



Newmarket Public Library Board Agenda

Date: Wednesday, May 15, 2019
Time: 5:30 PM
Location: Newmarket Public Library Boardroom
Newmarket Public Library
438 Park Avenue
Newmarket ON L3Y 1W1

Pages

1. Adoption of Agenda Items

- 1.1 Adoption of the Regular Agenda
- 1.2 Adoption of the Closed Session Agenda
- 1.3 Adoption of the Consent Agenda Items

2. Declarations

3. Consent Agenda Items

- 3.1 Adoption of the Regular Board meeting minutes for Wednesday, April 17, 2019 1
- 3.2 Adoption of the Closed Session minutes for Wednesday, April 17, 2019
- 3.3 Strategic Operations Report for April, 2019 6
- 3.4 Monthly Bank Transfer 8

4. Closed Session

- 4.1 That the Library Board move in to a closed session to discuss matters pertaining to Labour relations and an indentifiable individual.

5. Reports

- 5.1 Library Facility Needs - Update 9

6. Business Arising

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| 6.1 | Revisions to the Code of Conduct | 11 |
| 6.2 | Provincial Budget Cuts update | |
| 6.3 | Library Board Action List | 19 |
| 6.4 | Leadership by Design Board Orientation 3 | |

7. New Business**8. Dates of Future Meetings**

- 8.1 The next Regular Library Board meeting is scheduled for
Wednesday, June 19, 2019 at 5:30 pm in the Library Board room.

9. Adjournment



Newmarket Public Library Board

Minutes

Date: Wednesday, April 17, 2019
 Time: 5:30 PM
 Location: Newmarket Public Library Boardroom
 Newmarket Public Library
 438 Park Avenue
 Newmarket ON L3Y 1W1

Members Present: Darcy McNeill, Chair
 Jane Twinney, Vice Chair
 Darryl Gray
 Leslee Mason
 Art Weis
 Victor Woodhouse

Members Absent: Kelly Broome

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

1. Adoption of Agenda Items

The Chair asked if there were any additions to the agenda. One item was added under New Business.

Motion 19-04-15

Moved by Art Weis

Seconded by Victor Woodhouse

That Agenda items 1.1 to 1.3 be adopted as amended

Carried

- 1.1 Adoption of the Regular Agenda
- 1.2 Adoption of the Closed Session Agenda
- 1.3 Adoption of the Consent Agenda Items

2. **Declarations**

None were declared.

3. **Consent Agenda Items**

A correction was made to the minutes for January 16, 2019.

Motion 19-04-16

Moved by Victor Woodhouse

Seconded by Jane Twinney

That Consent Agenda items 3.1 be approved and adopted as amended and that items 3.2 to 3.6 be approved and adopted as presented.

Carried

3.1 Adoption of the Regular Board meeting minutes for January 16, 2019 and March 20, 2019

3.2 Adoption of the Closed Session Minutes for March 20, 2019

3.3 Strategic Operations Report for March, 2019

3.4 2019 First Quarter Library Statistical Data Report

3.5 Monthly Bank Transfer

3.6 2018 By the Numbers Figures

4. **Reports**

4.1 2018 Fourth Quarter Financial Report

The CEO reviewed the fourth quarter Financial Report with the Library Board.

Motion 19-04-17

Moved by Jane Twinney

Seconded by Darryl Gray

That the Library Board received the fourth quarter Financial Report as presented.

Carried

4.2 2019 First Quarter Financial Report

The Library is on target for the first quarter in 2019 in both expenditures and revenues.

Motion 19-04-18

Moved by Art Weis

Seconded by Victor Woodhouse

That the Library Board receive the first quarter Financial report as presented.

Carried

4.3 Revisions to Code of Conduct, Oath of Office and Investigation Procedures

The Library Board Code of Conduct, Oath of Office and investigation procedures were reviewed in conjunction with the Town of Newmarket Clerk. A revised draft of the Library Board's Governance Policy to address some areas of clarification was reviewed by the Board.

