



438 Park Avenue
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Newmarket Public Library Board

Regular Board Meeting Agenda

Wednesday, December 19, 2018
Newmarket Public Library Board Room

Meeting to be called to order at 5:30 pm

Adoption of Agenda Items

1. Adoption of the Regular Agenda
2. Adoption of the Closed Session Agenda
3. Adoption of the Consent Agenda Items

Declarations

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, November 21, 2018
5. Adoption of the Closed Session Meeting Minutes for Wednesday, November 21, 2018
6. Strategic Operations Report for November, 2018
7. Monthly Bank Transfer

Reports

No reports.

Business Arising

8. Library Board Action List

New Business

Closed Session

If required.

Dates of Future Meetings

The next Library Board Regular meeting is Wednesday, January 16, 2019 at 5:30 pm in the Library Board room

Adjournment



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Newmarket Public Library Board

Regular Board Meeting Minutes

Wednesday, November 21, 2018
Newmarket Public Library Board Room

Present: Joan Stonehocker, Chair
Tara Brown, Vice Chair
Kelly Broome
Venkatesh Rajaraman
Tom Vegh

Absent: Darcy McNeill
Jane Twinney

Staff Present: Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator

The Chair called the meeting to order at 5:50 pm

Adoption of Agenda Items

1. Adoption of the Regular Agenda
2. Adoption of the Closed Session Agenda
3. Adoption of the Consent Agenda Items

The Chair asked if there were any additions to the agenda.

Motion 18.11.315

Moved by Tara Brown

Seconded by Venkatesh Rajaraman

That Agenda items 1) to 3) be adopted as presented.

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, October 10, 2018
5. Strategic Operations Report for October, 2018
6. Monthly Bank Transfer

Motion 18.11.316

Moved by Tom Vegh

Seconded by Tara Brown

That Consent Agenda items 4) to 6) be received and approved as presented.

Carried

Reports

There were no reports

Business Arising

7. Carpet Replacement

A report on completing the remainder of the carpet replacement project was reviewed by the Library Board.

Motion 18.11.317

Moved by Tara Brown

Seconded by Kelly Broome

That the Library Board approve the completion of the carpet replacement project using the funds identified in the report.

Carried

8. Library Board Action List

The Library Board reviewed the Action list.

Motion 18.11.318

Moved by Venkatesh Rajaraman

Seconded by Tom Vegh

That the Library Board receive the Action List as presented.

Carried

New Business

There was no new business

Closed Session

Motion 18.11.319

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board move in to a Closed Session at 6:10 pm for the purpose of discussing Labour Relation matters.

Carried

Motion 18.11.320

Moved by Venkatesh Rajaraman

Seconded by Kelly Broome

That the Library Board move out of Closed Session at 6:14 pm.

Carried

Motion arising from the Closed Session meeting.

Motion 18.11.321

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board receive the report on 2019 economic adjustments for non-union employees.

Carried

Dates of Future Meetings

The next Regular Library Board meeting is scheduled for Wednesday, December 19, 2018 at 5:30 pm in the Library Board room. A reception for Board members will follow.

Adjournment

Motion 18.11.322

Moved by Venkatesh Rajaraman

Seconded by Tara Brown

That there being no further business the meeting adjourn at 6:22 pm.

