MINUTES

Present: Suzanne French; Chris Gilmer; Sandy Keith; Janet Manning; Councillor Gord McClure; Susanne McRoberts; Councillor Nick deBoer.

Staff: Colleen Lipp – CEO | Chief Librarian; Mary Maw | Manager of Communications & Community Development

Absent: Patti Foley; Paula Civiero

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

2. Apologies for non-attendance: Paula Civiero; Patti Foley.

3. Approval of the Agenda
   Moved: Susanne McRoberts               Seconded: Nick deBoer
   Carried

4. Disclosure of pecuniary interest
   None declared.

5. Consent Agenda
   Motion: To accept the consent agenda and approval of the minutes of September 21, 2015 with correction to item #9 c. Minutes moved by Paula Civiero.
   Moved: Gord McClure                   Seconded: Sandy Keith
   Carried

6. New Business
   None declared.

7. Business Arising from the Minutes
   None declared.

8. Board and Committee Reports
a. **CEO Assessment Committee:**
   The Caledon Public Library Performance Assessment & Planning form was completed and the committee met with Colleen to set her goals. In January 2016 they will conduct a mid-year review and then a Year-end review in July 2016.

9. **Staff Reports**
   a. **Treasurer’s Report** – Colleen Lipp reported that she had met with Town Finance Staff and presented a 2016 budget update.
   **Motion:** To accept the Treasurer’s Report as presented.
   **Moved:** Nick deBoer  
   **Seconded:** Sandy Keith
   **Carried**

   b. **Quarterly Performance Measures and Statistics** Colleen Lipp presented Caledon Public Library’s Quarterly Performance Measures and Statistics for the third quarter of 2015 using new methodology that provides a year over year comparison.
   **Motion:** To accept Caledon Public Library’s Quarterly Performance Measures and Statistics for the third quarter of 2015 as presented.
   **Moved:** Chris Gilmer  
   **Seconded:** Sandy Keith
   **Carried**

c. **CEO Goals** – The Caledon Public Library Board reviewed the CEO Goals as presented by Colleen Lipp for receipt and approval.
   **Motion:** That the Caledon Public Library Board receive and approve the recommended CEO Goals.
   **Moved:** Sandy Keith  
   **Seconded:** Susanne McRoberts
   **Carried**

d. **Schedule of Policy Revision and Creation** – Colleen Lipp distributed a proposed schedule of policies to be drafted and/or revised for recommendation and approval.
   **Motion:** That the Caledon Public Library Board adopt the proposed schedule of policy revision and creation including subsequent bi-annual review.
   **Moved:** Suzanne French  
   **Seconded:** Chris Gilmer
   **Carried**

10. **Board Development**

   a. **Leadership by Design - Module 6 – The CEO**
   Colleen Lipp provided an on screen overview of Module 6 – The CEO. (http://www.learnhq.ca)

11. **Correspondence**

   a. **Letter to Ms Sylvia Jones, MPP from Janet Manning on behalf of the Caledon Public**
   **Motion:** To send the letter as presented to Ms Sylvia Jones, MPP from Janet Manning on behalf
of the Caledon Public Library Board to request support of OLC grant application.

**Moved:** Susanne McRoberts  
**Seconded:** Sandy Keith  
**Carried**

b. Letter from Mojgan Schmalenberg to thank the Board for the donation to the Cancer Society in sympathy for the recent passing of her father.

12. **Time & location of next meeting:** November 16, 2015  7:00 pm  Albion Bolton Branch

13. **Question Period** – There were no representatives from the public present.

14. **Evaluation of the meeting:**
   a. The Board would like the monthly meetings to include a verbal update from the CEO with highlights from the monthly CEO report.
   b. The Board would like to receive the minutes of the meeting in advance of the board package to allow sufficient time for review.

15. **Adjournment**

**Motion:** To adjourn the meeting

**Moved:** Sandy Keith  
**Seconded:** Chris Gilmer  
**Carried**

The meeting adjourned at  8:20 p.m.

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Janet Manning                      Colleen Lipp  
Chair                       CEO | Chief Librarian