Motion 19-04-19

Moved by Darryl Gray

Seconded by Victor Woodhouse

That the Library Board receive the report on revisions to the Code of Conduct, Oath of Office and investigation procedures;

And That the Library Board approve the revisions with the exception that Section 2.2j) relating to gifts follow the Town of Newmarket policy;

And That the Library Board authorize the CEO to make minor corrections to the remainder of the Governance Policy, with the final copy to be presented to the Board;

And That the Library Board authorize that the revised Oath of Office be administered to all members once approved.

Carried

5. Business Arising

5.1 Leadership by Design Board Orientation 2

The Board participated in Part 2 of the Leadership Design Board Orientation exercise.

5.2 Library Board Action List

Items on the Action list are under review and are to be updated for the Library Board.

6. New Business

The CEO advised the Board the SOLS has had their funding cut by approximately 50% for the 2019-2020 fiscal year. The Board discussed the impact of the loss of funding and how it can respond to the SOLS cuts.

6.1 Southern Ontario Library Service Funding Cut (SOLS)

7. Closed Session

Motion 19-04-20

Moved by Art Weis

Seconded by Darryl Gray

That the Library Board move into a Closed Session at 6:55 pm to consider matters about an identifiable individual.

Carried

Motion 19-04-21

Moved by Darryl Gray

Seconded by Art Weis

That the Library Board move out of Closed Session at 7:25 pm.

Carried

7.1 That the Library Board move into a Closed Session to discuss matters pertaining to an identifiable individual.

Motion arising from Closed Session:

Motion 19-04-22

Moved by Leslee Mason

Seconded by Art Weis

That the Library receive the report on Operational Efficiencies Review: marketing and IT integration;

And That the Library Board request further details on operational costs on the risks and benefits.

Carried

8. Dates of Future Meetings

8.1 The next Regular Library Board meeting is scheduled for Wednesday, May 15, 2019 at 5:30 pm in the Library Board room.

9. Adjournment

Motion 19-04-23

Moved by Jane Twinney

Seconded by Leslee Mason

That there being no further business the meeting adjourn at 7:30 pm.

Carried

Darcy McNeill, Chair

Todd Kyle, Secretary/Treasurer



Strategic Operations Report: April, 2019

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> Discussions being held on partnership regarding Historical Society's plans to revitalize its archives CEO attended Library Settlement Partnership meeting to discuss library services for immigrants 	<ul style="list-style-type: none"> Southlake Cinemania April screening had 216 attendees Programs on Ontario birds, growing cacti, retirement planning all very successful Several visits to daycare groups conducted Highschool group toured library and Maker Hub 	<ul style="list-style-type: none"> Launch of <i>The Lendery</i> tool-lending library with York Region planned for January 2020; first one launching this year at Markham library
Spaces	<ul style="list-style-type: none"> Good response to invitation to local nonprofits to take advantage of booking display space and kiosk in library 	<ul style="list-style-type: none"> 74 patrons dropped into the Maker Hub's 19 sessions in April Maker Hub programs on 3D printing, Canva, and bracelet making all full 	<ul style="list-style-type: none"> Green Reads used book vending machine at Magna out of order; supplier is defunct but has agreed to swap for one remaining machine
Positioning	<ul style="list-style-type: none"> Library participated in Town's Community Open House Library outreach planned for farmer's market, hospital 	<ul style="list-style-type: none"> Library registered to participate in June 15 York Pridefest 	<ul style="list-style-type: none"> Library contributed books to season reopening of Story Pod 90 new subscribers to library e-news gained from Home Show draw ballots
Resources	<ul style="list-style-type: none"> Scrabble reading challenge run by Teen Advisory Group has had 34 participants to date 	<ul style="list-style-type: none"> The Digital Shift tech help drop in schedule has changed and moved to main floor study room 10 attendees at genealogy program 	<ul style="list-style-type: none"> Interlibrary loan service suspended due to SOLS budget cuts; communicated widely; many patron concerns
Organization & Operations	<ul style="list-style-type: none"> Library's Bicycle Users Group held a meeting to discuss 	<ul style="list-style-type: none"> Children's staff member received a note from a mother/daughter who frequent the Library: "Having a connection to 	<ul style="list-style-type: none"> Hydro meter replaced May 6 resulting in some online service outage

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
	incentives for cycling staff	our community means a lot to us. Thank you for welcoming us and encouraging [my daughter's] love of reading."	



438 Park Avenue
Newmarket, Ontario L3Y 1W1

Email: npl@newmarketpl.ca
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Library Board Report

To: Newmarket Public Library Board
From: Todd Kyle, CEO
Date: May 15, 2019
RE: **Newmarket Public Library Bank Account – Fund Transfer**

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 April 30, 2019 of \$15,951.87 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



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Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: May 15, 2019

RE: **Library facility needs—update**

Background:

In September 2016, the Library Board voted to use existing funds to commission a study on future facility needs and options, pending Town of Newmarket Council support. Motion 16.09.144 read:

...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.

In May 2017, Council was asked to endorse such a study, but deferred that until after a pending efficiencies review of library operations was completed. In February 2018, Council approved implementation of the efficiencies study but moved to defer consideration of a facilities study to the 2018-2022 Council Strategic Priority setting process.

Council's Strategic Priorities have now been drafted and approved. Although one pillar, Extraordinary Places and Spaces, does touch on the need for expanded library facilities, the specific project to study the needs and options for a new library does not feature in the 5 actions under this pillar.

In leaving the library out of specific mention in the Priorities, Council commented on the ability of the Library Board to commence such a study on its own. Indeed, the \$50,000 in funds proposed for this study are already in the Library Board's control, and the Director of Finance has confirmed that this purpose is consistent with original approval of the capital reserve.

Discussions with senior Town staff on how best to approach a study are ongoing. It is thought that a collaborative approach would be best, leveraging possibilities for a facility shared with other community uses, and aligning with the Town's goal (and another Strategic Priority) to create vibrant urban corridors along Yonge, Davis, and Mulock. This approach would also give consideration for aligning the planning with the "community benefits" provisions of provincial

planning legislation as it undergoes changes. As well, given that the need for expanded library space has already been established, it might be best to focus the study on a somewhat narrower search for and comparison of existing and potential sites.

Conclusion:

Given the accelerating emphasis on development within the urban corridors, commencing a study of some sort sooner rather than later would be recommended in order to position the Library to be prepared for opportunities. It would also align the Library with the overall Town strategy and facilitate collaboration with the Planning department. At the same time, renewal of current contract resources at the Library would facilitate the increased workload that would occur if a study were to be undertaken. I will keep the Board apprised of the ongoing discussions and will recommend action once the appropriate trigger is reached. Any other feedback that the Board has at this point is welcome.

The following motion is recommended:

THAT the Library Board receive the report on Library Facility Needs—Update.



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Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: April 17, 2019

RE: **Revisions to Code of Conduct: provisions for Gifts**

Background:

At the April 17, 2019 meeting, the Board was presented with a draft to replace the sections of the Governance Policy regarding the Oath of Office, Code of Conduct, and the procedure for investigating breaches of either. The Board mostly approved the drafts as presented, agreeing that the Board would initially investigate any Member alleged to have breached their Oath but refer it to Town of Newmarket Council if a recommendation of suspension or resignation was not accepted by the Member. However, the Board moved to revise the Code provisions for accepting gifts to match the Code of Conduct for town Council members.

The proposed draft was as follows:

- j) Gifts: Members will remain free from any improper influence, or the appearance of improper influence, in the performance of their duties. When outside individuals or organizations give Members gifts in connection to their position at the Library, they will only accept gifts that:
 - i. are infrequent and the value is reasonable;
 - ii. arise out of activities or events related to the Member's official duties;
 - iii. are within the normal standards of courtesy, hospitality or protocol; and
 - iv. do not compromise or appear to compromise the integrity of the Member or the Library.

The Council Code of Conduct instead states:

9. GIFTS

9.1 No Member shall accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties unless authorized by one of the exceptions below.

9.2 Notwithstanding Section 9.1 the following exceptions are applicable:

- (a) gifts received as an incident of protocol or social obligation that normally accompany the responsibilities of elected office;

- (b) gifts that are not connected directly or indirectly with the performance or duties of office;
- (c) compensation authorized by law;
- (d) a reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with a legitimate municipal purpose;
- (e) political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- (f) services provided without compensation by persons volunteering their time;
- (g) a suitable memento of a function honouring the Member or the Town;
- (h) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political sub-divisions of them, and by the federal government or the government of a foreign country;
- (i) food, beverages and/or admission fees provided by banquets, receptions or similar events if attendance is the result of protocol or social obligation consistent with the responsibilities of office, and the person extending the invitation has done so infrequently and that person or a representative of the organization is in attendance; and
- (j) communications to offices of a Member including subscriptions to newspapers and periodicals.