Carried

Joan Stonehocker, Chair

Todd Kyle, Secretary/Treasurer



Strategic Operations Report: November, 2018

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> • TEDx Newmarket event November 22 successful • Working with Writers Community of York Region on their book fair event for May 2019 	<ul style="list-style-type: none"> • Southlake Cinemania November screening had 366 attendees • Page being created on heynewmarket.ca for continued discussion after <i>The world is changing</i> IdeaMarket December 11 • <i>Powerful tools for caregivers</i> program held in partnership with CHATS 	<ul style="list-style-type: none"> • Library participating in federal government's Connecting Families initiative to offer low-cost home internet access
Spaces	<ul style="list-style-type: none"> • New display installed in museum space featuring historical farm implement miniatures • Pop-up library held at the Magna Centre and at Christmas farmer's market 	<ul style="list-style-type: none"> • Electrical/data cabling pole installed for self-checkout machines • Maker Hub offering make your own 3D printed snowflake decorations using metallic filament for holiday season 	<ul style="list-style-type: none"> • Alternate entrance for staff only being created for security reasons by modifying one emergency exit stairwell • Park Ave reconstruction project winding down; parking lots and patio to be fully open soon
Positioning	<ul style="list-style-type: none"> • Article on York Info service published by The Era • Boosted Facebook post for IdeaMarket <i>The World is Changing</i> reached over 1500 people 	<ul style="list-style-type: none"> • Portable tablet/projector purchased for showcasing online services at outreach events • Article on library's bestsellers list published in The Era 	<ul style="list-style-type: none"> • CEO participated in Community Services Commission orientation session for new Councillors • Marketing created to promote January launch of Kanopy streaming video service

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Resources	<ul style="list-style-type: none"> • Article on digitization of book “History of the Town of Newmarket” appeared in The Era • Teen Advisory Group launched annual Letters to Santa program 	<ul style="list-style-type: none"> • Children’s author Lindsey Carmichael hosted for visit with 63 schoolchildren in cooperation with author conference; financed via fundraising reserve • First series of paid <i>Kids Love Tech</i> STEM programs saw small but enthusiastic attendance 	<ul style="list-style-type: none"> • New version of Polaris library system to be installed December 3; one-day service interruption; new responsive design public catalogue interface
Organization & Operations	<ul style="list-style-type: none"> • IT intern funded by Digital Skills 4 Youth grant hired and will begin work in December 	<ul style="list-style-type: none"> • As a result of efficiencies review, 2 positions realigned as Librarian, Community Engagement and Librarian, Learning and Discovery; recruitment for one vacancy underway 	<ul style="list-style-type: none"> • Internet slowdown issue rectified • CEO attended <i>Congrès des professionnels de l’information</i> conference in Montreal • Accounting clerk retiring at end of December; will not be replaced as per efficiency review • Staff Development Day held on Dec 5 with YRP guest to discuss library safety & security



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Library Board Report

To: Newmarket Public Library Board
From: Todd Kyle, C.E.O.
Date: December 18, 2018
RE: **Newmarket Public Library Bank Account – Fund Transfer**

Recommendation:

The C.E.O. recommends that the Library Board authorize the transfer of funds from the Newmarket Library bank account to the Town of Newmarket bank account through the following motion:

THAT the Library Board directs the C.E.O. to authorize the Town of Newmarket Treasurer to transfer the net closing balance at November 30, 2018 of \$77,933.69 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



Newmarket Public Library – Action Tracking List

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	<ul style="list-style-type: none"> C.E.O. to bring drafts to Board according to agreed schedule Board to form committee to review Governance Policy and Constitution 	
12-11	May 20, 2015	Draft fundraising and development strategy	<ul style="list-style-type: none"> C.E.O. to draft report for initial consideration Board to consider needed resources C.E.O. to report back on implementation of fundraising initiatives C.E.O. to follow up with Town of Newmarket regarding naming rights sponsorship program 	Completed September 16, 2018
1-12		Consider forming Friends of the Library group	<ul style="list-style-type: none"> Board to consider as related to item 12-11 	Completed September 16, 2015 Deferred to next Library Board term (motion 13.03-214)
2-13	May, 2018	C.E.O. Annual Performance Review	<ul style="list-style-type: none"> Library Board Chair and Vice Chair to prepare and report to Board 	C.E.O. annual Review completed May 15, 2018 Next review date: April, 2019
1-15	April, 2017	Annual Report to the Community	<ul style="list-style-type: none"> C.E.O. to prepare and present to board before release 	Completed October, 2017 Next report due in April, 2018

