



# Newmarket Public Library Board Agenda

Date: Wednesday, September 16, 2020  
Time: 5:45 PM  
Location: Electronic VIA ZOOM  
See How to Login Guide

## Pages

### 1. Meeting to be held through live video interface via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/85156152911>

Meeting ID: 851 5615 2911

Passcode: 248960

### 2. Adoption of Agenda Items

2.1 Adoption of the Regular Agenda

2.2 Adoption of the Closed Session Agenda

2.3 Adoption of the Consent Agenda Items

### 3. Declarations

### 4. Consent Agenda Items

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<b>6.</b>	<b>Business Arising</b>	
6.1	2021 Capital Budget Submission	27
6.2	Library Board Action List Review	29
<b>7.</b>	<b>New Business</b>	
7.1	Temporary Contact Tracing Policy	35
<b>8.</b>	<b>Closed Session (If Required)</b>	
<b>9.</b>	<b>Dates of Future Meetings</b>	
9.1	The next Regular Board meeting is scheduled for Wednesday, October 21, 2020 at 5:45 pm. Location electronic via Zoom.	
<b>10.</b>	<b>Adjournment</b>	



# Newmarket Public Library Board

## Minutes

Date: Wednesday, June 17, 2020  
 Time: 5:45 PM  
 Location: Electronic VIA ZOOM

Members Present: Darcy McNeill, Chair  
 Jane Twinney, Vice Chair  
 Kelly Broome (left at 6:35 pm)  
 Darryl Gray  
 Leslee Mason  
 Art Weis  
 Victor Woodhouse

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

### 1. Meeting to be held with live video interface via Zoom

- 1.1 Instructions on how to connect to meeting  
 The Chair called the meeting to order at 5:55 pm.

### 2. Adoption of Agenda Items

- 2.1 Adoption of the Regular Agenda  
 2.2 Adoption of the Closed Session Agenda  
 2.3 Adoption of the Consent Agenda Items

#### **Motion 20-06-117**

**Moved by** Victor Woodhouse

**Seconded by** Jane Twinney

**That** items 2.1 to 2.3 be adopted as presented.

**Carried**

### 3. **Declarations**

None were declared.

### 4. **Consent Agenda Items**

4.1 Adoption of the Regular Board meeting minutes for Wednesday, February 19, 2020

4.2 Adoption of Emergency Board meeting minutes - Open Session, for Thursday, April 2, 2020 and Thursday, April 9, 2020

#### **Motion 20-06-118**

**Moved by** Kelly Broome

**Seconded by** Leslee Mason

**That** Consent Agenda items 4.1 to 4.2 be approved and adopted as presented.

**Carried**

### 5. **Reports**

5.1 First Quarter Financial Statements

There were no areas of concern to report for the First Quarter Financial results which do not take into account the impact from COVID-19.

#### **Motion 20-16-119**

**Moved by** Darryl Gray

**Seconded by** Jane Twinney

**That** the Library Board receive the First Quarter Financial results as presented.

**Carried**

5.2 2019 Draft Audited Financial Statements

The Library Board reviewed the draft Audited Financial Statements for 2019 completed by Deloitte LLP.

#### **Motion 20-06-120**

**Moved by** Darryl Gray

**Seconded by** Jane Twinney

**That** the Library Board approve the draft 2019 Audited Financial Statements as presented.

**Carried**

5.3 Newmarket Public Library Report on Recovery Plans

The CEO provided a summary of library activities to date and how curbside pick-up is going. The Board was advised of what safety measures have been put in place and planning for Stage 2 - opening of the Library.

**Motion 20-06-121**

**Moved by** Kelly Broome

**Seconded by** Jane Twinney

**That** the Library Board receive the report on Recovery and Re-opening considerations for the Library.

**Carried**

**6. Business Arising**

6.1 Library Board Action List

The Library Board reviewed the Action List. The CEO and Library Board Chair will review the Action List given the current status of Library operations.

**Motion 20-06-122**

**Moved by** Leslee Mason

**Seconded by** Art Weis

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

**Carried**

**7. New Business**

7.1 2021 Draft Operating and Capital Budget Requests

The 2021 Draft Operation Budget request was reviewed by the Board. Due to the COVID-10 emergency and resulting fiscal pressure there is a zero increase to the 2021 base Operating Budget with the exception of some mandatory increases.

Due to changes on how capital budget requests are made and fiscal uncertainty the draft 2021 Capital Budget request will be brought to the Library Board for approval at a later date, after submitting unapproved numbers to Finance for now.

**Motion 20-06-123****Moved by** Victor Woodhouse**Seconded by** Art Weis

**That** the Library Board approve the draft 2021 Operating Budget for submission to Town of Newmarket Council as presented.

**Carried****8. Closed Session**

- 8.1 Labour relations per section(d) of the Public Libraries Act. R.S.O.1990, Chapter P.44

**Motion 20-06-124****Moved by** Darryl Gray**Seconded by** Victor Woodhouse

**That** the Library Board move in to Closed Session at 6:35 pm for matters pertaining to Labour Relations.

**Carried****Motion 20-06-125****Moved by** Victor Woodhouse**Seconded by** Leslee Mason

**That** the Library Board move out of Closed Session at 7:08 pm.

**Carried**

Motion Arising from Closed Session:

**Motion 20-06-126****Moved by** Darryl Gray**Seconded by** Victor Woodhouse

**That** the Library Board receive the report on Labour relations.

**Carried****9. Dates of Future Meetings**

- 9.1 The next Regular Board meeting is scheduled for Wednesday, September 16, 2020 at 5:45 pm in the Library Board room

A Special Board meeting is scheduled for Wednesday, July 22, 2020 at 5:30 pm.

