



**Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, December 17, 2014  
Newmarket Public Library Board Room**

- Present:** Joan Stonehocker – Chair  
Tom Vegh – Vice Chair  
Tara Brown – (arrived at 6:10 PM)  
Michael Castro  
Tom Hempen
- Regrets:** Wes Playter  
John Taylor
- Staff Present:** Todd Kyle, CEO  
Linda Peppiatt, Deputy CEO  
Lianne Bond, Administrative Coordinator

**The Chair called the meeting to order at 5:55 pm**

**1. Adoption of Agenda Items**

- a) Adoption of Regular Agenda
- b) Adoption of the Closed Session Agenda
- c) Adoption of Consent Agenda items

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

**Motion 14.12.344**

**Moved by Tom Vegh  
Seconded by Michael Castro**

**That** Agendas a) to c) be adopted as presented.

**Carried**

**2. Declarations**

None were declared.

**3. Consent Agenda Items:**

- a) Adoption of the Regular Board Meeting Minutes for Wednesday, November 19, 2014
- b) Strategic Operations Report for November, 2014
- c) Library Statistical Data for November, 2014
- d) Monthly Bank Transfer

- e) Correspondence from the Division Manager, Content and Technology, Ottawa Public Library

**Motion 14.11.345**

**Moved by Tom Vegh**  
**Seconded by Michael Castro**

**That** Consent Agenda Item a) to e) be received as presented.

**Carried**

**4. Business Arising**

- a) 2015 Draft Operating and Capital Budget

The CEO reviewed the draft 2015 Operating budget with Library Board members.

**Motion 14.12.346**

**Moved by Tom Vegh**  
**Seconded by Michael Castro**

**That** the Library Board approve the 2015 Operating Budget submission option to the Town of Newmarket that meets the Town of Newmarket Finance Department's guidelines.

**Carried**

The CEO reviewed the two proposed enhancement submissions for 2015 with the Library Board. The Library Board considered the proposed enhancement to open on Mondays, and the proposed enhancement to open Sundays year round.

**Motion 14.13.347**

**Moved by Tom Hempen**  
**Seconded Michael Castro**

**That** the Library Board approve Sunday openings year round at an operating cost of \$18,720 to be funded from the reserves as a pilot project for one year and that the results from the pilot project be brought back to the Library Board for further review.

**Carried**

The CEO reviewed the 2015 Capital Budget requests with the Library Board.

**Motion 14.12.348**

**Moved by Tom Vegh**  
**Seconded by Tara Brown**

**That** the Library Board approve the 2015 Capital Project requests for Computer Hardware/Software and Furniture/Equipment submission to the Town of Newmarket as presented.

**Carried**

**Motion 14.12.348**

**Moved by Tom Vegh  
Seconded by Tom Hempen**

**That** the Library Board approved 2015 Capital Project request New Library Option 1 submission to the Town of Newmarket as presented.

**Carried**

b) Action List

The Board reviewed Action List

**Motion 14.12.349**

**Moved by Tara Brown  
Seconded by Tom Vegh**

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

**Carried**

## **5. Motion to Convene into a Closed Session**

**Motion 14.12.350**

**Moved by Tom Vegh  
Seconded by Tara Brown**

**That** the Library Board convene into a closed session at 6:45 pm for the purposes of discussing labour relation matters.

**Carried**

**Motion 14.12.351**

**Moved by Tara Brown  
Seconded by Tom Vegh**

**That** the Library Board move out of the closed session at 6:50 pm.

**Carried**

Motion arising from the Closed Session:

**Motion 14.12.352**

**Moved by Tom Vegh  
Seconded by Tara Brown**

**That** the Library Board receive the report on the 2015 economic adjustment for non-union staff.

**Carried**

## **6. Policies**

a) Inter-Library Loan Policy

The Library Board reviewed the revised Inter-Library Loan Policy.

**Motion 14.12.353**

**Moved by Tom Vegh  
Seconded by Tara Brown**

**That** the Library Board approve the revised Inter-Library Loan Policy as presented

**That** the Library Board affirm that fines for overdue inter-library loan items for all Library members are set at one dollar per day to a maximum of ten dollars.

**Carried**

b) Procurement Policy

The Library Board reviewed the proposed changes to the Procurement Policy.

**Motion 14.12.354**

**Moved by Tara Brown  
Seconded by Tom Hепен**

**That** the Library Board approve the revised Procurement Policy as presented

**Carried**

## **7. New Business**

There was no new business.

## **8. Date(s) of Future Meetings**

The next regular Library Board meeting will be Wednesday, January 21, 2015 at 5:00 PM in the Library Board room

## **9. Adjournment**

**Motion 14.12.355**

**Moved by Tom Vegh**

**Seconded by Tom Hепен**

**That** there being no further business meeting adjourned at 7:00 PM.

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Joan Stonehocker  
Chair

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Todd Kyle, CEO  
Secretary/Treasurer