

Caledon Public Library Board Meeting

Monday, January 21, 2019

6:00 p.m.

Albion Bolton Branch



MINUTES

- Present:** Janet Manning (Chair); Paula Civiero (Vice-Chair); Lynne van Ryzewyk; Suzanne French and Sandy Keith
- Guest:** David Arbuckle – General Manager, Strategic Initiatives, Town of Caledon
- Staff:** Colleen Lipp – CEO | Chief Librarian; Gillian Booth-Moyle, Manager, Technical Services; Lesley Slobodian, Administrative Assistant
- Absent:** Susanne McRoberts and Chris Gilmer

1. The Chair called the meeting to order at 5:57 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: Susanne McRoberts and Chris Gilmer

4. Approval of the Agenda

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

Moved: Suzanne French

Seconded: Lynne van Ryzewyk

Carried.

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

6. **Consent Agenda**

- a. **Minutes of the December 17, 2018 meeting**
- b. **CEO/Chief Librarian's Report**
- c. **Strategic Actions Update**
- d. **Correspondence**

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

Moved: Sandy Keith

Seconded: Paula Civiero

Carried.

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

8. **Presentation**

- a. Chronicles of Caledon, Gillian Booth-Moyle, Manager, Technical Services.

9. **Staff Reports**

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

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

Moved: Sandy Keith

Seconded: Paula Civiero

Carried.

- b. **Quarterly and Year End Performance Measures and Statistics 2018**

Motion: That the Caledon Public Library Board receive the 2019 Year End Performance Measures and Statistics.

Moved: Lynne van Ryzewyk

Seconded: Sandy Keith

Carried.

- c. **Personnel Policy Report**

Motion: That the Caledon Public Library approve and adopt the revised Personnel Policy.

Moved: Sandy Keith

Seconded: Suzanne French

Carried.

- d. **2018 Strategic Action Status Report**

Motion: That the Caledon Public Library Board approve the 2018 Strategic Action Status Report.

Moved: Paula Civiero

Seconded: Lynne van Ryzewyk

Carried.

e. Recommended Closed Days Report

Motion: That the Caledon Public Library board approve the closure of the Albion-Bolton branch on Sunday, June 30, 2019; and,
That the Caledon Public Library Board approve the closure of the Albion-Bolton, Caledon Village and Margaret Dunn Valleywood branches on Friday, September 20, 2019 so that staff may participate on a full day of professional development.

Moved: Suzanne French

Seconded: Sandy Keith

Carried.

10. Board and Committee Reports:

a. CLOSED SESSION

i. Confidential Correspondence re: Personal matters about an identifiable individual – CEO/Chief Librarian Evaluation Committee Correspondence

Motion: That the Caledon Public Library Board move into closed session for the purpose of discussing the CEO/Chief Librarian Evaluation Committee Correspondence.

Moved: Lynne van Ryzewyk

Seconded: Paula Civiero

Carried.

Time: 6:58 PM

Motion: That the Caledon Public Library Board move out of Closed Session.

Moved: Lynne van Ryzewyk

Seconded: Sandy Keith

Carried.

Time: 7:03 PM

Motion: That the Caledon Public Library Board direct the sharing of correspondence to Town of Caledon Human Resources division as confirmation of the CEO/Chief Librarian's eligibility to move incrementally through the relevant pay grid as of April 2019, in advance of the Performance Evaluation Committee's completion of the CEO's regular year-end appraisal in June 2019.

Moved: Sandy Keith

Seconded: Paula Civiero

Carried.

11. New Business: None

12. Board Work Plan Review

a. 2019 Work Plan Review

Motion: That the Caledon Public Library Board approve the 2019 Work Plan.

Moved: Paula Civiero

Seconded: Sandy Keith

Carried.

13. Board Advocacy

a. Upcoming Events and Opportunities

i. Town of Caledon Council Meeting – Tuesday, January 22, 7:00 PM, Town Hall

14. Question Period: None

15. Evaluation of final meeting of term

a. What was your key takeaway from the term?

- There was substantial growth and expansion of the organization resulting in enlargement of the Library Board's work during the term.
- The hiring of CEO/Chief Librarian Colleen Lipp and the procedural structures implemented to ensure the Library Board was kept abreast of Library activities.
- The creation of the 2017-2020 Strategic Plan.
- The Library Board was focused, respectful. They collaborated well together and there was an equal sharing of tasks.
- The CEO/Chief Librarian's leadership on policy reviews, procedures and frameworks (ie: ad hoc committee) was helpful.
- The environment was always positive.
- The 4 years went by quickly there was a lot done during that time.
- The term was a pleasurable experience.
- There was a lot of learning during the term.

b. What do you wish you had known at the beginning of the term?

- What the expectations of a Library Board were.
- That recruitment work will make a difference because new people may have more of a sense of what to do.

16. Time & location of next regular meeting:

Monday, March 18, 2018, 6 PM – Albion Bolton Branch

17. Adjournment

Motion: That the meeting adjourn.

Moved: Sandy Keith

Seconded: Suzanne French

Carried.

The meeting adjourned at 7:16 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian