

# Caledon Public Library Board Meeting

Monday, October 15, 2018

6:00 p.m.

Albion Bolton Branch



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## MINUTES

- Present:** Janet Manning (Chair); Paula Civiero (Vice-Chair); Lynne van Ryzewyk; Sandy Keith; Susanne McRoberts; Suzanne French and Chris Gilmer
- Staff:** Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant
- Guests:** David Arbuckle – General Manager, Strategic Initiatives, Town of Caledon and Amedeo Valentino – Manager, Purchasing & Risk Management, Town of Caledon
- Absent:** Councillor Nick deBoer and Councillor Gord McClure

### 1. The Chair called the meeting to order at 6:00 PM

### 2. Indigenous Acknowledgment

*We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.*

*The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.*

*We also acknowledge the cultural injustices of the past and express our collective hope full truth and reconciliation in the future*

*On this day our meeting place is home to many Indigenous peoples (First nations, Métis and Inuit) from across Turtle Island (North America).*

*We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.*

### 3. Apologies for non-attendance: None

### 4. Approval of the Agenda

**Motion:** That the Caledon Public Library Board Agenda be approved with the amendment that the Town of Caledon Purchasing By-Law Report be moved for review immediately following the Consent Agenda.

**Moved:** Sandy Keith

**Seconded:** Lynne van Ryzewyk

**Carried.**

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

6. **Consent Agenda**

a. **Minutes of the September 17, 2018 meeting**

b. **CEO/Chief Librarian's Report**

c. **Strategic Actions Update**

d. **Correspondence**

i. **Canada Revenue Agency, Confirmation Receipt of Application for Charitable Status – September 3, 2018.**

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

**Moved:** Susanne McRoberts

**Seconded:** Sandy Keith

**Carried.**

7. **Staff Reports**

a. **Town of Caledon Purchasing By-Law Report**

**Motion:** That the Caledon Public Library Board approve and adopt the Town of Caledon Purchasing By-Law as revised, as of the date of its adoption by the Town of Caledon Council;

That the Caledon Public Library Board request that the Town of Caledon's Manager of Purchasing and Risk Management inform the CEO/Chief Librarian of any changes to the by-law resulting from Council's discussion and ultimate enactment of the By-law; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to provide the Board with a report, advising of any such changes that may impact Library operations or governance.

**Moved:** Lynne van Ryzewyk

**Seconded:** Sandy Keith

**Carried.**

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

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

**Moved:** Suzanne French

**Seconded:** Chris Gilmer

**Carried.**

c. **Quarterly Statistics and Performance Measures – Q3 2018**

**Motion:** That the Caledon Public Library Board receive the Quarterly Statistics and Performance Measures – Q3 2018.

**Moved:** Sandy Keith

**Seconded:** Chris Gilmer

**Carried.**

d. **Public Complaint Handling Policy Report**

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

**Moved:** Lynne van Ryzewyk

**Seconded:** Susanne McRoberts

**Carried.**

**e. Organizational Review Report**

**Motion:** That the Caledon Public Library Board receive the Organizational Review Report.

**Moved:** Susanne McRoberts

**Seconded:** Paula Civiero

**Carried.**

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

**9. Board and Committee Reports:**

**a. Board Trustee Position Description**

**Motion:** That the Caledon Public Library Board approve and adopt the Board Trustee Position and Description as revised;

That the Caledon Public Library Board share this description with Town of Caledon Mayor and Council and the office of the Town Clerk as a means of informing the selection of members for the Board's next term; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to include language relevant to the exclusion of Peel Region employees if deemed necessary in consultation with the Town Clerk.

**Moved:** Chris Gilmer

**Seconded:** Paula Civiero

**Carried.**

**10. New Business:** None

**11. Board Work Plan Review**

The Caledon Public Library Board reviewed the Board Work Plan and discussed the benefits of completing a mid-year performance assessment of the CEO/Chief Librarian in January 2019.

**12. Board Advocacy and Development**

**a. Upcoming Events and Opportunities**

- i. One Book One Caledon – An evening with Michael Redhill, Thursday, October 25, 7 PM, Caledon Senior's Centre, Bolton
- ii. CPL150 Homecoming Celebration, Friday, November 30, 6:30 PM, Glen Eagle Golf Club – Tickets available online - \$30

**13. Question Period:** A member of the public in attendance introduced herself and shared her interest in joining the Caledon Public Library Board and her favourable perceptions of the meeting.

**14. Evaluation of Meeting**

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

- i. It was mentioned that the introduction to member of the public was enjoyable.

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

Monday, November 19, 2018, 6 PM – Albion Bolton Branch

**16. Adjournment**

**Motion:** That the meeting adjourn.

**Moved:** Chris Gilmer

**Seconded:** Suzanne French

**Carried.**

The meeting adjourned at 7:55 PM

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**Janet Manning**  
Chair

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**Colleen Lipp**  
CEO | Chief Librarian