**10. Adjournment**

**Motion 20-06-127**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

**That** there being no further business the meeting adjourn at 7:12 pm

**Carried**

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Darcy McNeill, Chair

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Todd Kyle, Secretary/Treasurer



### Strategic Operations Report: June-August, 2020

***Note: Report does not include details about recovery and re-opening of the library where these have been reported elsewhere.***

	<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>2020-2021 Cinemania TIFF film circuit postponed indefinitely; will relaunch in 2021 without Southlake in the name</li> </ul>	<ul style="list-style-type: none"> <li>Library recognized with letter from Deputy Premier for its role in the Ontario PPE Collective to produce face shields at Newmarket</li> <li>Community partnership programs presented online: law for seniors, composting, record collecting</li> </ul>	<ul style="list-style-type: none"> <li>Library working with Town to introduce online room booking software</li> </ul>
<b>Spaces</b>	<ul style="list-style-type: none"> <li>Library website continually being updated as to COVID-19 status</li> <li>All 4 book clubs continue to meet monthly online</li> <li>Cookbook Club running online with 12 members</li> </ul>	<ul style="list-style-type: none"> <li>Children's storytimes, activity programs, and Reading Buddies running online via Zoom</li> <li>Summer online singalong concerts with Russ attracted 175 participants</li> <li>Teen activities such as Escape Room run online</li> <li>Maker programs continue to be held online</li> <li>Library's Tech Help one-on-one service continues to be offered via telephone</li> </ul>	<ul style="list-style-type: none"> <li>Summer Reading Club transitioned to online with the purchase of READsquared platform; 208 registrants</li> </ul>
<b>Positioning</b>	<ul style="list-style-type: none"> <li>CEO participated on juries for Business Excellence Awards</li> </ul>	<ul style="list-style-type: none"> <li>YouTube videos on using library online services created</li> </ul>	<ul style="list-style-type: none"> <li>Library marketing transitioned to mostly via social media; almost</li> </ul>



	<b>Igniting Community Dialogue, Discovery and Debate</b>	<b>Leading a Learning Community</b>	<b>Readying our Capabilities</b>
	<ul style="list-style-type: none"> <li>Library contributed content to the Town's HomeSweetHome page for virtual activities during COVID</li> </ul>		<p>40,000 people reached by messages since April</p> <ul style="list-style-type: none"> <li>Several articles on library re-opening written for local media outlets</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>Library working with Shadowpath Theatre on a virtual Classic Play Reading Club to pilot on Oct. 1</li> </ul>	<ul style="list-style-type: none"> <li>Ordering, receiving and processing of new books etc. resumed in July</li> <li>Interlibrary loan has resumed slowly as other libraries re-open</li> </ul>	<ul style="list-style-type: none"> <li>Library launched PressReader online news/magazine database on Sept 1 in consortium with N6 libraries</li> <li>Hoopla download limits returned to 5 per patron per month in August after being raised to 8 during shutdown</li> </ul>
<b>Organization &amp; Operations</b>	<ul style="list-style-type: none"> <li>Library conducting inventory of building assets as part of Asset Management project at Town</li> </ul>		<ul style="list-style-type: none"> <li>Benjamin Shaw hired as Manager, Library Operations; Jennifer Leveridge as Manager, Library Services</li> </ul>

## Newmarket Public Library Statistical Data - 2020

### Library Card Holders

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	January - June - Data Not Available due to COVID19 closure											
Residents	January - June - Data Not Available due to COVID19 closure											
Non-Residents	January - June - Data Not Available due to COVID19 closure											

### New and Renewed Library Cards

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	363	357	217	158	22	177							1,294
New non-resident	101	88	26	-	-	6							221
Renewed membership	728	601	250	-	-	-							1,579

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	15,871	14,804	14,034	9,467	9,708	12,531							76,415
# of PAC Account Logins	7,389	7,092	5,790	1,814	2,164	5,486							29,735
Room Rentals	61	82	43	-	-	-							186
Room Rental Hours	207	263	143	-	-	-							613

### Programs

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

# of Programs Held	2016	2017	2018	2019	2020
Adult	134	150	173	147	22
Children's	747	723	508	506	205
Total Programs	881	873	681	653	227

Program Attendance	2016	2017	2018	2019	2020
Adult	976	1,305	2,752	2,079	123
Children's	6,908	7,200	7,376	4,987	2,437
Total Attendance	7,884	8,505	10,128	7,066	2,560

## Newmarket Public Library Statistical Data - 2020

### Borrowing

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	2,298	2,267	2,324	2,546	2,784	2,627							14,846
eBooks	5,099	5,147	5,984	7,482	8,545	7,490							39,747
eMagazines	674	830	937	969	1,010	901							5,321
eMusic	3,820	3,220	2,908	3,829	2,973	2,429							19,179
eVideo	699	687	981	1,310	1,121	928							5,726
Backpack Kit	8	5	3	-	-	-							16
Book	28,110	27,429	16,366	511	644	3,862							76,922
CD-ROM/DVD-ROM	4	5	-	-	-	-							9
Camcorder	-	-	1	-	-	-							1
DVD/Blu-ray	3,729	3,292	1,842	18	47	256							9,184
DVD/Blu-ray - Restricted-	331	303	147	1	1	25							808
ILL	122	134	41	-	-	9							306
Language Kit	40	40	9	-	-	4							93
Laptop	47	35	18	-	-	6							106
Lendery	24	37	20	-	-	-							81
Multimedia Kit	75	87	49	-	-	9							220
Music CD	166	126	79	5	2	12							390
Periodical	898	798	484	6	8	83							2,277
Portable Audio Book	12	16	20	-	1	-							49
Talking Book	532	522	359	5	46	96							1,560
Video Game	286	283	189	5	14	19							796
<b>Total Borrowing</b>	46,974	45,263	32,761	16,687	17,196	18,756							177,637
<b>% Physical</b>	73%	73%	60%	3%	4%	23%							52%
<b>% Virtual</b>	27%	27%	40%	97%	96%	77%							48%

### Database Usage

Adult Subscriptions	3,238	2,631	3,021	8,357	7,990	4,605							29,842
Children's Subscriptions	140	230	368	544	415	275							1,972
<b>Total Database Usage</b>	3,378	2,861	3,389	8,901	8,405	4,880							31,814

# Newmarket Public Library Statistical Data - 2019

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## Library Card Holders

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	23,537	23,338	23,508	23,403	23,494	23,590	23,757	23,562	23,441	23,466	22,915	23,115
Residents	20,795	20,583	20,709	20,584	20,631	20,659	20,769	20,541	20,391	20,325	19,822	19,936
Non-Residents	2,742	2,755	2,799	2,819	2,863	2,931	2,988	3,021	3,050	3,141	3,093	3,179