Conclusion:

It is recommended that the Council provisions for Gifts be integrated into the Library Board Code of Conduct, with minor edits to remove references to “elected” office and to replace any reference to the Town with the Library. The Code of Conduct being thus clarified, The Oath of Office (which is unchanged) can then be administered to new Members. A full revised draft of Section 2 of the Governance Policy is presented in Appendix A with those minor changes tracked. A full revised Governance Policy with a small number of other minor edits will be presented to the Board at a future meeting.

The following motion is recommended:

THAT the Library Board receive the report on revisions to Code of Conduct: provisions for Gifts;

AND THAT the Library Board approve the recommended revisions to the Code of Conduct as contained in the Governance Policy.

Appendix A: Recommended new text of Section 2 of the Governance Policy

2. BOARD DIRECTORS

Each Director is expected to become an active participant in a body that functions effectively as a whole. In addition to assisting in the exercise of the major duties of the Board outlined above, Directors are responsible to exercise due diligence in the performance of their duties.

Responsibilities include:

- a) To be informed of the legislation under which the Library exists and Library's by-laws mission, values, code of conduct, and policies
- b) To keep informed about the activities of the Library and its community,
- c) To attend Board meetings regularly, serve on committees of the Board and actively contribute to the work of the Board;
- d) To exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances;
- e) To explicitly voice at the time a decision is being taken, any opposition to a decision being considered by the Board;
- f) To ask the Directors to review a decision if he, or she, has reasonable grounds to believe that the Board has acted without full information or in a manner inconsistent with its fiduciary obligations;
- g) To support Board decisions made in good faith in a legally constituted meeting, by Directors;
- h) Know and respect the distinction in the roles of Board and staff consistent with the principles underlying these governance policies;
- i) Exercise vigilance for and declare personal conflict of interest in accordance with the Library's By-laws and policies and the *Municipal Conflict of Interest Act*.

2.1 Oath of Office and Confidentiality

Respect for confidentiality is the cornerstone of trust and confidence as well as a legislated obligation. Directors must at all times respect the confidentiality of any patron names and/or circumstances that might identify patrons. Similarly, all matters dealt with by the Board during closed session meetings and matters related to personnel and/or collective bargaining must be held in strictest confidence. Confidentiality means Directors may not relate such matters to anyone including immediate family of Directors, unless required by law or authorized by the Board to do so. The duty of confidentiality continues indefinitely after a Director has left the Board.

Directors shall agree to an Oath of Office and Confidentiality upon joining the Board.

I, insert name, a Director of the Newmarket Public Library, declare that, in carrying out my duties as a Director, I will:

1. Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interest of the Library;
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
3. Respect and support the Library's By-laws, policies, Code of Conduct, and decisions of the Board.
4. Keep confidential all information that I learn about patrons, personnel, collective bargaining and any other matters specifically determined by board motion to be matters of confidence including matters dealt with during closed session meetings of the Board.
5. Conduct myself in a spirit of collegiality and respect for the collective decisions of the board and subordinate my personal interests to the best interests of the Library.
6. Immediately declare any personal conflict of interest that may come to my attention.
7. Comply with the Municipal Conflict of Interest Act, the Municipal Freedom of Information and Protection of Information and Protection of Privacy Act.

2.2 Code of Conduct

Directors are expected to comply with the following Code of Conduct that encourages the development of a spirit of collective decision-making, shared objectives and shared ownership of and respect for Board decisions.

