



**AGENDA  
NEWMARKET PUBLIC LIBRARY BOARD**

**Regular Meeting of the Newmarket Public Library Board  
Wednesday, December 18, 2013  
5:00 pm Newmarket Public Library Board Room**

**Meeting to be called to order at 5:00 P.M.**

**1. ADOPTION OF AGENDA**

- i) Adoption of Regular Agenda
- ii) Adoption of the Closed Session Agenda
- iii) Adoption of Consent Agenda Items

**2. DECLARATIONS**

**3. CONSENT AGENDA ITEMS:**

- i) Adoption of the Regular Board Meeting Minutes for Wednesday, November 20, 2013
- ii) Adoption of the Closed Session Meeting Minutes for Wednesday, November 20, 2013
- iii) 2014 Economic Adjustment for Non-Union Employees
- iv) Strategic Operations Report for November, 2013
- v) Library Statistical Data
- vi) Monthly Bank Transfer

**4. MOTION TO CONVENE INTO A CLOSED SESSION**

No Closed Session items at time Agenda distributed.

**5. POLICIES**

- i) Social Media Policies

**6. REPORTS**

- i) Overdue Fines for Seniors

**7. BUSINESS ARISING**

- i) Action List

**8. NEW BUSINESS**

- i) Food for Fines Amnesty
- ii) Integrated Accessibility Standards Regulation Training for Library Board Members – approximately 40 minutes

**9. DATE(S) OF FUTURE MEETINGS**

The next Newmarket Public Library Board Regular Board Meeting will be Wednesday, January 15, 2014, at 5:00 pm in the Library Board room.

**10. ADJOURNMENT**



Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, November 20, 2013  
Newmarket Public Library Board Room

**Present:** Joan Stonehocker – Chair (*arrived at 5:22 pm*)  
Tom Vegh – Vice Chair  
Tara Brown  
Tom Hempen  
Wes Playter  
John Taylor

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

**Regrets:** Michael Castro

In the absence of the Chair, the Vice-Chair called the meeting to order at 5:00 p.m.

**1. ADOPTION OF AGENDA ITEMS:**

- i) Adoption of Regular Agenda
- ii) Adoption of the Closed Session Agenda
- iii) Adoption of Consent Agenda items

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

***Motion 13.11.268***

**MOVED BY JOHN TAYLOR  
SECONDED BY WES PLAYER**

**THAT** Agendas i) to iii) be adopted as presented.

**CARRIED**

**2. DECLARATIONS**

None were declared.

**3. DEPUTATION**

A representative from the Newmarket-Aurora NDP Riding Association spoke to the Library Board regarding the IdeaMarket program. The Representative spoke to the Board asking that community groups be offered a room in the Newmarket Public Library free of charge to discuss public issues as part of the IdeaMarket program. The Board discussed the matter and reaffirmed that Library maintains control over program content and invitees.

***Motion 13.11.269***

**MOVED BY TOM HEMPEN  
SECONDED BY WES PLAYTER**

**THAT** the Library Board receive the Deputation from the Newmarket-Aurora NDP Riding Association.

**CARRIED**

**4. CONSENT AGENDA ITEMS:**

- i) Adoption of the Regular Board Meeting Minutes for Wednesday, October 23 , 2013
- ii) Strategic Operations Report for October, 2013
- iii) Library Statistical Data
- iv) Monthly Bank Transfer

***Motion 13.11.270***

**MOVED BY TOM HEMPEN  
SECONDED BY TARA BROWN**

**THAT** Consent Agenda Items i) to iv) be received as presented.

**CARRIED**

**5. MOTION TO CONVENE INTO A CLOSED SESSION**

***Motion 13.11.271***

**MOVED BY TOM HEMPEN  
SECONDED BY JOHN TAYLOR**

**THAT** the Library Board move in to a Closed Session at 5:18 pm to discuss labour relation matters.

**CARRIED**

***Motion 13.11.272***

**MOVED BY TARA BROWN  
SECONDED BY TOM HEMPEN**

**THAT** the Library move out of Closed Session at 5:21 pm.

**CARRIED**

The Vice-Chair turned the meeting over to the Chair who arrived at 5:22 pm.

Motion arising from Closed Session confirming the following action:

***Motion 13.11.273***

**MOVED BY TOM VEGH  
SECONDED BY WES PLAYTER**

**THAT** the Newmarket Public Library Board receive the report on annual economic adjustments for non-union staff.

**CARRIED**

**6. REPORTS**

i) Family Day February 17, 2014

The Library Board reviewed the report regarding opening the Library on Family Day, February 17, 2014. The Board agreed with the recommendation not to open the Library on Family Day but to concentrate programming efforts on Winterfest.