## New and Renewed Library Cards

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	251	211	302	255	333	411	380	342	335	372	304	181	3,677
*New non-resident	37	42	49	72	79	84	93	83	72	99	71	50	831
Renewed membership	801	628	788	666	562	788	1,027	864	669	726	239	519	8,277
Total 2019	1,052	839	1,090	921	895	1,199	1,407	1,206	1,004	1,098	543	700	11,954

\*included in New registrations

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	16,627	14,307	17,118	14,895	13,819	11,999	14,456	14,954	14,564	14,532	14,607	13,301	175,179
PAC Account Logins	7,043	6,263	6,989	6,571	6,656	6,036	7,049	7,222	6,874	6,880	6,738	6,465	80,786
Room Rentals	60	69	65	69	67	74	36	48	82	125	71	38	804
Room Rental Hours	173	182	181	182	165	200	109	155	185	228	273	146	2,177

## Programs

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

# of Programs Held	2015	2016	2017	2018	2019
Adult	256	254	310	359	337
Children's	1,320	1,308	1,282	891	886
Total Programs	1,576	1,562	1,592	1,250	1,223

Program Attendance	2015	2016	2017	2018	2019
Adult	2,660	1,961	2,627	5,123	3,780
Children's	13,566	12,276	12,516	12,039	9,600
Total Attendance	16,226	14,237	15,143	17,162	13,380

# Newmarket Public Library Statistical Data - 2019

## Borrowing

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	1,789	1,627	1,809	1,837	1,835	1,789	2,034	2,032	2,041	2,147	2,065	2,007	23,012
eBooks	4,822	4,456	4,569	4,370	4,294	4,362	4,955	4,835	4,294	4,519	4,144	4,616	54,236
eMagazines	743	727	772	851	874	794	733	861	911	889	908	735	9,798
eMusic	3,223	2,359	2,621	2,393	2,080	2,284	2,714	2,230	3,354	2,680	3,044	3,605	32,587
eVideo	584	511	601	557	633	582	646	745	843	797	701	651	7,851
Backpack Kit	7	9	9	8	7	12	15	13	11	4	8	2	105
Book	27,233	24,011	29,644	26,980	26,390	26,740	33,999	31,401	26,301	27,649	26,048	23,523	329,919
Camcorder	-	-	2	-	-	-	2	1	3	-	6	-	14
CD-ROM/DVD-ROM	2	5	3	5	4	6	2	3	2	2	-	-	34
DVD/Blu-ray	4,171	3,579	4,248	3,738	3,850	3,550	3,992	4,209	3,504	3,729	3,426	3,433	45,429
eBook Reader	1	-	-	-	1	-	-	-	-	-	-	-	2
GPS	1	1	-	-	-	-	-	-	-	-	-	-	2
Green Screen	-	-	2	1	1	1	-	-	-	1	-	-	6
ILL	252	223	210	129	5	44	102	90	109	102	92	126	1,484
Language Kit	30	20	28	41	24	14	37	29	30	24	36	29	342
Laptop	56	39	38	38	38	30	47	49	55	52	45	55	542
Lendery	-	-	-	-	-	-	-	-	-	-	-	25	25
Multimedia Kit	34	42	63	62	30	62	72	58	60	110	64	48	705
Music CD	227	245	277	271	222	250	261	271	202	235	283	197	2,941
Pedometer	1	1	1	1	-	-	-	-	-	-	-	-	4
Periodical	1,040	857	983	766	903	761	885	873	877	769	758	661	10,133
Portable Audio Book	17	24	29	22	19	14	35	36	15	16	15	13	255
Talking Book	610	497	747	554	576	546	676	687	509	603	594	504	7,103
Video Game	259	212	283	255	230	255	398	327	275	268	266	241	3,269
Total Borrowing	45,102	39,445	46,939	42,879	42,016	42,096	51,605	48,750	43,396	44,596	42,503	40,471	529,798

## Database Usage

Adult Subscriptions	4,381	3,396	4,896	3,645	3,172	2,828	3,206	3,384	3,048	5,396	3,489	2,695	43,536
Children's Subscriptions	457	402	339	189	359	312	230	187	274	282	261	215	3,507
York Info (Community)	148,251	94,705	90,171	85,930	88,430	97,210	87,392	101,764	88,781	77,368	89,054	18,466	1,067,522
York Info (Volunteer)	23,156	14,118	12,428	14,280	14,709	17,036	17,129	21,799	21,459	13,201	12,204	5,140	186,659
Total Database Usage	176,245	112,621	107,834	104,044	106,670	117,386	107,957	127,134	113,562	96,247	105,008	26,516	1,301,224



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## Library Board Report

To: Newmarket Public Library Board  
From: Todd Kyle, C.E.O.  
Date: September 16, 2020  
RE: 2<sup>nd</sup> Quarter Financial Statement

### Background:

The attached financial statement, which includes activity up to the end of June 2020, shows both lower expenditures and lower revenues as a result of the COVID-19 shutdown. However, because of mitigating measures taken to reduce staffing costs and discretionary spending, significant net savings are beginning to take shape and are projected for the year as a whole.

### Conclusion

**The following motion is recommended:**

**That** the Library Board receive the 2<sup>nd</sup> Quarter Financial Statement as presented

# NEWMARKET PUBLIC LIBRARY

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## 2nd QTR Income Statement Comparison of 2020 Actual to 2020 Budget and 2019 Actual

10-09-2020

### EXPENSES

#### MATERIALS

	2020 2nd QTR	2020 ANNUAL BUD	2019 2nd QTR	Q2 2020 Vs Q2 2019	% of Budget
Books	\$24,497	\$153,864	\$73,537	\$49,040	16%
Reference Materials	962	10,800	7,827	6,865	9%
Magazines & Newspapers	6,238	11,100	11,332	5,095	56%
Electronic Materials and Subscriptions	111,114	157,530	114,723	3,609	71%
Talking Books	1,642	9,100	3,575	1,933	18%
Compact Sound Discs	0	100	0	-	0%
DVD/Console Games	3,160	18,000	9,415	6,255	18%
Book Binding and Materials Processing	25,364	30,843	25,835	472	82%
<b>Sub-Total</b>	<b>\$172,977</b>	<b>\$391,337</b>	<b>\$246,244</b>	<b>\$73,267</b>	<b>44%</b>

