CALEDON PUBLIC LIBRARY BOARD MEETING MINUTES

Monday, March 18, 2013

Present:  Donna Cragg; Virginia DiLauro; Sandy Keith; Janet Manning; Susanne McRoberts; Mike Stapleton; Ken Weber

Staff:  Bill Manson; Mary Maw

Guest:  Doug Maskell, president of Friends of Caledon Public Library

The Chair called the meeting to order at 7:00 pm.

1. Adoption of the Agenda
Motion:  To adopt the agenda with the addition of #7 Treasurer’s Report
Moved:  Sandy Keith  Seconded:  Susanne McRoberts
Carried

2. Apologies for non-attendance
Patti Foley

3. Disclosure of pecuniary interest
None declared

4. Approval of the minutes of the February 11, 2013 meeting
Moved:  Mike Stapleton  Seconded:  Sandy Keith
Carried

Motion:  To approve the Banking Resolution from the Canadian Imperial Bank of Commerce for the establishment of a Corporate Bank Account for Town of Caledon Public Library
Moved:  Mike Stapleton  Seconded:  Sandy Keith
Carried

5. Business arising from the minutes of February 11, 2013
Banking Resolution - the creation of the bank account was necessary for the library to receive grant funds, however it also allows for borrowing and overdraft provisions. In order to protect the board and the signing officers the board made a motion to prevent these actions.

Motion:  In recognition that the bank account was established solely to receive grant funds from the Ontario Government, the Caledon Public Library Board will not make use of any borrowing or overdraft provisions.
Moved:  Sandy Keith  Seconded:  Ken Weber
Carried
6. Chief Librarian’s Report
A copy of the Chief Librarian’s report including circulation statistics by user and item types for February were distributed.

1. Library computer system upgrade - the library’s integrated library system will undergoing a major upgrade from March 25-28, 2013. During the upgrade no books will be able to be checked out without a library card. The Board discussed whether adopting this procedure on a permanent basis would be beneficial. While it would help to protect the patron privacy and security it may have a negative impact on customer service. The Board recommended against implementing this procedure at this time.

2. Alton Renovation - The Peel District School Board has decided to put a school library in the new school being built. However, the library still plans to proceed with the renovations to the Alton Branch with completion of the renovations are anticipated to be completed by September 2014.

3. Statistics - while the Board receives monthly circulation statistics, these are only one measurement of library activity. In the future, the Board may investigate other ways of gathering and receiving data including program attendance statistics and statistics for in-house use of materials.

Motion: To accept the Chief Librarian’s report.
Moved: Ken Weber
Seconded: Mike Stapleton
Carried

7. Treasurer’s Report
A copy of the preliminary revenue, expenditure and capital summaries for the 2012 year end were distributed.

Motion: To accept the Treasurer’s report.
Moved: Mike Stapleton
Seconded: Sandy Keith
Carried

8. Board Development
   i. Purchasing Policy - A first draft of the Town’s Purchasing Policy with the inclusion of the library had been presented to the Board’s purchasing subcommittee. The subcommittee has reviewed it and suggested changes and are expecting a revised draft by the end of the month. This second draft will be presented at the next Board meeting for review.

   ii. Profile in the Community - Ken Weber requested adding “Caledon Public Library’s Profile in the Community” as an agenda item to the next regular meeting of the Board.

   iii. Collection Development Policy - the Board will be reviewing this policy at the next meeting and Virginia DiLauro will send copies of the current policy out in advance of the next meeting.

9. SOLS Report - Donna Crag reported that SOLS is working on a provincial training
portal. She will email the link to Board and Staff to provide feedback.

10. **Friends of Caledon Public Library report**
Doug Maskell, president of Friends of Caledon Public Library presented the report. A draft of a petition prepared by the Friends was circulated for review by the Board. The petition is in response to Councils’ cuts to the 2013 budget for Caledon Public Library. The Friends plan to have the petition available to the public at the Monster Book Sale and other Friends-sponsored events and plan to present the petition to Council in September.

11. **Correspondence**
None received.

12. **New Business**
The Board of the King Township Library has invited the Caledon Public Library Board to a joint meeting on June 11, 2013. The meeting will feature guest speaker, Anne Marie Madziak presenting the topic of improving relations with Councils and Councillors.

**Motion:** To change the date and location of the regular June meeting of Caledon Public Library Board to Tuesday, June 11, 2013 at the King Township Public Library.
- **Moved:** Janet Manning
- **Seconded:** Virginia DiLauro
- **Carried**

13. **Time and place of next meeting**
Monday, April 8, 2013 at the Inglewood branch at 7 pm.

**In Camera Session**
- **Moved by** Virginia DiLauro, **Seconded by** Susanne McRoberts
That the Board move into closed session for the purpose of considering personal information relating to an identifiable individual.
- **Carried**

- **Moved by** Virginia DiLauro, **Seconded by** Ken Weber
That the Board receive a confidential verbal report on personal information relating to an identifiable individual
- **Carried**

- **Moved by** Mike Stapleton, **Seconded by** Donna Cragg
That the Board return to Public Session
- **Carried**

**Business Arising from Closed Session**
- **Moved by** Janet Manning, **Seconded by** Susanne Roberts
That the Board receive the confidential verbal report on personal information relating...
to an identifiable individual
Carried
Moved by Sandy Keith, Seconded by Ken Weber
that the Board adjourn
Carried

The meeting adjourned at 9:15 p.m.

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Virginia DiLauro                                 Bill Manson
Chair                                              Chief Librarian