***Motion 13.11.274***

**MOVED BY TOM VEGH  
SECONDED BY JOHN TAYLOR**

**THAT** the Library Board receive the report on Family, 2014 as presented.

**CARRIED**

**7. BUSINESS ARISING**

i) Integrated Accessibility Standards Regulation (IASR)– Web Content

The CEO gave a verbal report on the status of the Library website compliance with respect to the IASR regulation.

ii) Action List

The Board reviewed the Action List.

***Motion 13.11.275***

**MOVED BY JOHN TAYLOR  
SECONDED BY TOM HEMPEN**

**THAT** the Library Board receive the verbal report on the Action List as presented.

**CARRIED**

## **8. NEW BUSINESS**

### **i) Integration Accessibility Standards Regulation Training**

Training for Library Board members on the Integration Accessibility Standards Regulation will be arranged for the next regularly scheduled Board meeting on December 18<sup>th</sup>. The Training will be held at the end of the Board meeting.

### **ii) Ontario Library Association (OLA) Superconference**

OLA Superconference 2014 calendars were distributed to Library Board members. Board members were asked to advise the Administration Office if they are interested in attending by Friday, December 14<sup>th</sup>.

## **9. DATE(S) OF FUTURE MEETINGS**

The next regular Library Board meeting will be Wednesday, December 18, 2013 at 5:00 pm in the Library Board room

## **10. ADJOURNMENT**

***Motion 13.11.276***

**MOVED BY JOHN TAYLOR  
SECONDED BY TOM VEGH**

**THAT** there being no further business the meeting adjourned at 5:40 p.m.

**CARRIED**

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Joan Stonehocker  
Chair

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Todd Kyle, CEO  
Secretary/Treasurer



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle

**Date:** December 18, 2013

**Re:** 2014 economic adjustment for non-union employees

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As per previous Board resolutions below, which were also reviewed at the November 20, 2013 meeting, the economic adjustment that will be accorded to non-union Library employees as of January 1, 2014 is 1.4%.

The following motion is recommended:

**THAT the Library Board receive the report on the 2014 economic adjustment for non-union staff.**

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### RESOLUTION L-03-03

BE IT RESOLVED and it is hereby resolved by the Newmarket Public Library Board as follows:

1. THAT Resolution L-01-02 number 3. Is amended as at October 15, 2003 to be applied to the 2004 Budget as follows:

THAT an economic increase shall be applied annually to the established salary grid for non-union salaries, based on a year over year comparison as published in the Consumer Price Index for Toronto, Ontario as at September 30th of the previous year. This increase shall be effective January 1st and generally the salaries of all employees will increase by the percentage applied to their existing grid position. Employees whose performances clearly fall short of the performance expectations will not increase with their ranges, subject to the CEO's approval.

DATED EFFECTIVE the 17th day of September, 2003.

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### RESOLUTION L-01-06

BE IT RESOLVED and it is hereby resolved by the Newmarket Public Library Board as follows:

1. THAT the Newmarket Public Library shall conduct an annual assessment by May 1st of the budget year on economic/annual adjustments provided by the 9 comparator municipal libraries' utilized in the market value assessment. The salaries/wages of non-union staff shall be automatically adjusted retroactive to January 1st based upon the average adjustment by the 9 comparator libraries less any adjustment previously made by Newmarket Public Library for that year.
2. AND THAT the adjustment shall be subject to the C.E.O. determining if there is an outlier figure(s) that should be discarded from the calculation; (an outlier figure is one that differs greatly from the others, whether high or low).
3. AND THAT those employees whose performance clearly falls short of the performance expectations will not increase with their ranges, subject to the C.E.O.'s approval.

