



# Newmarket Public Library Board Agenda

Date: Wednesday, January 20, 2021  
Time: 5:30 PM

## Pages

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

NPL HOST is inviting you to a scheduled Zoom meeting.

Topic: Library Board meeting

Time: Jan 20, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87544078445>

Meeting ID: 875 4407 8445

Passcode: 300397

### 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

4.1. Adoption of the Regular Board meeting minutes for November 18, 2020 1

4.2. Adoption of the Special Board meeting minutes - Open Session for January 4, 2021 6

4.3. Strategic Operations Report - December, 2020 9

4.4. Fourth Quarter Statistical Data 11

### 5. Business Arising

5.1. Marketing and I.T. Realignment update 15

5.2. Library Board Action List 17

**6. New Business**

**7. Closed Session**

7.1. Personal matters about an identifiable individual per section 16.1.4  
(b) of the Public Libraries Act, R.S.O. 1990 Chapter P.44

**8. Dates of Future Meetings**

8.1. The next regular Library Board meeting is scheduled for  
Wednesday, February 17, 2021 at 5:30 pm. Location electronic via  
Zoom.

**9. Adjournment**



# Newmarket Public Library Board

## Minutes

Date: Wednesday, November 18, 2020

Time: 5:30 PM

Location: Electronic VIA ZOOM

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

Members Absent: Jane Twinney, Vice Chair  
Kelly Broome

Staff Present: Todd Kyle, CEO  
Jennifer Leveridge, Manager, Library Services  
Benjamin Shaw, Manager, Library Operations  
Lianne Bond, Administrative Coordinator

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

The Chair called the meeting to order at 5:40 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 20-11-142**

**Moved by** Victor Woodhouse

**Seconded by** Art Weis

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

**Carried**

**3. Declarations**

**4. Consent Agenda Items**

4.1 Adoption of the Regular Board meeting minutes for October 21, 2020

4.2 Strategic Operations Report for October, 2020

**Motion 20-11-143**

**Moved by** Art Weis

**Seconded by** Victor Woodhouse

**That** items 4.1 to 4.2 be adopted as presented.

**Carried**

**5. Reports**

5.1 Update on Library Re-opening in Alignment with COVID-19 Response Framework

The report outlined the Library's preparation for the next steps to re-introduce services when able to do so. The Library's current status is now in the Red-Control of the COVID-19 Framework.

**Motion 20-11-144**

**Moved by** Darryl Gray

**Seconded by** Leslee Mason

**That** the Library Board receive the report on Library Re-opening in alignment with COVID-19 Response Framework;

**And That** the Library Board authorize the C.E.O. to take all actions necessary to give effect to further re-opening in alignment with the Framework as described.

**Carried**

5.2 Strategic Planning Options

The Library Board reviewed the report on Strategic Planning options and agreed with the recommendation to engage a full-service consultant.

**Motion 20-11-145****Moved by** Darryl Gray**Seconded by** Victor Woodhouse**That** the Library Board receive the report on Strategic Planning Options;**And That** the Library Board authorize the release of a request for quotation for a Strategic Planning consultant.**Carried****6. Business Arising****6.1 Final Dissolution of York Info Partnership**

It was requested that the Library Board approve the balance of the funds from the dissolution of the York Info partnership be transferred to the Strategic Plan Implementation reserve account.

**Motion 20-11-146****Moved by** Art Weis**Seconded by** Leslee Mason**That** the Library Board receive the report on the dissolution of the York Info partnership;**And That** the Library Board authorize the C.E.O. to finalize the dissolution of the York Info partnership by transferring Newmarket Public Library's portion of the distributed surplus to the Strategic Plan Implementation Reserve Account.**Carried****6.2 Extension of Temporary COVID-19 Policies**

The Temporary Face Covering Policy and Temporary Contact Tracing Policy will be amended to remove the expiry date.

**Motion 20-11-147****Moved by** Victor Woodhouse**Seconded by** Art Weis**That** the Library Board receive the report on Extension of Temporary COVID policies;

**And That** the Library Board approve the extension of the Temporary Contact Tracing Policy and the Temporary Face Covering Policy until such time as no regulation requiring or recommended these policies in effect.

**Carried**

### 6.3 Consolidated Revisions to Governance Policy

The Board reviewed the revisions to the Library Board Governance Policy.

