

# Caledon Public Library Board Meeting

Monday, April 15<sup>th</sup>, 2019

6:00 p.m.

Albion Bolton Branch



## MINUTES

- Present:** Janet Manning (Chair), Paula Civiero; Brenda Clark; Catherine Jackson; Councillor Christina Early; Jacqueline lafrate; Sheralyn Roman; Councillor Tony Rosa
- Guest:** David Arbuckle – General Manager, Strategic Initiatives, Town of Caledon
- Staff:** Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant
- Absent:** David Betty

### 1. The Chair called the meeting to order at 5:59 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: David Betty

### 4. Approval of the Agenda

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

**Moved:** Brenda Clark

**Seconded:** Councillor Christina Early

**Carried.**

### 5. Disclosure of pecuniary interest: None

## 6. Presentations

### a. Library Board Orientation – Session 2

The CEO/Chief Librarian provided an overview of the governance, roles and responsibilities of the Board. The Public Libraries Act, other relevant legislation and planning documents were also highlighted.

### b. Town of Caledon Liaison: Roles and Responsibilities

David Arbuckle, General Manager, Strategic Initiatives with the Town of Caledon shared an overview of the department's scope and clarified common myths regarding the relationship between the Town and Library and the role of liaison.

## 7. Consent Agenda

a. Minutes of the March 18, 2019 meeting

b. CEO/Chief Librarian's Report

c. Strategic Actions Update

d. Correspondence

i. Caledon Community Services re: Exchange Update – April 2, 2019

**Motion:** That the Caledon Public Library Board receive all reports and correspondence within the consent agenda.

**Moved:** Councilor Tony Rosa

**Seconded:** Paula Civiero

**Carried.**

## 8. Business arising from the minutes:

### a. Regional Governance Review Consultation

**Motion:** That the Caledon Public Library Board approve the drafted letter in response to the Ministry Municipal Affairs and Housing's call for consultation regarding the Regional Governance Review, as amended to reflect copies to Ministry consultants, local municipal leaders and library board chairs, to be shared with the Local Government Policy Branch in advance of the April 23, 2019

**Moved:** Sheralyn Roman

**Seconded:** Catherine Jackson

**Carried.**

### b. Reserves in Support of Library Services

**Motion:** That the Caledon Public Library board approve the drafted letter to Town Council requesting the creation of dedicated reserves in support of library services.

**Moved:** Jacqueline lafrate

**Seconded:** Paula Civiero

**Carried.**

## 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:** Paula Civiero

**Seconded:** Catherine Jackson

**Carried.**

**b. Audited Financial Statements 2018**

**Motion:** That the Caledon Public Library Board receive and approve the 2018 Audited Financial Statements.

**Moved:** Councillor Christina Early

**Seconded:** Paula Civiero

**Carried.**

**c. Quarterly Performance Measures**

**Motion:** That the Caledon Public Library Board receive the Quarterly Performance Measures.

**Moved:** Sheralyn Roman

**Seconded:** Jacqueline lafrate

**Carried.**

**d. Annual Report 2018**

**Motion:** That the Caledon Public Library Board approve the Caledon Public Library Annual Report 2018.

**Moved:** Councillor Tony Rosa

**Seconded:** Paula Civiero

**Carried.**

**e. Advocacy Policy Report**

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

**Moved:** Brenda Clark

**Seconded:** Paula Civiero

**Carried.**

**f. Naming of new library Branch in Southfields**

**Motion:** That the Caledon Public Library Board approve the naming of the new library branch at Kennedy Road and Dougall Avenue as the Southfields Village Branch.

**Moved:** Sheralyn Roman

**Seconded:** Jacqueline lafrate

**Carried.**

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

**11. New Business:**

**a. Elections of remaining Board Executive and Standing Committee Members**

**Motion:** That the Caledon Public Library Board approve the following appointments for a term of two years to end on December 31, 2020 or until such a time that new appointments are confirmed

i. Vice Chair – Paula Civiero

ii. SOLS Trustee Council Representative – Brenda Clark

iii. CEO Evaluation Committee – Jacqueline lafrate, Paula Civiero and Councillor Tony Rosa

iv. Advocacy Committee – Sheralyn Roman, Catherine Jackson, Brenda Clark, Colleen Lipp and staff representative Mary Maw

**Moved:** Councillor Tony Rosa

**Seconded:** Councillor Christina Early

**Carried.**

**Motion:** That the Caledon Public Library Board defer nominations and appointments to the Finance Committee to the May 13, 2019 meeting of the Board.

**Moved:** Councillor Tony Rosa  
**Carried.**

**Seconded:** Jaqueline lafrate

## 12. Board Work Plan

### a. 2019 Work Plan Review

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

**Moved:** Councillor Tony Rosa  
**Carried.**

**Seconded:** Sheralyn Roman

## 13. Board Advocacy

### a. Upcoming Events and Opportunities

- i. Seedy Saturday, Saturday, April 27, 12-3 pm, Albion Bolton Branch (cake cutting 1:45 PM)
- ii. Governance Best Practice Workshop, Saturday, May 4, 10 am – 1 pm, Richmond Hill Public Library, Central Branch
- iii. Friends of Caledon Public Library Annual General Meeting, Tuesday, May 14. 6:30 pm, Albion Bolton Branch

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

## 15. Evaluation of Meeting

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

- i. It was expressed that members of the Caledon Public Library Board were pleased there was plentiful participation in the meeting as well as respectful conversation when selecting a name for the Southfields Village Branch.
- ii. It was remarked that the process and online format in which the Agenda and Library Board Package was sent out was very organized and efficient. Library Board members were pleased to be able to access documentation online and found it a beneficial and time saving ingredient.

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

Monday, May 13, 2019, 6 PM – Albion Bolton Branch

## 17. Adjournment

**Motion:** That the meeting adjourn.

**Moved:** Councillor Christina Early  
**Carried.**

**Seconded:** Catherine Jackson

The meeting adjourned at 9:20 PM

---

Janet Manning  
Chair

---

Colleen Lipp  
CEO | Chief Librarian