

## MINUTES

**Present:** Janet Manning (Chair); Sandy Keith; Susanne McRoberts; Suzanne French; Chris Gilmer; Lynne van Ryzewyk; Councillor Gord McClure; Councillor Nick deBoer

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

**Absent:** Paula Civiero

**1. The Chair called the meeting to order at 7:10 PM**

**2. Apologies for non-attendance:** Paula Civiero

**3. Approval of the Agenda**

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

**Moved:** Susanne McRoberts

**Seconded:** Sandy Keith

**Carried.**

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

**5. Consent Agenda**

a. Minutes of the November 20, 2017 meeting

b. CEO's Report

c. Strategic Initiatives Update

d. Correspondence

i. Caledon Public Library – Easement Request – November 22, 2017

ii. Albion & Bolton Agricultural Society – Response – November 22, 2017

**Motion:** That the Caledon Public Library Board approve the Consent Agenda

**Moved:** Councillor Nick deBoer

**Seconded:** Susanne McRoberts

**Carried.**

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

a. Indigenous Acknowledgment

**Motion:** That an Indigenous Acknowledgment be included as a standing agenda item as of January 2018.

**Moved:** Councillor Gord McClure

**Seconded:** Sandy Keith

**Carried.**

**b. Alton Refurbishment Capital Project**

A discussion was had regarding the removal of the Board's capital request in support of renovations at the Alton Branch.

**c. Meeting of Peel Libraries**

A discussion was had regarding potential dates for a meeting of the Caledon, Brampton and Mississauga Library Boards. An April date is anticipated.

**7. Staff Reports**

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

**Motion:** That the Caledon Public Library Board receive and approve the Treasurer's Report and the related financials.

**Moved:** Councillor Nick deBoer

**Seconded:** Suzanne French

**Carried.**

*Councillor Gord McClure left the meeting at 7:42PM*

**a. Internet and Technology Acceptable Use Policy Report**

**Motion:** That the Caledon Public Library Board approve and adopt the revised Internet and Technology Acceptable Use of Technology Policy.

**Moved:** Chris Gilmer

**Seconded:** Sandy Keith

**Carried.**

**b. Inclement Weather and Unscheduled Closure Policy Report**

**Motion:** That the Caledon Public Library Board approve and adopt the revised Inclement Weather and Unscheduled Closure Policy

**Moved:** Suzanne French

**Seconded:** Chris Gilmer

**Carried.**

**c. OLA Super Conference Board Attendance Report**

**Motion:** That the Caledon Public Library Board approve the attendance of Sandy Keith, Janet Manning, Paula Civiero and Lynne van Ryzewyk at the 2017 OLA Super Conference and OLBA Boot Camp, allowing for conference registration prior to the Early Bird deadline of January 4, 2018.

**Moved:** Councillor Nick deBoer

**Seconded:** Suzanne French

**Carried.**

**d. Caledon East Branch Hours of Operation Report**

**Motion:** That the Caledon Public Library Board approve and adopt the recommended hours of operation for the Caledon east Branch as of February 12, 2018, pending Council approval of the Library's 2018 operating budget including the related Service Level Change.

**Moved:** Suzanne French

**Seconded:** Lynne van Ryzewyk

**Carried.**

**8. Board and Committee Reports**

**a. Board Assessment Results**

The Caledon Public Library board reviewed and discussed the results of the Board Assessment. Succession plan and skill set diversity for future Caledon Public Library Board members was a key topic.

**9. New Business: None**

**10. Board Work Plan Review**

The Caledon Public Library Board reviewed the Board Work Plan. No motion was carried.

**11. Board Advocacy**

**a. Upcoming Events and Opportunities**

- i. Town of Caledon Council – Budget Meeting, Tuesday, December 12<sup>th</sup>, 7PM Town Hall

**12. Question Period:** There were no members of the public present.

**13. Evaluation of Meeting**

**a. What was your key takeaway from the meeting?**

The value of and varied opportunities for Board Advocacy.

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

Monday, January 15, 2018, 6 PM, Albion Bolton Branch.

**15. Adjournment**

**Motion:** That the meeting adjourn.

**Moved:** Sandy Keith

**Seconded:** Suzanne French

**Carried.**

The meeting adjourned at 8:27PM

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Janet Manning  
Chair

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Colleen Lipp  
CEO | Chief Librarian