Timing of purchases

#### FACILITIES AND EQUIPMENT

Caretakers' Contract	\$10,397	\$48,000	\$19,365	\$8,969	22%
Caretakers' Supplies	712	4,393	1,180	468	16%
Equipment-Repairs/Maintenance Contracts	36,569	90,007	49,238	12,669	41%
Building-Repairs/Maintenance Contracts	10,790	27,400	11,890	1,099	39%
<b>Sub-Total</b>	<b>\$58,469</b>	<b>\$169,800</b>	<b>\$81,674</b>	<b>\$23,205</b>	<b>34%</b>

Fewer cleanings due to COVID closure

Timing of invoices in 2020

#### CAPITAL

Minor Capital	\$3,685	\$5,656	\$385	(\$3,300)	65%
Asset Replacement Fund	111,775	223,550	111,775	0	50%
<b>Sub-Total</b>	<b>\$115,460</b>	<b>\$229,206</b>	<b>\$112,160</b>	<b>(\$3,300)</b>	<b>50%</b>

Timing

#### UTILITIES

Hydro	\$31,991	\$90,000	\$35,631	\$3,640	36%
Heat	6,438	11,000	6,917	479	59%
Water	1,525	4,000	1,621	96	38%
<b>Sub-Total</b>	<b>\$39,953</b>	<b>\$105,000</b>	<b>\$44,169</b>	<b>\$4,216</b>	<b>38%</b>

Timing of invoices in 2020

#### ADMINISTRATION - Salaries, Wages & Benefits

Salaries and Wages	\$928,920	\$2,116,727	\$1,032,415	\$103,495	44%
Employee Benefits	193,563	444,000	191,964	(1,599)	44%
Inter-Depart Human Resources Cost	7,425	14,851	7,280	(146)	50%
<b>Sub-Total</b>	<b>\$1,129,908</b>	<b>\$2,575,578</b>	<b>\$1,231,659</b>	<b>\$101,751</b>	<b>44%</b>

Declared Emergency leave for P/T; reversal of 2019 year-end vacation accrual in 2020; Youth internship in 2019

#### ADMINISTRATION - General

Stationery and Office Supplies	\$481	\$2,780	\$596	\$115	17%
Photocopier/Microfilm Lease & Supplies	1,474	3,000	940	(534)	49%
Emergency Mgmt. Materials	13,710	0	-	(13,710)	
Health and Safety	382	2,400	956	574	16%
Program and Project Costs	2,521	26,159	8,417	5,846	10%
Coffee Supplies	235	1,000	419	184	23%
Circulation and Processing Supplies	919	14,300	5,355	4,436	6%
Miscellaneous Expense	219	4,725	1,099	880	5%
Telephone and Internet	1,997	5,440	1,981	(16)	37%
Audit Legal and Finance	0	4,000	0	-	0%

COVID Emergency Fund: PPE Mfg. supplies, Library use PPE and supplies

Fewer programs offered in 2020 due to COVID closure, offset below in revenue

Timing of invoices as well as fewer supplies needed in 2020 due to COVID19

**NEWMARKET PUBLIC LIBRARY****2nd QTR Income Statement Comparison of 2020 Actual to 2020 Budget and 2019 Actual**

10-09-2020

<b>EXPENSES</b>	<b>2020 2nd QTR</b>	<b>2020 ANNUAL BUD</b>	<b>2019 2nd QTR</b>	<b>Q2 2020 Vs Q2 2019</b>	<b>% of Budget</b>	<b>Comments for 2020 Vs 2019 variances &gt; \$3000</b>
<b><u>ADMINISTRATION - General Continued</u></b>						
Consulting Fees	666	\$14,400	\$0	(\$666)	5%	
Postage and Freight	2,348	8,275	2,627	279	28%	
Advertising	6,201	17,700	7,843	1,642	35%	
Education and Training	4,884	11,400	2,769	(2,115)	43%	
Services & Rents	1,955	0	0	(1,955)		
Copyright fees	509	500	509	-	102%	
Other Fees	336	600	672	336	56%	
Travel Expense	1,486	6,800	2,735	1,249	22%	
Memberships and Subscriptions	1,091	10,895	4,467	3,376	10%	Timing of invoices in 2020
Conference/Seminar Fees & Expenses	6,638	12,405	8,158	1,519	54%	
Bank Charges	851	3,000	684	(166)	28%	
Transfer to LTD. Reserve	19,815	48,195	18,146	(1,668)	41%	
<b>Sub-Total</b>	<b>\$68,717</b>	<b>\$197,974</b>	<b>\$68,374</b>	<b>(\$393)</b>	<b>35%</b>	
<b>TOTAL EXPENSES</b>	<b>\$1,585,484</b>	<b>\$3,668,895</b>	<b>\$1,784,279</b>	<b>\$198,745</b>	<b>43%</b>	

**2nd QTR Income Statement Comparison of 2020 Actual to 2020 Budget and 2019 Actual**

<b>REVENUES</b>	<b>2020 2nd QTR</b>	<b>2020 ANNUAL BUD</b>	<b>2019 2nd QTR</b>	<b>Q2 2020 Vs Q2 2019</b>	<b>% of Budget</b>	<b>Comments for 2020 Vs 2019 variances &gt; \$3000</b>
Municipal Grant	\$1,732,711	\$3,465,422	\$1,628,711	\$104,000	50%	Higher grant in 2020
Provincial Grant	0	64,401	0	-	0%	
Federal Grant	0	0	10,679	(10,679)		Grant for youth internship in 2019
Program Fees	2,258	29,752	7,651	(5,393)	8%	Loss of revenue during COVID closure
Photocopier/Microfilm Receipts	2,999	10,000	6,130	(3,131)	30%	Loss of revenue during COVID closure
Room Rentals	7,996	37,750	17,231	(9,235)	21%	Loss of revenue during COVID closure
Coffee Supplies Recovered	279	1,000	569	(290)	28%	
Fines	5,416	38,070	12,667	(7,251)	14%	All fines waived during COVID
Financing from D.C.	0	0	62,500	(62,500)		No longer receiving DC funds to operating
Sundry Receipts	1,955	19,200	5,836	(3,881)	10%	Loss of revenue during COVID closure
Non-Resident Fees	90	300	330	(240)	30%	
Donations Received	762	3,000	871	(110)	25%	
Gain/Loss on Disposal	4	0	12	(8)		
<b>TOTAL REVENUES</b>	<b>\$1,754,469</b>	<b>\$3,668,895</b>	<b>\$1,753,186</b>	<b>\$1,283</b>	<b>48%</b>	
<b>SURPLUS/(DEFICIT) CURRENT</b>	<b>\$168,985</b>	<b>\$0</b>	<b>(\$31,093)</b>	<b>(\$197,463)</b>		





