Caledon Public Library Board Meeting  
Monday, March 18, 2019 
6:00 p.m.  
Albion Bolton Branch

MINUTES

Present:  David Betty; Paula Civiero; Brenda Clark; Councillor Christina Early; Jacqueline lafrate; Catherine Jackson; Sheralyn Roman; Councillor Tony Rosa

Guests:  David Arbuckle – General Manager, Strategic Initiatives, Town of Caledon

Staff:  Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant; Megan Renkema - Manager of Information Services; Mary Maw – Manager Communication and Community Development; Laurie Groe - Manager of Youth Services; Kelley Potter - Manager of Public Service; Mojgan Schmalenberg – Manager of Information Technology;

Absent:  Janet Manning

1. **Acting as Chair, the CEO/Chief Librarian called the meeting to order at 6:00PM**

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-abe (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:** Janet Manning

4. **Approval of the Agenda**

   **Motion:** That the Caledon Public Library Board approve the agenda with the addition of Regional Government Review Consultations as New Business.

   **Moved:** Brenda Clark  
   **Seconded:** Jacqueline lafrate

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

_Catherine Jackson arrived at 6:22 PM_

6. Presentations
   a. Library Board Orientation – Session 1
      The CEO/Chief Librarian provided an overview of the structure of the Library Board and its meetings. Highlights of library services and the roles and responsibilities of each department were also shared.

7. Consent Agenda
   a. Minutes of the January 21, 2019 meeting
   b. CEO/Chief Librarian’s Report
   c. Strategic Actions Update
   d. Correspondence
      i. Barbara Franchetto, Southern Ontario Library Service re: Welcome to new term – February 19, 2019
      ii. Colleen Lipp, Caledon Public Library re: Enhanced hours of operations at Caledon east Branch – March 5, 2019
      iii. Marty Harrison, Friends of Caledon Public Library – March 13, 2019
      **Motion:** That the Caledon Public Library Board receive all reports and correspondence within the consent agenda.
      **Moved:** Paula Civiero  **Seconded:** Catherine Jackson
      Carried.

8. Business arising from the minutes: None

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; and,

      That the Caledon Public Library Board direct the CEO/Chief Librarian to draft correspondence to Town Council and the Town Treasurer confirming the Board’s call for the creation of dedicated reserves in support of library services and charitable revenues.
      **Moved:** Sheralyn Roman  **Seconded:** Councillor Tony Rosa
      Carried.

   b. Library Board Meeting Schedule 2019
      **Motion:** That the Caledon Public Library Board receive and adopt the proposed schedule of Board meetings for the remainder of 2019.
      **Moved:** Councillor Christina Early  **Seconded:** Paula Civiero
      Carried.
c. Casual Employee Wage Recommendation
   **Motion:** That the Caledon Public Library Board approve the application of a 1.75% Cost of Living Allowance for all Casual employees retroactively to January 1, 2019.
   **Moved:** Brenda Clark   **Seconded:** David Betty  
   **Carried.**

d. CEO/Chief Librarian Assessment Process and Goals for 2018/19
   **Motion:** That the Caledon Public Library Board receive the CEO Performance Assessment and Planning Form and previously approved CEO/Chief Librarian Goals for 2018-19.
   **Moved:** Councillor Tony Rosa  **Seconded:** Paula Civiero  
   **Carried.**

10. Board and Committee Reports: None

11. New Business:
   a. Election of Chair
   The CEO/Chief Librarian requested nominations for the position of Board Chair for a term of two years.
   The CEO/Chief Librarian also advised the Board that Past-Chair Janet Manning had indicated her willingness to be considered for the role of Chair for the current two-year term.
   Receiving no further nominations for the role of Board Chair, the CEO/Chief Librarian declared the nominations closed.
   **Motion:** That the Caledon Public Library Board approve the appointment of Janet Manning as Chair for a term of two years to end on December 31, 2020 or until such a time that a new Chair is in place.
   **Moved:** Paula Civiero  **Seconded:** Councillor Christina Early  
   **Carried.**

   b. Regional Government Review Consultation
   In the absence of a report, a brief discussion was had regarding the call for public consultation regarding the provincial review of regional government.
   **Motion:** That the Caledon Public Library Board direct the CEO/Chief Librarian to draft related correspondence on behalf of the Board for their consideration at the April 15 meeting.
   **Moved:** Councillor Tony Rosa  **Seconded:** David Betty  
   **Carried.**

12. Board Work Plan
   a. 2019 Work Plan Review
   **Motion:** That the Caledon Public Library Board approve the 2019 Work Plan.
   **Moved:** Brenda Clark  **Seconded:** David Betty  
   **Carried.**
13. Board Advocacy
   a. Upcoming Events and Opportunities
      i. Governance Best Practice Workshops
         1. Saturday, April 6 (10am – 1pm) – Guelph Public Library, Main Branch, or
         2. Saturday, May 4 (10am – 1pm) Richmond Hill Public Library, Central Branch
      ii. Mayfield Art Exhibit Opening, Thursday, March 28 (5:30-7:30) - Albion Bolton Branch

14. Public Question Period: None

15. Time & location of next regular meeting:
   Monday, April 15, 2019, 6 PM – Albion Bolton Branch

Adjourment
   Motion: That the meeting adjourn.
   Moved: Paula Civiero   Seconded: Brenda Clark
   Carried.

The meeting adjourned at 7:20 PM

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Janet Manning                      Colleen Lipp
Chair                             CEO | Chief Librarian