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
2-15	March, 2016	Library facility and service delivery options	<ul style="list-style-type: none"> • C.E.O. to report on related Town community facility plans • Board to consider referral to Library-Town Joint Task Force • Board to consider capital reserve expenditure on consultant study • Motion 16.09.144 “And that the Library Board apportion up to \$50,000 of the Alternative Service Delivery capital project to a facility needs study, if and when Council indicates its willingness to support it” • Motion 18.02.265 “And that the Library Board request the Library facility needs study be considered by the Town of Newmarket Council in the first or second quarter two of 2019” 	<ul style="list-style-type: none"> • Report drafted for September 16, 2015 meeting (Deferred to March, 2016) • Joint Workshop held June 15, 2016 • Report to Board September 7, 2016 • Report to Town of Newmarket Committee of the Whole May 8, 2017 • Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review. • Library operations efficiencies study report to Board November 15, 2017 • Joint Library Board/Town of Newmarket Council Workshop held to discuss efficiencies study January 30, 2018 • February 21, 2018 Board approve implementation of study recommendations (Council approved March 3, 2018) • Board to request Council consider Library facility needs study in first/second quarter, 2019

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
3-15		Business measurements (including Impacts and Storytelling)	<ul style="list-style-type: none"> Board to review Library Statistical Data report provided monthly in agenda package C.E.O. to revise report as requested C.E.O. to update Board on status of related provincial initiatives as well as Impact Study 	
4-15		Built Accessibility report	<ul style="list-style-type: none"> C.E.O. to draft report 	
5-15	June 17, 2015	Budget projections	<ul style="list-style-type: none"> C.E.O. to draft 5-year projections for operating budget needs 	Completed June 17, 2015 Reported to Library Board June 17, 2015
6-15		2016 budget	<ul style="list-style-type: none"> Board to provide C.E.O. with guidelines and suggestions C.E.O. to draft budget Board to approve for submission to Council 	Completed September 16, 2015 Board approved 2016 Draft Operating and Capital Budget requests
7-15		Collective Agreements	<ul style="list-style-type: none"> Board to provide C.E.O. with negotiation mandate guidelines C.E.O. to engage Town of Newmarket Director of HR as lead negotiator Board to approve agreements 	Completed, Agreements Ratified March 21, 2016 Collective agreements expired March 31, 2015. Negotiations to begin February 11, 2016
8-15		Strategic planning	<ul style="list-style-type: none"> Board to decide on strategic planning process when current plan ends in 2016 	Reported to Library Board on options for renewing Strategic Plan December 16, 2016 Board meeting.

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
				Reviewed Strategic Plan at January 18, 2017 Board meeting. Build on current plan and create action list. Board to meet with Senior Town of Newmarket staff re: Town's strategic goals.
9-15	May, 2016	Vice Chair Position	Library Board members to hold election for Vice Chair position after one year. Vice Chair elect to be a Community member	Completed September 7, 2016 Election to be held June 22, 2016. Deferred to September 7, 2016.
10-15	November 18, 2017	SOLS Trustee Representative	Attend SOLS Trustee Council Meetings	Next Trustee meeting: May 4, 2019, location to be determined
11-15	March 16, 2016	ARF Analysis Review	Town of Newmarket Director of Finance	Completed June 22, 2016 Report to Library Board June 22, 2016
12-16	June, 2016	2017 Budget Considerations	Sunday Openings at Christmas	Completed June 22, 2016 2017 Operating Budget submission deadline
13-16	June, 2016	2018 Budget Consideration	Donation Revenue Allocations	Completed December 14, 2016 2018 Operating Budget submission deadline
14-16	November, 2016	Strategic Technology Ad Hoc Committee	Develop Terms of Reference of Committee	Completed: Terms of Reference approved January 15, 2017 Draft Terms of Reference presented at November 16 th Board meeting.

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
15-16	April, 2017	Ontario Public Library Week	Plan an event to promote Ontario Public Library Week	Completed Coffee and Donuts with C.E.O. Wednesday, October 18, 2017
16-16	March, 2017	Peer Comparator Study	Analyze report on Newmarket Public Library's peer comparisons	Completed April 19, 2017
17-17	October, 2017	Leadership by Design	Knowledge Gap Analysis Discussions at upcoming Library Board meetings	Discussion Schedule: <ol style="list-style-type: none"> 1. Board Organization and Planning – June 21, 2017 – completed 2. Board Performance and Community Development – October 18, 2017 - completed 3. Library Management, Stewardship and Accountability – March 21, 2018 - completed