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## MINUTES

**Present:** Janet Manning (Chair); Paula Civiero (Vice-Chair); Susanne McRoberts; Lynne van Ryzewyk; Councillor Nick deBoer; Suzanne French; Councillor Gord McClure

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

**Guest:** David Arbuckle - General Manager, Strategic Initiatives, Town of Caledon

**Absent:** Chris Gilmer; Sandy Keith

**1. The Chair called the meeting to order at 6:01 PM**

*Councillor Gord McClure arrived at 6:02 PM*

**2. Indigenous Acknowledgment**

**3. Apologies for non-attendance:** Chris Gilmer; Sandy Keith

**4. Approval of the Agenda**

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

**Moved:** Susanne McRoberts

**Seconded:** Councillor Nick deBoer

**Carried.**

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

**6. Consent Agenda**

**a. Minutes of the December 11, 2017 meeting**

**b. CEO's Report**

**c. Strategic Actions Update**

**d. Correspondence**

**i. Colleen Lipp, Change in Hours – Caledon East Branch, January 9, 2018**

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

**Seconded:** Susanne McRoberts

**Carried.**

**7. Business arising from the minutes: None**

**8. Staff Reports**

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

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

**Moved:** Councillor Nick deBoer

**Seconded:** Susanne McRoberts

**Carried.**

**b. Quarterly and Year End Performance Measures and Statistics 2017**

**Motion:** That the Caledon Public Library Board receive and approve the Quarterly and Year End Performance Measures and Statistics.

**Moved:** Paula Civiero

**Seconded:** Susanne McRoberts

**Carried.**

**c. Operational Policy Report**

**Motion:** That the Caledon Public Library Board approve and adopt the revised Operational Policy.

**Moved:** Lynne van Ryzewyk

**Seconded:** Councillor Nick deBoer

**Carried.**

**d. Annual Strategic Action Status Report 2017**

**Motion:** That the Caledon Public Library Board receive and approve the Annual Strategic Action Status Report.

**Moved:** Susanne McRoberts

**Seconded:** Paula Civiero

**Carried.**

**e. Recommended Closed Days Report**

**Motion:** That the Caledon Public Library Board approve the closure of the Albion-Bolton and Margaret Dunn Valleywood branches on Monday July 2, 2018; and,

That the Caledon Public Library Board approve the closure of the Albion-Bolton, Caledon Village and Margaret Dunn Valleywood branches on Friday, September 21, 2018 so that staff may participate in a full day of professional development.

**Moved:** Lynne van Ryzewyk

**Seconded:** Paula Civiero

**Carried.**

**9. Board and Committee Reports: None**

**10. New Business: None**

**11. Board Work Plan Review**

- a.** The Caledon Public Library Board reviewed the Board Work Plan.

## 12. Board Advocacy

### a. Upcoming Events and Opportunities

- i. CPL 150 Official Kick Off and Family Literacy Day, Saturday June 27<sup>th</sup> | Albion-Bolton Branch | 11 AM – 2 PM

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

## 14. Evaluation of Meeting

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

- i. An excellent overview of the year was provided.
- ii. Each member of the Board contributes a different skill.
- iii. The CEO/Chief Librarian has done a good job.
- iv. The Board is looking forward to 2018.

### b. How could we encourage participation in discussions?

- i. It was suggested that an increased sense of comfort amongst the group – particularly for new members – have led to increased participation in meaningful discussions.

## 15. Time & location of next regular meeting:

Monday, March 19, 6 PM, Albion-Bolton Branch

## 16. Adjournment

**Motion:** That the meeting adjourn.

**Moved:** Councillor Nick deBoer

**Seconded:** Susanne McRoberts

**Carried.**

The meeting adjourned at 7:17 PM

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Janet Manning  
Chair

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Colleen Lipp  
CEO | Chief Librarian