the 2017 Annual Agenda and Work Plan with the reflection of the recommended changes and rescheduling

**Moved:** Lynne Van Ryzewyk  
**Carried.**

**Seconded:** Sandy Keith

## **9. New Business - None**

## **10. Board Advocacy**

### **a. Advocacy Primer**

**Motion:** That the Caledon Public Library receive the advocacy primer and direct the CEO/Chief Librarian to draft an Advocacy Policy for Board Review in March.

**Moved:** Sandy Keith  
**Carried.**

**Seconded:** Councillor Gord McClure

### **b. Upcoming Event and Opportunities**

i) Upcoming Event and Opportunities Master Plan Presentation to Council – Tuesday, February 7<sup>th</sup>, 2017 – 7PM – Council Chambers

ii) Young Reels Film Festival – Wednesday, March 8 2017 – 6PM – Landmark Cinemas Bolton

iii) Author Visit: Ann Walmsley – Thursday, March 9<sup>th</sup>, 2017 – 7PM Albion Bolton Branch

**Motion:** That the Caledon Public Library request that one Library Board member

attend each event.

**Moved:** Lynne Van Ryzewyk  
**Carried.**

**Seconded:** Suzanne French

**11. Correspondence**

- a. Public Library Funding Review Discussion Document, Federation of Ontario Public Libraries – December 13, 2016 (Attachment 11-A)
- b. FOPL Board Recruitment for 2017, Julia Merritt – December 14, 2016 (Attachment 11-B)
- c. First Nations Library Sponsorship, Federation of Ontario Public Libraries – December 16, 2016 (Attachment 11-C)
- d. Notice of FOPL 2017 Annual General Meeting, Federation of Ontario Public Libraries – December 16, 2016 (Attachment 11-D)

**12. Question Period:** none

**13. Evaluation of the meeting:** Meeting evaluated as very productive.

**14. Time & location of next regular meeting:**

**Motion:** That the Caledon Public Library Board cancel the February 13, 2017 meeting and schedule a meeting for Monday, August 14, 2017.

**Moved:** Suzanne French

**Seconded:** Sandy Keith

The next meeting is schedule for March 20<sup>th</sup>, 2017 6pm at the Albion Bolton Branch.

**15. Adjournment**

**Motion:** That the meeting adjourn.

**Moved:** Sandy Keith

**Seconded:** Councillor Gord McClure

**Carried.**

The meeting adjourned at 7:53 pm

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Janet Manning  
Chair

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Colleen Lipp  
CEO | Chief Librarian