



438 Park Avenue  
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## **Newmarket Public Library Board**

### **Regular Board Meeting Agenda**

Wednesday, January 16, 2019  
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, December 19, 2018
5. Strategic Operations Report for December, 2018
6. Fourth Quarter Statistical Report
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, February 20, 2019 at 5:30 pm in the Library Board room

## **Adjournment**



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## **Newmarket Public Library Board**

### **Regular Board Meeting Minutes**

Wednesday, December 19, 2018  
Newmarket Public Library Board Room

**Present:** Joan Stonehocker, Chair  
Tara Brown, Vice Chair  
Kelly Broome  
Darcy McNeill  
Venkatesh Rajaraman  
Jane Twinney  
Tom Vegh

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

The Chair called the meeting to order at 5:40 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 18.12.323**

**Moved by Venkatesh Rajaraman**

**Seconded by Kelly Broome**

**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, 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

### **Motion 18.11.324**

**Moved by Kelly Broome**

**Seconded by Tara Brown**

**That** Consent Agenda items 4) to 7) be received and approved as presented.

**Carried**

### **Reports**

There were no reports

### **Business Arising**

8. Library Board Action List

The Library Board reviewed the Action list.

### **Motion 18.12.325**

**Moved by Darcy McNeill**

**Seconded by Venkatesh Rajaraman**

**That** the Library Board receive the Action List as presented.

**Carried**

### **Dates of Future Meetings**

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

### **Adjournment**

### **Motion 18.12.326**

**Moved by Jane Twinney**

**Seconded by Tara Brown**

**That** there being no further business the meeting adjourn at 6:00 pm.

**Carried**

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Joan Stonehocker, Chair

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Todd Kyle, Secretary/Treasurer



## Strategic Operations Report: December, 2018

	<b>Igniting Community Dialogue, Discovery and Debate</b>	<b>Leading a Learning Community</b>	<b>Readying our Capabilities</b>
Collaborative Relationships	<ul style="list-style-type: none"> <li>IdeaMarket on Newmarket innovation had 23 attendees</li> <li>Library planning Black History Month poet reading with Newmarket African Caribbean Association</li> </ul>	<ul style="list-style-type: none"> <li>Southlake Cinemania screenings resume January 21 with <i>Beautiful Boy</i></li> <li>Presentation conducted by staff at JobSkills on library job resources</li> <li>14 attendees at <i>Powerful tools for caregivers</i> program with CHATS</li> </ul>	<ul style="list-style-type: none"> <li>Children’s collection enhanced in preparation for Black History Month and collaborative events with Newmarket African and Caribbean Canadian Association(NACCA )</li> </ul>
Spaces	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>iPad installed for patron browsing on RB Digital online magazines</li> </ul>	<ul style="list-style-type: none"> <li>Park Ave reconstruction project patio and parking lot work largely completed</li> <li>Replacement lounge furniture starting to arrive and be installed</li> </ul>
Positioning	<ul style="list-style-type: none"> <li>Popup library held at Magna Centre</li> </ul>	<ul style="list-style-type: none"> <li>Library participating as beta site of new Bridge Toolkit impact measurement tool developed by Toronto Public Library</li> </ul>	<ul style="list-style-type: none"> <li>Social media/teaser campaign launched for Kanopy streaming video service</li> <li>New poster/pamphlet display installed at entrance</li> </ul>
Resources	<ul style="list-style-type: none"> <li>Teen Advisory Group responded to 58 letters as part of the Letters to Santa program</li> </ul>	<ul style="list-style-type: none"> <li>The Digital Shift drop-in tech help now available 3 periods per week</li> </ul>	<ul style="list-style-type: none"> <li>Public catalog stations replaced, now with larger monitors and new software</li> </ul>
Organization & Operations	<ul style="list-style-type: none"> <li>IT intern funded by Digital Skills 4 Youth grant began work; concentrating on deployment of replacement workstations</li> </ul>	<ul style="list-style-type: none"> <li>Rob Caldwell selected as Librarian, Community Engagement; Alex Karlovski appointed Librarian, Learning and Discovery</li> </ul>	<ul style="list-style-type: none"> <li>Annual performance appraisals conducted on all staff</li> </ul>



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## Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: January 16, 2019