## STRATEGIC OPERATIONS REPORT – NOVEMBER, 2013

	<b>Igniting Community Dialogue, Discovery and Debate</b>	<b>Leading a Learning Community</b>	<b>Readying our Capabilities</b>
<b>Collaborative Relationships</b>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> IdeaMarket program successfully held; 37 participants; positive feedback; participants invited to share contact info</li> <li>• 3<sup>rd</sup> IdeaMarket on illegal drugs being planned for January; connected to recent media reports</li> <li>• Second ArtSpeaks program held Nov 17</li> <li>• First Trivia night a success</li> <li>• Local author Lawrence Segal featured guest in book club</li> </ul>	<ul style="list-style-type: none"> <li>• Local expert hosted presentation on his 3D printer in the Digital Shift</li> <li>• Book launch hosted for young local author's children's book</li> <li>• Working with Everest Collage to present programs for job seekers in the new year</li> <li>• 62 patrons and 4 retirement homes receiving Visiting Library visits this year using 34 volunteers</li> <li>• Planning job search program for newcomers with library settlement partners</li> </ul>	<ul style="list-style-type: none"> <li>• CEO participated in Town presentation to French Immersion class</li> <li>• Library recognized at Smart Commute Awards for lower single-occupancy vehicle trips</li> </ul>
<b>Spaces</b>	<ul style="list-style-type: none"> <li>• Library purchased and installed two Newmarket Historical Society photo prints</li> </ul>	<ul style="list-style-type: none"> <li>• Floor banner to promote learning &amp; discovery installed in library</li> </ul>	<ul style="list-style-type: none"> <li>• Free interactive poll software explored; first poll placed on library homepage</li> <li>• 3 HVAC units replaced for better efficiency and dehumidification</li> </ul>
<b>Positioning</b>	<ul style="list-style-type: none"> <li>• Street banners to promote IdeaMarket installed on Park Ave and Main St</li> <li>• Library participated in Santa Claus parade; handed out 1000 promotional wristbands</li> </ul>	<ul style="list-style-type: none"> <li>• Street banners to promote learning &amp; discovery installed on Park Ave and Main St</li> <li>• Settlement partnership partner filmed at library as part of AMPLO effort to align libraries with provincial priorities</li> </ul>	<ul style="list-style-type: none"> <li>• CEO filmed Bulletin Board segment about library for Rogers TV</li> </ul>

	<b>Igniting Community Dialogue, Discovery and Debate</b>	<b>Leading a Learning Community</b>	<b>Readying our Capabilities</b>
<b>Resources</b>	<ul style="list-style-type: none"> <li>Digitization of 1978-79 issues of The Era completed; will appear online in early 2014</li> </ul>	<ul style="list-style-type: none"> <li>Improved digital literacy public classes: <i>Digital Learning Basics Lab</i> and <i>Intro to MS Office</i> will launch in May</li> <li>First <i>Tech Time for Kids</i> program held; further topics/guests planned for 2014</li> <li>CATS teen council providing book reviews for website</li> <li>New set of laptops with charging cart in use</li> <li>4 visually impaired patrons currently borrowing items through the CNIB Partners Program</li> </ul>	<ul style="list-style-type: none"> <li>Navigation and content improvements made on website including adding Citizenship information to Newcomers page</li> </ul>
<b>Organization &amp; Operations</b>	<ul style="list-style-type: none"> <li>Volunteer database currently has 781 registrants</li> </ul>	<ul style="list-style-type: none"> <li>Staff attended the Reader's Advisory conference</li> </ul>	<ul style="list-style-type: none"> <li>Staff training for Integrated Accessibility Standards Regulation begun</li> <li>Staff visited Kingston library to view their automated materials handling</li> <li>eVolution Committee drafted report on staff digital literacy training</li> </ul>

## Newmarket Public Library Statistical Data - 2013

### Library Card Holders

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	22,459	22,546	22,469	22,492	22,528	22,544	22,583	22,542	22,428	22,391	22,352	
Residents	21,005	21,023	20,928	20,876	20,853	20,846	20,860	20,771	20,654	20,595	20,537	
Non-Residents	1,454	1,523	1,541	1,616	1,675	1,698	1,723	1,771	1,774	1,796	1,815	

### New and Renewed Library Cards

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	259	250	315	221	224	237	352	274	273	288	235		2,928
New non-resident	54	51	33	43	50	23	45	39	25	32	36		431
Renewed membership	754	671	726	743	640	667	469	802	631	680	617		7,400

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	15,028	13,822	15,348	15,111	14,440	13,515	14,950	14,902	14,028	14,145	13,513		158,802
# of PAC Account Logins	5,426	5,109	5,291	5,576	6,414	5,323	5,830	5,844	5,474	5,998	5,487		61,772
Room Rentals	62	61	56	71	84	65	40	46	71	66	65		687
Room Rental Hours	114	143	139	188	154	184	103	152	126	160	164		1,626

### Programs

#### 5 Year Trend - year to date November 30

# of Programs Held	2009	2010	2011	2012	2013
Adult	35	23	32	74	100
Children's	949	908	810	1,081	1,233
Total Programs	984	931	842	1,155	1,333