- a) **Serving the Community:** Members will serve and be seen to serve Library users and their community in a conscientious and diligent manner.
- b) **Respect:** Members will treat Library users, volunteers, staff and fellow Board Members with respect. In the performance of their duties, Members will not abuse, bully or intimidate others and Members will fulfill their responsibilities in ensuring that the Library is free from discrimination and harassment.
- c) **Board Meetings:** Members will honour the Board Governance By-law and this Code of Conduct at Board Meetings. Members understand that these meetings are public and that their behaviour affects the image of the Newmarket Public Library. Members will be courteous and refrain from using offensive language, and will show respect for diverse and opposing viewpoints.
- d) **Public Servants:** Members will respect the role of Library staff as public servants who provide professional and politically neutral advice to the Board.
- e) **Privacy and Confidential Information:** Members will respect the privacy of others and will not disclose or release by any means to any Member of the public, any confidential information acquired by virtue of their role at the Library. Members will maintain this

obligation even after Members leave the Board. Members will only disclose confidential information if required by law, or authorized to do so by the Board.

- f) **Support of the Board's actions:** While Members may have dissenting views on decisions taken by the Board and are permitted to discuss those views publicly, they shall nonetheless demonstrate acceptance, respect and support for all decisions legitimately taken in transaction of the Library's business.
- g) **Conflict of Interest:** Members will abide by the Conflict of Interest Policy as outlined in the Board Governance Document section 2.3.
- h) **Improper Use of Influence:** Members will not use their positions at the Library to improperly influence others for private gain or to gain preferential treatment for their family, friends or organizations with which Members are associated.
- i) **Political Neutrality:** Members will not use Library facilities, equipment, supplies, services (including staff services) or any other resources for election campaign or campaign-related activities. Members will not use a position of authority at the Library to compel staff or volunteers to engage in partisan political activities.
- j) **Gifts:** No Member shall accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties unless authorized by one of the exceptions below:
 - i. gifts received as an incident of protocol or social obligation that normally accompany the responsibilities of office;
 - ii. gifts that are not connected directly or indirectly with the performance or duties of office;
 - iii. compensation authorized by law;
 - iv. a reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with a legitimate Board purpose;
 - v. political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
 - vi. services provided without compensation by persons volunteering their time;
 - vii. a suitable memento of a function honouring the Member or the Library;
 - viii. food, lodging, transportation and entertainment provided by provincial, regional and local governments or political sub-divisions of them, and by the federal government or the government of a foreign country;
 - ix. food, beverages and/or admission fees provided by banquets, receptions or similar events if attendance is the result of protocol or social obligation consistent with the responsibilities of office, and the person extending the invitation has done so infrequently and that person or a representative of the organization is in attendance; and
 - x. communications to offices of a Member including subscriptions to newspapers and periodicals.

2.3 Conflict of Interest Policy

Directors shall act at all times in the best interests of the Library rather than particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the Library in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board. Directors shall serve without remuneration. No Director shall directly or indirectly receive any profit from his or her position as such. The pecuniary interests of immediate family members of a Director are considered to also be the pecuniary interests of the Directors.

Directors may be paid reasonable expenses incurred by them in the performance of their duties. It is recognized that some Board Directors who are Councilors of the Town of Newmarket will have different roles at different times and any determination as to a conflict of interest will be governed by the *Municipal Conflict of Interest Act*.

2.3.1 Principles for Dealing with Conflict of Interest

- a) A Director must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the board or its committees deal with the matter at issue;
- b) If a Director is not certain he or she is in a conflict of interest position, the matter may be brought before the Chair, the Board or a committee of the Board for advice and guidance;
- c) If there is any question or doubt about the existence of a real or perceived conflict, the Board will seek legal advice as to how to proceed under the *Municipal Conflict of Interest Act*;
- d) It is the responsibility of other Directors who are aware of a real, potential or perceived conflict of interest on the part of a fellow Director to raise the issue for clarification, first with the Director and, if still unresolved, with the Board Chair, who will seek legal advice;
- e) The Director must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Board, may be required to leave the meeting room for the duration of any such discussion or vote;
- f) The disclosure and decision as to whether the matter needs to be referred for further investigation with respect to the *Municipal Conflict of Interest Act* shall be duly recorded in the minutes of the meeting.

2.3.2 Interest on the part of a Director

Interest includes, but is not limited to:

- a) Any circumstance that may result in a personal or financial benefit to a Director or their family or business associate. This includes, but is not limited to, accepting any payment for services rendered to the Library, including contracted work or honoraria; accessing

financial or other resources for personal use, i.e. transportation, training costs, supplies, equipment, etc.

