



# Newmarket Public Library Board

## Minutes

Date: Wednesday, September 18, 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 (joined by phone)  
Jane Twinney, Vice Chair  
Kelly Broome  
Darryl Gray  
Victor Woodhouse

Members Absent: Leslee Mason  
Art Weiss

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

The Vice Chair called the meeting to order at 5:30 pm

### 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

#### **Motion 19-09-49**

**Moved by** Kelly Broome

**Seconded by** Darryl Gray

**That** agenda items 1.1 to 1.3 be adopted as presented

**Carried**

## **2. Declarations**

None were declared.

## **3. Consent Agenda Items**

- 3.1 Adoption of the Regular minutes for Wednesday, June 19, 2019
- 3.2 Adoption of the Special Meeting minutes for August 6, 2019
- 3.3 Adoption of the Closed Session minutes for August 6, 2019
- 3.4 Strategic Operations Report for June, July and August, 2019
- 3.5 Second Quarter Statistical Report
- 3.6 Monthly Bank Transfer
- 3.7 Second Quarter Financial Statement
- 3.8 Annual Renewal of Policies

### **Motion 19-09-50**

**Moved by** Kelly Broome

**Seconded by** Victor Woodhouse

**That** Consent Agenda items 3.1 to 3.8 be approved and adopted as presented.

**Carried**

## **4. Business Arising**

### **4.1 Marketing and IT Realignment Agreements**

A high-level summary on the marketing and I.T. realignment agreements was presented to the Library Board. The Board tabled this item so that further discussion could be held in Closed Session as it related to personal matters about an identifiable individual.

### **4.2 Library Advocacy during Election Campaigns**

The Library Board discussed the proposed revision to the Town of Newmarket Use of Corporate Resources and Election Campaign Activities Policy related to Library advocacy during election campaigns.

### **Motion 19-09-51**

**Moved by** Victor Woodhouse

**Seconded by** Darryl Gray

**That** the Library Board receive the report on Library Advocacy during election campaigns;

**And That** it be added to the Action List further discussion.

**Carried**

4.3 2020 Operating and Capital Budget Requests

The Library Board reviewed the draft 2020 Operating and Budget Requests.

**Motion 19-09-52**

**Moved by** Victor Woodhouse

**Seconded by** Darryl Gray

**That** the Library Board approve the 2020 Operating and Capital Budget requests for submission to the Town of Newmarket Council.

**Carried**

4.4 Library Board Action List

The Library Board reviewed the Action List.

**Motion 19-09-53**

**Moved by** Kelly Broome

**Seconded by** Victor Woodhouse

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

**Carried**

**5. New Business**

5.1 Reciprocal Borrowing Request from Bradford West Gwillimbury Public Library

The Board reviewed the report regarding Bradford West Gwillimbury Public Library's request to have a reciprocal borrowing arrangement with Newmarket Public Library.

**Motion 19-09-54**

**Moved by** Darryl Gray

**Seconded by** Kelly Broome

**That** the Library Board approve a reciprocal borrowing agreement with Bradford West Gwillimbury Public Library contingent on similar approval by the Bradford West Gwillimbury Public Library.

**Carried**

5.2 Drug and Alcohol Policy

The C.E.O. recommended that the Library Board adopt the Town of Newmarket Drug and Alcohol Policy to apply to library employees which aligns with new legislative frameworks surrounding cannabis, smoking and vaping.

**Motion 19-09-55**

**Moved by** Victor Woodhouse

**Seconded by** Darryl Gray

**That** the Library receive the report on Drug and Alcohol Policy;

**And That** the Library Board approve the Drug and Alcohol Policy as presented to be applicable to Library employees.

**Carried**

5.3 York Region Inclusion Charter

The report on the York Region Inclusion Chartered asked that the Library Board endorse the York Region Inclusion Charter so that it can be shared in the Library facility as well as on the Library website.

**Motion 19-09-56**

**Moved by** Darryl Gray

**Seconded by** Kelly Broome

**That** the Library Board receive the report on York Region Inclusion Charter;

**And that** the Library Board endorse the Inclusion Charter for York Region;

**And that** the wording be customized so it is applicable to Newmarket Public Library as an employer and as a public service provider and be brought to the Library Board.

**Carried**

**6. Closed Session (If Required)**

**Motion 19-09-57**

**Moved by** Victor Woodhouse

**Seconded by** Kelly Broome

**That** the Library Board move in to closed session at 6:22 pm to discuss personal matters about an identifiable individual.

**Carried**

**Motion 19-09-58**

**Moved by** Victor Woodhouse

**Seconded by** Kelly Broome

**That** the Library Board move out of Closed Session at 6:37 pm.

**Carried**

Motion arising from Closed Session:

**Motion 19-09-59**

**Moved by** Darryl Gray

**Seconded by** Kelly Broome

**THAT** the Library Board receive the report on Marketing and IT realignment agreements;

**And That** the Library Board authorize the C.E.O. to execute and implement the one-year pilot Information Technology Joint Steering Committee, effective October 15, 2019;

**And That** the Library Board authorize the C.E.O. to execute and implement the one-year pilot Service Level Agreement Between Town of Newmarket Recreation & Culture/Marketing & Sponsorship and Newmarket Public Library, effective October 15, 2019;

**And That** the Library Board direct the C.E.O. to report on a regular basis to the Board on the progress and outcome measures related to these pilots and make recommendations to the Board regarding the future status of the agreements after the completion of the pilot year.

**Carried**

**7. Dates of Future Meetings**

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

**8. Adjournment**

**Motion 19-09-60**

**Moved by** Victor Woodhouse

**Seconded by** Kelly Broome

**That** there being no further business the meeting adjourn at 6:38 pm.

**Carried**

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Jane Twinney, Vice-Chair

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Todd Kyle, Secretary/Treasurer