Program Attendance	2009	2010	2011	2012	2013
Adult	1,405	948	1,396	2,171	1,396
Children's	15,109	14,964	12,509	12,236	13,221
Total Attendance	16,514	15,912	13,905	14,407	14,617

## Newmarket Public Library Statistical Data - 2013

### Borrowing

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	292	317	480	377	372	478	549	413	464	456	418		4,616
eBooks	1,495	1,564	1,827	1,767	1,799	1,813	2,059	2,009	1,822	1,949	1,829		19,933
eMusic/Video	2	2	10	9	3	1	8	8	2	6	-		51
Backpack Kit	3	1	2	1	6	1	6	5	5	7	4		41
Book	26,605	24,249	28,259	27,152	26,904	25,364	34,215	31,357	26,390	28,300	25,797		304,592
CD-ROM/DVD-ROM	49	60	42	62	39	25	56	59	51	65	24		532
DVD/Blu-ray	2,901	2,912	3,636	3,577	3,084	2,941	3,752	3,946	3,027	3,971	3,718		37,465
DVD/Blu-ray - New	1,052	861	638	579	548	579	685	364	298	404	353		6,361
DVD/Blu-ray - Restricted	187	200	283	260	241	248	229	257	255	281	337		2,778
DVD/Blu-ray - Restricted-	132	89	33	38	45	44	62	34	39	51	55		622
eBook Reader	11	11	10	11	11	10	10	13	5	3	6		101
GPS	9	7	10	20	12	6	10	14	5	6	2		101
ILL	128	114	126	141	212	119	159	146	146	180	142		1,613
Language Kit	59	34	66	58	58	36	35	35	46	43	45		515
Laptop	32	25	25	29	36	30	37	26	32	32	44		348
Multimedia Kit	91	95	84	85	75	68	122	129	125	131	100		1,105
Music CD	783	735	760	745	702	548	675	553	561	616	790		7,468
Pedometer	10	11	23	27	28	25	27	17	14	15	18		215
Periodical	1,370	1,147	1,099	1,159	1,190	1,240	1,349	1,263	1,092	1,045	1,033		12,987
Portable Audio Book	11	10	15	16	28	41	34	41	21	29	20		266
Talking Book	879	780	901	853	921	951	997	928	872	964	1,005		10,051
Video	33	37	22	17	32	26	15	8	15	14	17		236
Video Game	418	337	424	407	341	336	516	527	319	322	295		4,242
Total Borrowing	36,552	33,598	38,775	37,390	36,687	34,930	45,607	42,152	35,606	38,890	36,052	-	416,239

### Database Usage

Adult Subscriptions	3,604	2,796	3,886	3,610	3,247	2,319	3,399	1,960	3,021	3,502	na		31,344
Children's Subscriptions	895	561	1,107	1,613	1,133	803	753	237	340	728	796		8,966
York Info (Community)	83,732	79,568	92,108	97,034	91,088	74,105	75,203	83,752	76,324	73,627	74,941		901,482
York Info (Volunteer)	7,510	7,680	8,085	9,851	14,257	9,777	11,536	11,415	9,877	10,936	10,271		111,195
Total Database Access	95,741	90,605	105,186	112,108	109,725	87,004	90,891	97,364	89,562	88,793	86,008	-	1,052,987

## Newmarket Public Library Statistical Data - 2012

### Library Card Holders

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	23,187	22,972	22,860	22,768	22,648	22,593	22,640	22,532	22,685	22,108	22,528	22,309
Residents	22,097	21,839	21,686	21,572	21,418	21,349	21,383	21,250	21,371	20,789	21,158	20,916
Non-Residents	1,090	1,133	1,174	1,196	1,230	1,244	1,257	1,282	1,314	1,319	1,370	1,393

### New and Renewed Library Cards

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	283	269	271	213	189	213	321	292	260	260	280	192	3,043
New non-resident	34	36	51	12	56	13	13	14	31	18	27	19	324
Renewed membership	716	598	794	647	593	617	955	859	832	607	679	474	8,371

### # of Cards compared to # of transactions (items borrowed) Year to Date December 31, 2012

Cards	11,310	7,284	1,543	1,111	454	251	209	122	29	8
Items	0	1-24	25-49	50-99	100-149	150-199	200-299	300-499	500-999	1000+