- b) Personal interests which conflict with the interests of the patrons, or that are otherwise adverse to the interests of the Library;
- c) Seeking, accepting or receiving any personal benefit from a supplier, vendor, or any individual or organization doing or seeking business with the Library;
- d) Any involvement in the hiring, supervision, grievance, evaluation, promotion, remuneration or firing of a family member or business associate, of the Director;
- e) Individuals who serve as Directors on the same board with members of their family or others with whom they have a direct business or personal relationship will be subject to an immediate perception of apparent conflict of interest.

2.3.3 Disposition of Complaints and Disputes involving Directors

- a) A committee of the Board shall review any complaints from staff, the public, or Directors that a Director has violated any provision of the Library's By-laws, Governance Policies, Code of Conduct, and Oath of Office and Confidentiality. The committee shall be comprised of one Director who is also a councilor and two Directors who are citizen representatives.
- b) This committee shall similarly review disputes between Directors that interfere with the ability of the Board to carry on its business;
- c) Complaints of a serious nature may be referred to an independent arbitrator;
- d) Allegations of illegal activity shall be immediately referred to the appropriate authorities for investigation. Any Director against whom such allegations are made shall take a leave of absence from the Board pending completion of the investigation;
- e) The review of complaints or disputes shall include an opportunity for the Directors concerned to present their positions;
- f) Every attempt should be made to resolve matters expeditiously and fairly;
- g) The recommendations regarding resolution of matters shall be brought to the Board for approval;
- h) The Board shall make a ruling as to whether a violation has occurred and on the Committee's recommended resolution. Recommendations may include disciplinary action such as formal or informal censure by the Board or a request for the Director to resign or to take a leave of absence. Should the Director reject such a request, the Board

may refer the matter to Town of Newmarket Council as the body with the sole authority to appoint Directors.

- i) Notwithstanding this process, a Director who is also a Town councilor may separately be subject to investigation and/or discipline by Town of Newmarket Council for the same matter.



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"> Board to consider policies according to policy review schedule Revise Governance Policy to comply with new Code of Conduct and integrity investigations rules Revise section on Gifts Approve full revised Governance Policy 	<ul style="list-style-type: none"> Ongoing April 2018 Code of conduct and investigations sections revised except for section on Gifts
2-13	Ongoing	C.E.O. Annual Performance Review	<ul style="list-style-type: none"> Library Board Chair and Vice Chair to prepare and report to Board 	Next review due May 2019
1-15	TBD	Annual Report to the Community	<ul style="list-style-type: none"> TBD 	Last report completed October 2017
2-15	June 2019	Library facility and service delivery options	<ul style="list-style-type: none"> 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” 	<ul style="list-style-type: none"> Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review.

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			<ul style="list-style-type: none"> • 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 of 2019” • Board to reconsider study 	<ul style="list-style-type: none"> • Council declined to include a study in its Strategic Priorities for 2019-2023
1-19	June 2019	2020 budget	<ul style="list-style-type: none"> • Draft budget request to be presented to board for approval 	
2-19	TBD	Collective Agreements (2019-)	<ul style="list-style-type: none"> • Updates and discussions as negotiations progress • Board to ratify agreement when negotiated 	<ul style="list-style-type: none"> • Board briefed March 2019 • Negotiations began April 2018
8-15	TBD	Strategic planning	<ul style="list-style-type: none"> • TBD 	Current plan ended 2016. Previous board moved to update actions only but this not completed.
3-19	May 2019	Library Board orientation	<ul style="list-style-type: none"> • Leadership by Design presentations to be held at first 3 board meetings • N6 Library Board orientation session May 11 	<ul style="list-style-type: none"> • Part 1 and 2 completed – April 17, 2019
4-19	May 2019	Library Operational Efficiencies Review	<ul style="list-style-type: none"> • Board to consider recommendations 	<ul style="list-style-type: none"> • Board approved implementation of recommendations February 2018 but reserved approval of marketing and IT sections pending draft Service Level Agreements

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			<ul style="list-style-type: none"> Board to give input into marketing and IT SLAs in light of Library-IT Shared Services Review Board to consider report on benefits and risks of marketing and IT recommendations May 2019 	<ul style="list-style-type: none"> Marketing and IT SLAs discussed April 2018