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## Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: September 16, 2020

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

### Background:

The recommended fund transfer amount from the Newmarket Library bank account to the Town of Newmarket bank account is not the usual closing monthly balance. The transfer amount represents the Public Library Operating Grant received in August, 2020. There is a significant decrease in self-generated revenues due to the COVID-19 pandemic and therefore a small balance will be maintained in the Library Bank Account.

### 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 amount of \$65,000.00 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: September 16, 2020

RE: Health and Safety Policies

### Background

Legislation requires that the Library reviews annually its Health and Safety policy and policies on Workplace Violence and Workplace Harassment.

### Conclusion

No changes are recommended to these policies, which accompany this report.

The following motions are recommended:

**THAT the Board approve the Health and Safety Policy, Workplace Violence Policy and Workplace Harassment Policy without change.**



## For Renewal

### **Newmarket Public Library Health and Safety Policy**

A safe and healthy workplace environment is contingent upon the co-operation of the Public, Staff and Newmarket Public Library Board. The Board is committed to providing a safe and healthy environment for the staff through the Joint Health and Safety Committee and through training and educational programs and procedures, while ensuring that each party complies with all occupational safety and health standards, rules, regulations and orders. Through these initiatives, both the employer and the worker can establish safe and healthy procedures.

The Newmarket Public Library Board is responsible for the health and safety of workers under their supervision. Supervisors are responsible to ensure that equipment is safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his/her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Newmarket Public Library, and immediately bring to the attention of his/her supervisor any hazard or unsafe condition.

The Library's policy includes the following commitments:

1. Training and education to ensure that workers are competent to perform their respective tasks
2. Training and education to ensure that workers are knowledgeable of current first aid and AED/CPR standards and emergency procedures.
3. The establishment of a Joint Health and Safety Committee in compliance with the Ontario Occupational Health and Safety Act.
4. An annual review of the Health and Safety Policy as required by the Ontario Occupational Health and Safety Act.

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Darcy McNeil, Chair  
Newmarket Public Library Board

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Todd Kyle, CEO  
Newmarket Public Library



For Renewal

## Workplace Violence Policy

The management of the Newmarket Public Library is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace Violence is defined in the *Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters* as:

- a) **The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,**
- b) **An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,**
- c) **A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker**

### Types of workplace violence are:

- Type I: External perpetrator (thefts, vandalism, assaults by a person with no relationship to the workplace)
- Type II: Client/Customer (physical or verbal assault of an employee by a client/or customer)
- Type III: Employee to employee (physical or verbal assault from an employee or former employee)
- Type IV: Domestic violence (personal relationship)

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to employees, volunteers and any person providing a service on behalf of the Library.

The Occupational Health and Safety Act defines a workplace as any land, premises, location or thing at, upon, in or near which a worker works.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. This information is available in a binder labelled *Workplace Violence and Harassment Policy and Procedures* in each service area.

Newmarket Public Library, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors must adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves. Supervisors must acquaint their staff with the *Workplace Violence and Harassment Policy and Procedures* binder.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

The Workplace Harassment Policy should be consulted regarding concerns about harassment in the workplace.



## For Renewal

### Workplace Harassment Policy

The management of the Newmarket Public Library is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Sources of workplace harassment could be:

- Type I: External perpetrator
- Type II: Client/Customer
- Type III: Employee to employee (including where the alleged harasser is the supervisor or employer)
- Type IV: Domestic (personal relationship)

Everyone in the workplace must be dedicated to preventing workplace harassment. Employees, volunteers and any person providing a service on behalf of the Library are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment is defined in the *Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters* as:

**Engaging in a course of vexatious comment or conduct, against a worker in a workplace, which is known or ought reasonably to be known to be unwelcome**

Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls. Harassment may also, but does not have to, relate to a form of discrimination as set out in the Ontario Human Rights Code which states that every person has a right to equal treatment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability. Workplace harassment also includes sexual harassment.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace such as performance monitoring and discipline.

Workers are encouraged to report any incidents of workplace harassment. Information on this process is available in the *Workplace Violence and Harassment Policy and Procedures* binder in each service area. Management will investigate and deal with all concerns, complaints, or

incidents of workplace harassment in a timely and fair manner while respecting workers' privacy, to the extent possible. The complainant and the respondent will be informed in writing of the results of the investigation and any corrective action taken.

Nothing in this policy prevents or discourages a worker from filing an application with the Ontario Human Rights Tribunal on a matter related to the Ontario Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal options available.

This Policy shall be reviewed annually by the Library Board.

The Workplace Violence Policy should be consulted regarding concerns about violence in the workplace.



### **Temporary policy: Face Coverings during COVID-19 Emergency**

This Policy has been developed further to the instructions of the Region of York's Medical Officer of Health issued on July 10, 2020 which requires businesses and organizations to develop a policy requiring anyone entering their premises to be wearing a Face Covering.

The Policy applies in any and all enclosed spaces of the Library which are open to the public and where customers interact with one another or staff members. It does not apply to outdoor areas of the Library premises such as the patio.

This policy is in effect as of Friday, July 17, 2020 until Monday, November 30, 2020 inclusive, or until rescinded or extended by the Region of York.

For the purpose of this Policy, a "Face Covering" means a non-medical mask or face covering such as a bandana, scarf or cloth (including a hijab and niqab) that covers the mouth and nose. It does not include a clear plastic shield worn loosely over the face, although this may be worn in conjunction with a mask if the person prefers.