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	15,121	13,667	15,218	13,853	14,275	11,980	12,215	13,275	14,040	15,082	14,759	12,007	165,492
# of PAC Account Logins	5,896	5,398	5,905	5,560	5,590	4,970	5,718	6,029	5,489	5,600	5,554	5,090	66,799
Room Rentals	45	50	49	42	47	36	53	34	49	64	68	51	588

### Programs

#### 5 Year Trend - year to date December 31

# of Programs Held	2008	2009	2010	2011	2012
Adult	35	36	23	33	66
Children's	999	996	952	845	1,167
Total Programs	1,034	1,032	975	878	1,233

Program Attendance	2008	2009	2010	2011	2012
Adult	1,459	1,407	948	1,408	2,110
Children's	13,577	15,756	15,444	12,956	12,899
Total Attendance	15,036	17,163	16,392	14,364	15,009

## Newmarket Public Library Statistical Data - 2012

### Borrowing

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	330	234	243	226	269	199	197	262	317	286	294	289	3,146
eBooks	973	865	882	921	1,079	1,022	1,043	1,255	1,256	1,178	1,122	1,482	13,078
eMusic/Video	5	3	3	3	6	-	-	2	2	2	2	2	30
Backpack Kit	3	4	3	4	-	1	5	13	5	3	5	3	49
Blu-ray	249	225	233	193	202	187	213	229	195	237	181	162	2,506
Blu-ray - New	181	155	184	166	226	226	269	277	261	273	269	258	2,745
Blu-ray - Restricted	38	38	43	37	45	32	39	40	44	42	43	32	473
Blu-ray - Restricted - New	41	37	37	26	18	24	26	28	26	29	27	34	353
Book	27,477	26,719	29,972	26,273	27,414	24,246	31,784	32,869	29,302	28,562	27,597	22,113	334,328
CD-ROM/DVD-ROM	36	54	74	83	57	39	58	61	35	47	67	38	649
DVD	2,934	3,190	3,377	2,792	2,803	2,341	3,091	3,131	2,947	3,204	3,255	2,449	35,514
DVD - New	571	612	729	577	618	679	776	741	784	792	783	667	8,329
DVD - Restricted	244	239	258	190	176	128	169	196	191	203	187	141	2,322
DVD - Restricted - New	76	87	71	60	47	58	76	62	88	82	83	87	877
eBook Reader	5	18	13	14	313	6	7	12	10	9	7	8	422
GPS							15	6	19	10	11	6	67
ILL	252	198	369	191	40	246	203	224	262	296	162	85	2,528
Language Kit	44	58	55	45	10	37	51	33	50	50	50	36	519
Laptop						4	5	2	2	25	31	11	80
Multimedia Kit	60	61	95	72	92	114	115	127	140	120	122	84	1,202
Music CD	1,067	924	839	799	868	730	897	841	662	666	710	577	9,580
Pedometer						64	50	35	32	14	14	7	216
Periodical	1,331	1,249	1,366	1,395	1,391	1,395	1,697	1,492	1,390	1,235	1,168	1,221	16,330
Portable Audio Book	20	14	20	9	14	28	37	28	15	24	16	19	244
Talking Book	916	870	922	906	898	871	922	1,058	882	1,058	970	814	11,087
Video	101	133	98	50	52	22	35	35	53	33	46	23	681
Video Game	402	409	431	378	380	278	467	476	376	403	386	295	4,681
Total Borrowing	37,356	36,396	40,317	35,410	37,018	32,977	42,247	43,535	39,346	38,883	37,608	29,170	452,036

### Database Usage

Adult Subscriptions	1,534	3,470	6,068	3,713	1,876	1,819	2,327	5,702	3,312	4,770	6,673	2,157	43,421
Children's Subscriptions	683	1,128	1,070	669	947	474	266	616	531	1,134	1,394	495	9,407
York Info (Community Info)	73,230	65,850	66,636	64,554	79,409	90,496	68,774	76,509	77,866	93,218	86,580	89,657	932,779
York Info (Volunteer)	5,437	6,343	9,088	11,154	8,651	8,110	8,683	7,627	8,261	9,386	7,560	6,343	96,643
Total Database Access	80,884	76,791	82,862	80,090	90,883	100,899	80,050	90,454	89,970	108,508	102,207	98,652	1,082,250



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle, CEO

**Date:** December 18, 2013

**Re:** **Newmarket Public Library Bank Account – Fund Transfer**

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**Recommendation:** The CEO 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 CEO to authorize the Town of Newmarket Treasurer to transfer the net closing balance at November 29, 2013 of \$ 9732.69 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle

**Date:** December 18, 2013

**Re:** Social media policies

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At a recent workshop on social media and workplace issues, it was presented that employees' personal social media content is now often recognized by courts as public comment, such that if comment was to be deemed damaging to the employer's reputation or ability to carry out its business, it may be subject to disciplinary action.

