

## MINUTES

**Present:** Janet Manning (Chair); Paula Civiero (Vice-Chair); Brenda Clark; David Betty; Councillor Tony Rosa; Jacqueline lafrate; Sheralyn Roman; Councillor Christina Early

**Staff:** Colleen Lipp – CEO | Chief Librarian; Anna Fitzcharles - Administrative Assistant

**Absent:** Catherine Jackson

*Note: This meeting was conducted electronically*

### 1. The Chair called the meeting to order at 6:02 PM

#### 2. Indigenous Acknowledgment

*As we gather, we are reminded that the Caledon Public Library sits on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. In particular we acknowledge the territory of the Huron-Wendat, and Haudenosaunee peoples.*

*We acknowledge the cultural injustices of the past and express our collective hope for 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 approve the agenda.

**Moved:** Paula Civiero

**Seconded:** Jacqueline lafrate

**Carried.**

### 5. Disclosure of pecuniary interest: none

### 6. Consent Agenda

- a. Minutes of the October 18<sup>th</sup>, 2021 meeting
- b. CEO/Chief Librarian's Report
- c. Strategic Actions Update

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

**Moved:** Sheralyn Roman  
**Carried.**

**Seconded:** Paula Civiero

## 7. Business arising from the minutes:

### a. Board Meeting Evaluations

The Board discussed the drafted meeting evaluation survey and confirmed that all members would be asked to next complete it following the March 2022 meeting.

*Councillor Tony Rosa joined the meeting at 6:10 PM*

## 8. Staff Reports

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

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

That the Caledon Public Library Board approve the recommended revisions to the Library's 2022 Budget Proposal.

**Moved:** Paula Civiero  
**Carried.**

**Seconded:** Brenda Clarke

### b. Records Management and Retention Policy Report

**Motion:** That the Caledon Public Library Board approve and adopt the revised Records Management and Retention Policy.

**Moved:** David Betty  
**Carried.**

**Seconded:** Jacqueline lafrate

### c. Schedule of 2022 Library Board Meetings

**Motion:** That the Caledon Public Library Board receive and adopt the proposed schedule of Board meetings for 2022.

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

**Seconded:** Councillor Tony Rosa

## 9. Board and Committee Reports

### a. Board Annual Assessment Report

**Motion:** That the Caledon Public Library Board approve and adopt the Board Assessment Report, allowing for the completion of the online Board Self-Evaluation Questionnaire by all Board members in advance of November 29, 2021.

**Moved:** Sheralyn Roman  
**Carried.**

**Seconded:** Brenda Clarke

## 10. Board Development

### a. Core Library Values Discussion – Commitment to Staff

The CEO and Chief Librarian shared a short video highlighting the importance of an engaged workforce (<https://engageforsuccess.org/what-is-employee-engagement/>), sparking a discussion of the Board and Management's role in delivering on their commitment to staff.

**11. New Business:** None

**12. Board Work Plan**

**a. 2021-22 Board Work Plan Review**

**Motion:** That the Caledon Public Library Board receive and approve the revised 2021-22 Work Plan.

**Moved:** David Betty  
**Carried.**

**Seconded:** Councillor Christina Early

**13. Public Question Period:** No members of the public were present.

**14. Upcoming Events and Development Opportunities**

- a. Budget Presentation to Council – Tuesday, November 16, 2021 – 9:30 AM
- b. [Budget Engagement – Have Your Say](#) – November 10 - December 3, 2021
- c. Council General Committee Meeting, Budget – Tuesday, December 7, 2021 – 7:00 PM
- d. Council Meeting, Budget – Tuesday, December 14, 2021 – 6:00 PM

**15. Evaluation of Meeting**

- a. All Board members are asked to complete the meeting evaluation survey online.

**16. Time of next regular meeting:** Monday, December 13, 2021, 6:00 PM

**17. Adjournment**

**Motion:** That the meeting adjourn.

**Moved:** Sheralyn Roman  
**Carried.**

**Seconded:** Councillor Tony Rosa

The meeting adjourned at 6:59 PM

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**Janet Manning**  
Chair

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**Colleen Lipp**  
CEO | Chief Librarian