Library staff shall use their best efforts to prevent anyone from entering the premises if the person is not wearing a Face Covering. If a person enters the premises without a Face Covering, they shall be advised of this requirement. They shall also be advised to use hand sanitizer before entering the premises, and reminded of the need to maintain a distance of 2 meters (6 feet) from any other person.

If a person refuses to wear a Face Covering and insists on entering the premises, staff are not to physically prevent them from doing so nor take any action other than educating the person on the requirement. However, if the person's behaviour poses a threat to the safety of staff and users, staff may refuse service and issue a verbal Notice of Exclusion from the library.

The following individuals are exempt from the requirement of wearing a Face Covering:

- Children under 5 years of age
- Anyone who cannot wear a Face Covering because of a medical condition
- Anyone who cannot place or remove a Face Covering without assistance
- Anyone who refuses to wear a Face Covering based on any ground in the *Human Rights Code*.

If anyone states that they cannot wear a Face Covering because of any of the above reasons, staff shall accept their explanation and not require them to explain further or require proof.

Approved by the Newmarket Public Library Board Executive July 15, 2020. To be confirmed by Board motion at the September 16, 2020 full Board meeting.



If anyone in the premises removes their Face Covering for an extended period, staff shall remind them that the Face Covering should be worn, and if the person refuses, may follow the Exclusion procedure.

Note that Face Coverings may be removed temporarily for the following purposes:

- receiving services that would require temporary removal;
- consuming food or drink;
- for any emergency or medical purpose;
- while actively engaging in an athletic or fitness activity including water-based activities.



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## Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 16, 2020

RE: **Recovery and Re-opening Update for Library**

### Background:

The library re-opened for limited services on July 28, 2020 following roughly a month of offering curbside holds service only. The gradual re-introduction of services has been consistent with the Board's general guidance from the June 17 2020 meeting, which was to re-introduce services in a cautious manner, consistent with the Town of Newmarket's re-opening stages, and following authoritative health and safety advice. This report will give an update on services and changes since that meeting, all of which fall under the C.E.O.'s authority, as well as summarize some considerations for the next stage of re-opening.

### Discussion:

#### Actions taken so far:

On June 19, York Region entered Stage 2 of re-opening, allowing libraries to open to the public but without the ability of users to browse the shelves. On July 24, York Region entered Stage 3, allowing libraries to re-introduce services such as browsing, small group programs, and other in-person services, but mandating continued quarantine of both returned materials and those used in-house for browsing but not being borrowed. This quarantine period is mandated to be at least 3 days; however NPL has recently increased this to 5 days, in keeping with a change in practice in many libraries. This is based on a recent test of the REALM (Reopening Archives, Libraries, and Museums) Project of the US federal Institute of Museum and Library Services, which showed that some hard-surface library materials continue to have detectable levels of virus at 5 days.

At this point, NPL's services are mainly limited to those allowed in Stage 2. At first, this consisted mainly of a pickup service for reserved items and public computer use, to which the library has gradually added in-person membership service, printing and copying, assistance in placing holds for materials reservation, limited use of a large meeting room for wi-fi access or study, and as of August 24, staff retrieval of items to borrow while you wait. Customers are asked to place into a

designated basket any items retrieved for them but which they do not choose to borrow. Many library services continue in a virtual format, including Tech Help, children's storytime and reading clubs, adult book clubs, reader's advisory, and other programs.

As previously detailed, staff stationed at the entrance (in a role we've called "concierge") allow a limited number of patrons in for limited times and only for approved services, with a limit of one hour per day for any one visitor. Staff also remind visitors of the mandatory mask policy, ensure that they sanitize their hands, record information for potential contact tracing (see separate report on related policy), and remind them to answer the COVID screening questions before entering. No group programming, meeting rooms, shelf browsing, or other casual activity is provided or allowed, and open hours are limited to 11:00 am to 7:00 pm Tuesday to Thursday, 11:00 am to 5:00 pm Friday and Saturday, in order to give staff time for the extensive work in the public area (such as picking books for holds) without the risk of the public being present.

Staff who were on leave have all been invited to return to work, and staff not on leave were asked to return to the workplace from working at home. With staff now in the workplace, recommendations from the Ontario government for the safety of employees in a library setting are being followed. It is recommended that staff who are not needed in the workplace continue to work from home; however it has proven more practical and equitable to extend work from home arrangements only to those who need an accommodation for COVID-related reasons, and only at the times when it is necessary and does not conflict with front-line duties. All staff are completing an online COVID screening before attending work each day, and those who indicate that either they or a household member are experiencing COVID symptoms are required to self-isolate at home until they test negative for the virus. Staff are also following strict protocols regarding personal protective equipment, physical distancing, and workstation isolation.

At this point, the major decision taken by the C.E.O under the advice of the Town of Newmarket's Health and Safety Specialist has been to delay the introduction of browsing services until there is more evidence of an ongoing reduction in COVID cases, especially as the impact of the start of regular school is seen. While a number of other libraries in the region have or will shortly introduce the ability to browse, NPL is limiting walk-in borrowing to materials retrieved by staff for the time being, reassessing the situation weekly.

### **Status of overdue fines**

In addition, the Library has continued not to assess fines for overdue material, but will shortly re-introduce overdue reminders as well as applying against a user's account the replacement cost for long overdue items (which is reversed upon returning). It is recommended that this practice be extended until the end of 2020, as is the case with many other libraries in Ontario. It is also recommended that the Board re-visit the use of fines entirely prior to the end of 2020, as many libraries have also announced permanent fine-free services going forward.

**Security Guard services in re-opening**

The Library also re-instated the Security Guard Services Pilot that was begun in February 2020 and intended to run for 16 weeks during evening and weekend hours. The contractor was gracious and allowed the Library to defer completion of the contract obligations until the library re-opened, and at the current usage, the contract will be completed by mid-October.

While having a security guard was of immense support to staff in dealing with difficult and vulnerable visitors prior to the COVID shutdown, the utility of having a guard on duty with the current visitor restrictions has been mainly limited to directing visitors once they are inside to where to access the desired service in a safe manner. If the pilot is concluded, the “concierge” may have to move further within the library, where they can both control entry and keep an eye on patron traffic inside, and once browsing is allowed, staff would also have to keep an eye on patrons on each floor to ensure they do not remain longer than required to find and borrow their items.