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 December 31, 2018 of \$11,750.69 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"> <li>C.E.O. to bring drafts to Board according to agreed schedule</li> <li>Board to form committee to review Governance Policy and Constitution</li> </ul>	
<del>12-11</del>	<del>May 20, 2015</del>	<del>Draft fundraising and development strategy</del>	<ul style="list-style-type: none"> <li>C.E.O. to draft report for initial consideration</li> <li>Board to consider needed resources</li> <li>C.E.O. to report back on implementation of fundraising initiatives</li> <li>C.E.O. to follow up with Town of Newmarket regarding naming rights sponsorship program</li> </ul>	<b>Completed September 16, 2018</b>
<del>1-12</del>		<del>Consider forming Friends of the Library group</del>	<del>Board to consider as related to item 12-11</del>	<b>Completed September 16, 2015</b> <del>Deferred to next Library Board term (motion 13.03-214)</del>
2-13	May, 2018	C.E.O. Annual Performance Review	<ul style="list-style-type: none"> <li>Library Board Chair and Vice Chair to prepare and report to Board</li> </ul>	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"> <li>C.E.O. to prepare and present to board before release</li> </ul>	<b>Completed October, 2017</b> 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"> <li>• C.E.O. to report on related Town community facility plans</li> <li>• Board to consider referral to Library-Town Joint Task Force</li> <li>• Board to consider capital reserve expenditure on consultant study</li> <li>• 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”</li> <li>• 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”</li> </ul>	<ul style="list-style-type: none"> <li>• Report drafted for September 16, 2015 meeting (Deferred to March, 2016)</li> <li>• Joint Workshop held June 15, 2016</li> <li>• Report to Board September 7, 2016</li> <li>• Report to Town of Newmarket Committee of the Whole May 8, 2017</li> <li>• Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review.</li> <li>• Library operations efficiencies study report to Board November 15, 2017</li> <li>• Joint Library Board/Town of Newmarket Council Workshop held to discuss efficiencies study January 30, 2018</li> <li>• February 21, 2018 Board approve implementation of study recommendations (Council approved March 3, 2018)</li> <li>• Board to request Council consider Library facility needs study in first/second quarter, 2019</li> </ul>

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"> <li>Board to review Library Statistical Data report provided monthly in agenda package</li> <li>C.E.O. to revise report as requested</li> <li>C.E.O. to update Board on status of related provincial initiatives as well as Impact Study</li> </ul>	
4-15		Built Accessibility report	<ul style="list-style-type: none"> <li>C.E.O. to draft report</li> </ul>	
5-15	June 17, 2015	Budget projections	<ul style="list-style-type: none"> <li><del>C.E.O. to draft 5-year projections for operating budget needs</del></li> </ul>	<b>Completed June 17, 2015</b> Reported to Library Board June 17, 2015
6-15		2016 budget	<ul style="list-style-type: none"> <li><del>Board to provide C.E.O. with guidelines and suggestions</del></li> <li><del>C.E.O. to draft budget</del></li> <li><del>Board to approve for submission to Council</del></li> </ul>	<b>Completed September 16, 2015</b> Board approved 2016 Draft Operating and Capital Budget requests
7-15		Collective Agreements	<ul style="list-style-type: none"> <li><del>Board to provide C.E.O. with negotiation mandate guidelines</del></li> <li><del>C.E.O. to engage Town of Newmarket Director of HR as lead negotiator</del></li> <li><del>Board to approve agreements</del></li> </ul>	<b>Completed, Agreements Ratified March 21, 2016</b> Collective agreements expired March 31, 2015. Negotiations to begin February 11, 2016
8-15		Strategic planning	<ul style="list-style-type: none"> <li>Board to decide on strategic planning process when current plan ends in 2016</li> </ul>	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.
<del>9-15</del>	<del>May, 2016</del>	<del>Vice Chair Position</del>	<del>Library Board members to hold election for Vice Chair position after one year. Vice Chair elect to be a Community member</del>	<del>Completed September 7, 2016</del> Election to be held June 22, 2016. Deferred to September 7, 2016.
<del>10-15</del>	<del>November 18, 2017</del>	<del>SOLS Trustee Representative</del>	<del>Attend SOLS Trustee Council Meetings</del>	<del>Next Trustee meeting: May 4, 2019, location to be determined</del>
<del>11-15</del>	<del>March 16, 2016</del>	<del>ARF Analysis Review</del>	<del>Town of Newmarket Director of Finance</del>	<del>Completed June 22, 2016</del> Report to Library Board June 22, 2016
<del>12-16</del>	<del>June, 2016</del>	<del>2017 Budget Considerations</del>	<del>Sunday Openings at Christmas</del>	<del>Completed June 22, 2016</del> 2017 Operating Budget submission deadline
<del>13-16</del>	<del>June, 2016</del>	<del>2018 Budget Consideration</del>	<del>Donation Revenue Allocations</del>	<del>Completed December 14, 2016</del> 2018 Operating Budget submission deadline
<del>14-16</del>	<del>November, 2016</del>	<del>Strategic Technology Ad Hoc Committee</del>	<del>Develop Terms of Reference of Committee</del>	<del>Completed: Terms of Reference approved January 15, 2017</del> Draft Terms of Reference presented at November 16 <sup>th</sup> Board meeting.

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