However, the library's Social Media Policy and Public Relations Policy are both silent on this, instead indicating that if an employee is, or may reasonably be, identified as an employee of the Library, they need only place a disclaimer on their social media account indicating that opinions are their own. The workshop suggested that the policy indicate that notwithstanding such a disclaimer, the employer reserves the right to take disciplinary action under strict conditions under which commentary on social media might constitute misconduct.

In addition, it was recommended that a policy should also indicate the disposition of social media accounts used by employees as official representatives of the Library, should they leave the Library's employ.

The following motion is recommended:

**THAT the Library Board instruct the CEO to revise the Social Media Policy and Public Relations Policy to address the topics presented, and to bring a draft policy to a future Board meeting.**



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle

**Date:** December 18, 2013

**Re:** Overdue fines for seniors

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According to the Membership Policy approved by the Board December 19, 2012, senior citizens are exempt from paying overdue fines, although replacement charges and processing fees still apply. According to the Inter-Library Loan Policy approved by the Board May 20, 2009, the fines charged for items from other public libraries is \$1.00 per day. This was initially interpreted to mean that seniors were *not* exempt from inter-library fines. When the Library changed its management computer system in 2010, it was programmed to exempt seniors from inter-library fines to best reflect policy.

Recent incidents have suggested that some senior library patrons have not been sufficiently encouraged to return inter-library loan items by the due date. Late returns of inter-library loans cause difficulty for staff who must deal with the owning library, who often charge NPL a fine. A survey of similar-sized libraries was taken and none exempt seniors in this way; a very small proportion still exempt seniors from regular fines.

It is therefore proposed that the Membership Policy be revised to indicate that inter-library loan fines apply equally to seniors. If the Board wishes they may also ask staff to report back on options to phase out other fines exemptions for seniors.

The following motion is recommended:

**THAT the Library Board approve a revised Membership Policy indicating that seniors (aged 65 and over) are subject to the same overdue fines for inter-library loan items as all other library patrons.**



## NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST

Item No.	Date	Action Item	Assigned to	Status / Date of Completion
1-11	Updated: Mar. 21-12	Continue to build collaborative strategic partnerships with York Region School Boards	Library Board	Ongoing
9-11	20-04-11	Library Policy Review Schedule	Library Board	Board to review Governance Policy and Constitution for better consistency Updated Policy Review Schedule presented Board for September 18, 2013 Board meeting
12-11	02-08-11	Review Revenue Generation Targets and Strategies	Library Board	Business Case Study of Digitization Lab to be resourced by CEO Action Plan report for April 18, 2012 Board meeting Deferred until completion of Town of Newmarket Service Review Program
15-11	Updated: 16-01-13	Quarterly Information Report to Town of Newmarket Council	Library Board Chair	Deputation to Town of Newmarket Council meeting on Library's new Strategic Plan presented October 21, 2013
1-12	Updated: 16-01-13	Friends of the Library – <i>Deferred to next Library Board term</i>	Library Board	Board meeting agenda item for March 27, 2013 Deferred to next Library Board term ( <i>motion 13.03-214</i> )

Item No.	Date	Action Item	Assigned to	Status / Date of Completion
2-12	Updated: 27-03-13	Computer Hardware/Software Capital Carry over <i>Motion 13.03.215</i>	Strategic Technology Committee	Computer Hardware/ Software Project report to Board March 27, 2013 – Board approved first 7 items on list
1-13	16-01-13	Expansion and Promotion of Library Art Collection	Library Board	Endeavour to expand and promote Art Collection
2-13	19-06-13	CEO Annual Performance Review	Library Board Chair and Vice Chair	Chair and Vice Chair appointed at June 19 <sup>th</sup> Board meeting to form Committee to conduct the CEO annual review
3-13	19-06-13	Leading Boards Electronic Repository Renewal	Library Board	Library Board to review renewal of service March, 2014
4-13	18-09-13	Library Ambassador Campaign	Library Board	Campaign to promote Strategic Plan: CEO report to Board on October 23, 2013 Arrange discussion, presentation or outreach activity to promote Strategic Plan. Library Board to send suggestions of organizations to CEO