However, the budget situation due to COVID is very tight. While it was anticipated that the cost of the pilot could be absorbed into existing operating budgets, going beyond the pilot would entail using the operating reserve. It is therefore recommended that the pilot be concluded at the end of the contract and that re-consideration of security services be postponed until the need arises as restrictions are relaxed.

**Conclusion:**

The following motions are recommended:

**THAT the Library Board receive the report on Recovery and Re-opening Update for the Library, and ratify the operational decisions taken as described.**



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## Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 16, 2020

RE: **2021 Draft Capital Budget**

### Background:

At the June 17, 2020 Board meeting, the draft 2021 operating budget was approved. However, at that time information was insufficient to present a draft 2021 capital budget. Instead, the Board allowed staff to submit a preliminary draft to the Finance Dept with the expectation that it would be presented for Board approval in September.

### Discussion:

The following is a summary of the draft capital budget request submitted on a preliminary basis. Note that most requests can be funded from the Asset Replacement Fund and represent replacement of critical infrastructure rather than improvements or service level changes. In addition, some approved 2020 items are being re-requested as they are unlikely to be completed this year due to COVID.

### **Computer Hardware/Software: \$225,500, of which \$83,000 is being re-requested**

This package represents replacement of critical network hardware and public and staff workstations as well as renewal of critical software including the public/staff printing system and the library website. While it is possible that costs will be avoided or reduced as the Library's IT infrastructure is integrated with that of the Town, it is too early in that process to determine the resulting cost changes, and as such it is recommended that the request be submitted as is.

### **Equipment \$20,085 (full re-request)**

The project involves replacement of the video projection equipment in the library meeting rooms whose technology is no longer up to the standards of users and renters. This project was to have been completed in 2020 but will no longer be feasible due to COVID. The Board has in

the past recognized the priority of replacing out of date A/V equipment to mitigate risk to rental income as well as to Board and other uses of the equipment.

**Facility needs study \$50,000 (full re-request)**

The Library Board approved spending funds on a future library facility needs study in partnership with Community Services and this was approved by Council as part of the 2020 capital budget. As it is unlikely due to COVID that this study will be completed in 2020 it is being re-requested for 2021.

**Conclusion:**

**The following motion is recommended:**

**THAT the Library Board approve the draft 2021 Capital Budget for submission to Council.**



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## Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 16, 2020

RE: **Action Tracking List Review**

### Background:

At the June 17 2020 Board meeting, the Board asked the C.E.O. and Chair to meet to review the Action List to ensure that it captured all of the important administrative and strategic priorities for the Board in the coming year. The Action List is a method of tracking the progress of Board instructions or motions, or other important actions within the Board's authority.

### Discussion:

The draft revised Action List is included in this agenda package, with significant additions or revisions highlighted in yellow for convenient reference, and summarized below:

- 1-15 Annual Report to the Community: In the past this has been done as an annual progress report on the Strategic Plan. As there is no current Plan, it is suggested that the timetable for the next Report be postponed until after the first year of a new Plan.
- 2-15 Library Facility and Service Delivery Options: As a joint study with the Town is still on hold due to COVID recovery priorities, it is suggested that given the changing context of COVID recovery, the Library consider pursuing instead an independent study on alternative service delivery models for the short to medium term.
- 8-15 Strategic Planning: As the planned March 2020 report on strategic planning options was postponed due to COVID, it is suggested that the Board propose a new timetable of November 2020 to agree on a planning option and January 2021 to pursue a consultant.
- 4-19 Library Operational Efficiencies Review: As directed by the Board, progress reports on pilot integration projects for IT and Marketing are due October 2020 and February

2021 respectively. It is suggested that the C.E.O. also report to the Board on a proposed Service Level Agreement with Corporate Communications.

- 5-19 Library Advocacy: it is suggested that this item be removed as it is only an instruction to the C.E.O. in case advocacy activities are recommended by associations at any time.
- 6-19 Inclusion and Diversity: the Board had already requested further investigation into policy considerations in this area and it is suggested this be reported on at the October meeting.
- 7-19 Security Guard Pilot: This item was added to reflect a need to review the pilot as it is completed, including reviewing its current status in the Re-opening Progress report at this meeting.
- 1-20 Re-opening and Recovery Progress: This item was added to reflect ongoing reporting on this item. As well, it is suggested that a longer term review of fines be completed in light of the increasing fine-free movement as part of COVID recovery.

**Conclusion:**

The following motion is recommended:

**THAT the Library Board receive the report on Action Tracking List Review and approve the revisions to the list.**





## 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>Board to consider policies according to policy review schedule</li> <li>Revise Governance Policy to comply with new Code of Conduct and integrity investigations rules</li> <li>Revise section on Gifts</li> <li>Approve full revised Governance Policy</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>April 2019 Code of conduct and investigations sections revised except for section on Gifts</li> <li>May 15, 2019 Board approved revisions to Gifts section</li> <li>Full revised version yet to be approved</li> </ul>
2-13	Ongoing	C.E.O. Annual Performance Review (anniversary date May 1)	<ul style="list-style-type: none"> <li>Library Board Chair and Vice Chair to prepare and report to Board</li> </ul>	Next review due May 2021
1-15	TBD	Annual Report to the Community	<ul style="list-style-type: none"> <li>Produce reports at the end of each anniversary year of a current Strategic Plan</li> </ul>	Last report completed October 2017; date for next report to be set once a new Strategic Plan is in place
2-15	TBD	Library facility and service delivery options	<ul style="list-style-type: none"> <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</li> </ul>	<ul style="list-style-type: none"> <li>Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review.</li> </ul>

