

MINUTES

- Present:** Tony Maxwell (Chair); Jacqueline Iafate (Vice-Chair); Nicholas Alleyne; Scott Goodison; Tina Liscio; Councillor Cosimo Napoli; Councillor Dave Sheen
- Staff:** Colleen Lipp – CEO | Chief Librarian; Anna Fitzcharles, Administrative Assistant; Mary Maw, Manager, Communications and Community Development; Kelley Potter, Director, Public Service; Megan Renkema, Manager, Information Services; Roop Sandhu, Director, Corporate Services and Projects
- Guest:** Devan Lobo, Senior Business Analyst, Corporate Strategy and Innovation, Town of Caledon
- Absent:** Laura Brady

1. The Chair called the meeting to order at 6:00 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: Laura Brady

4. Approval of the Agenda

Motion: That the Caledon Public Library Board approve the agenda as amended and with the inclusion of the following under New Business:

- a. Friends of Caledon Public Library Book Sales
- b. Volunteer Opportunities

Moved: Nicholas Alleyne

Seconded: Scott Goodison

Carried.

5. Disclosure of pecuniary interest: None.

6. Presentations

a. Library Board Orientation – Session 2

The CEO/Chief Librarian highlighted the Board's roles and responsibilities as identified in the Ontario Public Libraries Act.

Councillor Cosimo Napoli joined the meeting at 6:10 PM

b. Town of Caledon Strategic Plan

Devan Lobo, Senior Business Analyst, Corporate Strategy and Innovation, shared the work being undertaken to develop the Town of Caledon's Strategic Plan.

Motion: That the Caledon Public Library Board draft correspondence to Council referencing the Library's Strategic and Comprehensive Growth Plans as necessary documents to be used in the development of the Town's strategic plan; and,

That the Board direct the CEO/Chief Librarian to share and discuss these Board documents with the Town's Project Management Office.

Moved: Jacqueline Iafrate

Seconded: Scott Goodison

Carried.

c. 2022 Annual Report Video and Report – Mary Maw, Manager, Communications and Community Development

Mary Maw shared the Annual Report with the Board, in both video and print format.

Motion: That the Caledon Public Library Board receive and endorse the Caledon Public Library Annual Report 2022

Moved: Nicholas Alleyne

Seconded: Councillor Dave Sheen

Carried.

7. Consent Agenda

a. Minutes of the March 20, 2023 meeting

b. CEO/Chief Librarian's Report

c. Treasurer's Report and Financial Statements

d. Quarterly Performance Measures and Statistics

e. Strategic Actions Update

f. Correspondence

i. Millards Chartered Professional Accountants re: Annual Audit – January 9, 2023

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

Moved: Councillor Dave Sheen

Seconded: Tina Liscio

Carried.

8. Business arising from the minutes: None

9. Staff Reports

a. Internet Acceptable Use Policy Report

Motion: That the Caledon Public Library Board approve and adopt the revised Internet and Technology Acceptable Use Policy

Moved: Scott Goodison

Seconded: Jacqueline Iafrate

Carried.

b. Advocacy Policy Report

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

Moved: Nicholas Alleyne

Seconded: Tina Liscio

Carried.

d. Staff Engagement Survey Report

Motion: That the Caledon Public Library Board receive the Staff Engagement Survey Report.

Moved: Councillor Dave Sheen

Seconded: Nicholas Alleyne

Carried.

e. Annual Staff Forum Report

Motion: That the Caledon Public Library Board approve the closure of all branches of the Caledon Public Library on Friday, September 22nd, or an alternate date to be confirmed by the CEO/Chief Librarian to allow all employees to participate in a day long staff learning forum.

Moved: Councillor Dave Sheen

Seconded: Jacqueline Iafate

Carried.

10. Board and Committee Reports: None

11. New Business

a. Committee and Representative Appointments

Motion: That the Caledon Public Library Board approve the following appointments for a term of two years to end on December 31, 2024 or until such a time that new appointments are confirmed

- i. Finance – Nick Alleyne and Councillor Cosimo Napoli
- ii. CEO Evaluation Committee – Jacque Iafate, Councillor Dave Sheen, and Scott Goodison
- iii. Advocacy and Fundraising Committee – Laura Brady, Tina Liscio, and Scott Goodison
- iv. OLS Board Assembly Representative – Tony Maxwell

Moved: Scott Goodison

Seconded: Tina Liscio

Carried.

b. Friends of Caledon Public Library Book Sales

The CEO/Chief Librarian and staff addressed questions from the Board regarding the impact of the Caledon East Branch relocation on the availability of space used by the Friends in the sorting and sale of weeded library materials.

c. Volunteer Opportunities

Queries related to the Library's volunteer opportunities were discussed.

12. Board Work Plan Committee

a. 2023 Board Work Plan Review

Motion: That the Caledon Public Library Board receive and approve the 2023 Work Plan.

Moved: Scott Goodison

Seconded: Jacqueline Iafate

Carried.

13. Board Advocacy and Development

a. Upcoming Advocacy or Development Opportunities

- i. **OLS Board Assembly Meeting for Communities over 30,000 – Thursday, April 20th, 4 – 6 PM**
- ii. **Margaret Dunn Valleywood Collaboration Studio Grand Opening – Saturday, April 29th – 11 AM**
- iii. **Mayor’s Spring Business Lunch – Thursday, May 10th – Time and location to follow**

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

15. Meeting Evaluation: A link to the online evaluation survey was shared with all members of the Board immediately following the meeting.

16. Time and location of next regular meeting:

- a. **Monday, May 15, 2023, 6:00 PM – Albion Bolton Branch**

17. Adjournment

Motion: That the meeting adjourn.

Moved: Scott Goodison

Seconded: Nicholas Alleyne

Carried.

The meeting adjourned at 9: 03 PM

Tony Maxwell
Chair

Colleen Lipp
CEO | Chief Librarian