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			<p>and when Council indicates its willingness to support it”</p> <ul style="list-style-type: none"> <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 of 2019” Board to reconsider study</li> </ul>	<ul style="list-style-type: none"> <li>Council declined to include a study in its Strategic Priorities for 2019-2023</li> <li>CEO to work with ToN staff on a joint effort to doing a facility study (Motion 19-05-32)</li> <li>Board to consider study on alternative service delivery models as part of COVID recovery</li> </ul>
<del>1-19</del>	<del>June 2019</del>	<del>2020 budget</del>	<ul style="list-style-type: none"> <li><del>Draft budget request to be presented to board for approval</del></li> </ul>	<p>Completed</p> <ul style="list-style-type: none"> <li>To Board for approval September 18, 2019</li> <li>Approved for submission September 18, 2019</li> </ul>
<del>2-19</del>	<del>TBD</del>	<del>Collective Agreements (2019-)</del>	<ul style="list-style-type: none"> <li><del>Updates and discussions as negotiations progress</del></li> <li><del>Board to ratify agreement when negotiated</del></li> </ul>	<p>Completed</p> <ul style="list-style-type: none"> <li><del>Board briefed March 2019</del></li> <li><del>Negotiations began April 2018</del></li> <li><del>Library Board and Union ratified as of August 19, 2019</del></li> </ul>
8-15	TBD	Strategic planning	<ul style="list-style-type: none"> <li>Include a long-term strategy related to fines at future strategic planning (motion 19-10-66)</li> <li>Consider diverse Board member recruitment in future strategic planning (motion 19-11-71)</li> </ul>	<ul style="list-style-type: none"> <li>Current plan ended 2016. Previous board moved to update actions only but this not completed.</li> <li>Planning options report delayed due to COVID; report now due</li> </ul>

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			<ul style="list-style-type: none"> <li>Report to Board March 18, 2020 with planning options (motion 20-02-98)</li> </ul>	Nov 2020 with target of Jan 2020 to secure quotes
3-19	May 2019	Library Board orientation	<ul style="list-style-type: none"> <li>Leadership by Design presentations to be held at first 3 board meetings</li> <li>N6 Library Board orientation session May 11</li> </ul>	<ul style="list-style-type: none"> <li>Part 1 and 2 completed – April 17, 2019</li> <li>3 Board members attended N6 Orientation session May 11</li> <li>Deemed complete for 2018-2022 Board term</li> </ul>
4-19	May 2019	Library Operational Efficiencies Review	<ul style="list-style-type: none"> <li>Board to consider recommendations</li> <li>Board to give input into marketing and IT SLAs in light of Library-IT Shared Services Review</li> <li>Board to consider report on benefits and risks of marketing and IT recommendations May 2019</li> <li>CEO to report on regular basis on the progress and outcome measures related to these pilots (motion 19-09-59)</li> <li>CEO to report to Board on SLA with Corporate Communications, and any implications on existing Public Relations Policy</li> </ul>	<ul style="list-style-type: none"> <li>Board approved implementation of recommendations February 2018 but reserved approval of marketing and IT sections pending draft Service Level Agreements</li> <li>Oct. 2019 Board authorized one-year pilot Information Technology Joint Steering Committee; to review by Oct. 2020</li> <li>Feb. 2020 Board authorized one-year pilot Service level Agreement with Town of Newmarket Recreation and Culture/Marketing and Sponsorship; to review by Feb. 2021</li> </ul>
5-19	TBD	Library Advocacy	<ul style="list-style-type: none"> <li>CEO to bring Library Advocacy items to Board for endorsement outside of</li> </ul>	<ul style="list-style-type: none"> <li>Suggest this item be removed as it is only a hypothetical</li> </ul>

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			election campaigns as coordinated by library associations.	
6-19	October 2020	Inclusion and Diversity	<ul style="list-style-type: none"> <li>CEO to report back to Board if Board input and review are needed</li> </ul>	<ul style="list-style-type: none"> <li>Policy considerations on inclusion and anti-discrimination being reviewed with Town to bring back to Board</li> </ul>
7-19	October 2020	Security Guard Pilot	<ul style="list-style-type: none"> <li>Review pilot after completion</li> </ul>	<ul style="list-style-type: none"> <li>Pilot completion delayed due to COVID</li> </ul>
1-20	Ongoing	Re-opening and recovery progress	<ul style="list-style-type: none"> <li>Review library re-opening and recovery progress including ongoing and future revisions to fines structure</li> </ul>	



## Newmarket Public Library Temporary Contact Tracing Policy

In keeping with the advice of the Region of York's Medical Officer of Health and accepted Public Health practices, Newmarket Public Library understands that it is in the best interest for the community to be able to assist with requests to facilitate a Contact Tracing Program for individuals who attend the 438 Park Avenue building. To this effect, Newmarket Public Library will:

1. Screen all who enter the building,
2. Refuse entry to anyone who does not successfully respond to the screening questions, and
3. Record contact information of those permitted access to the Library. At least one contact per household group shall be required.

By entering Newmarket Public Library, Users are consenting to having their personal information collected and stored for the purposes of facilitating a Contact Tracing Program by an authorized Public Health authority in Canada.

These steps may be repeated for every entry into the building if the staff member on duty is unable to verify that they were completed previously that day.

The information collected will be retained for no more than two months, ensuring a one-month period is retained, unless it is shared with an authorized Public Health Agency for the purposes of administering a Contact Tracing Program. Disclosure to an Authorized Public Health Agency will be limited to just the dates requested.

This policy will expire November 30<sup>th</sup> 2020 unless extended or rescinded prior to that date.

### **Background:**

This policy will be in keeping with the Newmarket Public Library **Freedom of Information and Protection of Privacy Policy** and the **Code of Conduct Policy**.

The Newmarket Public Library is governed by the 'Municipal Freedom of Information and Protection of Privacy Act', R.S.O. 1990 Chapter.56.

### **Authorization for Collection of Personal Information:**

The collection of personal information is authorized by The Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 Chapter.56 Section 28 (2) as it is necessary to the proper administration of an effective contact tracing effort.

The Child, Youth and Family Services Act, 2017. S.O., c.14, Sched 1 section 295 (3) provides the ability for those under the age of 18 to consent to the collection of personal information about themselves. As per section 295 (5) the information collected in this manner will only and exclusively be used for

the administration of a Public Health Contact Tracing program by a recognized Public Health agency in Canada.

**Authorization for Disclosure of Personal Information:**

The information collected under this policy will only be shared with an authorized Public Health Agency when properly requested for the purposes of administering a Contact Tracing Program should the need arise pursuant to The Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 Chapter.56 Section 32 (h).

The information collected will only be shared where required by legislation as detailed in the Newmarket Public Library **Freedom of Information and Protection of Privacy Policy**.

**Related Policies**

Freedom of Information and Protection of Privacy

Code of Conduct