**Motion 20-11-148**

**Moved by** Darryl Gray

**Seconded by** Art Weis

**That** the Library Board receive the report on consolidated revisions to the Governance Policy;

**And That** the Library Board approve the Governance Policy as presented.

**Carried**

### 6.4 Library Board Action List

The Library Board reviewed the Action List.

**Motion 20-11-149**

**Moved by** Victor Woodhouse

**Seconded by** Darryl Gray

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

**Carried**

## 7. New Business

There was no new business.

## 8. Closed Session (If required)

## 9. Dates of Future Meetings

9.1 The next Regular Board meeting is scheduled for Wednesday, December 16, 2020 at 5:30 pm. Location electronic via Zoom

## 10. Adjournment

**Motion 20-11-150**

**Moved by** Victor Woodhouse

**Seconded by** Art Weis

**That** there being no further business the Library Board adjourn at 6:25 pm.

**Carried**

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Darcy McNeill, Chair

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Todd Kyle, Secretary/Treasurer



# Newmarket Public Library Board

## Minutes

Date: Monday, January 4, 2021  
 Time: 11:15 AM  
 Location: Electronic VIA ZOOM

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

Members Absent: Art Weis

Staff Present: Lianne Bond, Administrative Coordinator

### 1. **Special Closed Session Meeting - Open Session**

The Chair called the meeting to order at 11:25 am

### 2. **Link to Open Session meeting**

The meeting was held electronically via Zoom

### 3. **Adoption of Agenda Items**

#### 3.1 Adoption of the Closed Session Agenda

#### **Motion 21-01-151**

**Moved by** Victor Woodhouse

**Seconded by** Kelly Broome

**That** item 3.1 be adopted as presented.

**Carried**

### 4. **Declarations**



None were declared.

## 5. Closed Session

- 5.1 Personal matters about an identifiable individual per section 16.1.4 (b) of the Public Libraries Act, R.S.O. 1990 Chapter P. 44

### **Motion 21-01-152**

**Moved by** Kelly Broome

**Seconded by** Leslee Mason

**That** the Library Board move in to Closed Session at 11:30 am for personal matters about an identifiable individual.

**Carried**

### **Motion 21-01-153**

**Moved by** Jane Twinney

**Seconded by** Darryl Gray

**That** the Library Board move out of Closed Session at 11:40 am.

**Carried**

### **Motion 21-01-154**

**Moved by** Kelly Broome

**Seconded by** Victor Woodhouse

### **Motions Arising from Closed Session:**

**That** the Library Board receive the report regarding personal matters pertaining to an identifiable individual;

**And that** the Library Board appoint an interim Acting CEO as outlined in Closed Session until such time as a replacement permanent full-time CEO has been hired;

**And that** a Hiring Committee be established as reported in Closed Session to commence the recruitment process to hire a permanent full-time CEO.

**Carried**

## 6. Adjournment

**Motion 21-01-155**

**Moved by** Kelly Broome

**Seconded by** Victor Woodhouse

**That** there being no further business the Library Board adjourn at 11:42 am.

**Carried**

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Darcy McNeill, Chair

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Todd Kyle, Secretary/Treasurer



### Strategic Operations Report: December, 2020

	<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>Adult Services staff ran five book club meetings over Zoom in December.</li> <li>Formed a partnership with the Newmarket Welcome Centre's LINC class; LDS will provide an Intro to Online Library program for this group.</li> </ul>	<ul style="list-style-type: none"> <li>Staff met with community leaders about a possible Afro-Caribbean and Indigenous program series.</li> <li>Head of Children's Services conducted an evaluation for staff member enrolled in Mohawk LIT Student Placement.</li> <li>Classical Play Reading Club in partnership with Shadowpath Theatre had 30 attendees.</li> </ul>	<ul style="list-style-type: none"> <li>Marketing and Communications Coordinator contributed library content to the TON's HomeSweetHome webpage and the Seniors Centre newsletter.</li> <li>Head of Children's Services registered for the Forest of Reading Program. Developing presence on READsquared and website. Plan to reach out to schools and create media outreach.</li> </ul>
<b>Spaces</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Systems worked with and directed Electronic Presentation Group Inc. on installation of a complete Projector and equipment in the Large Study Room.</li> </ul>	<ul style="list-style-type: none"> <li>Head of Children's Services attended meeting to discuss the next steps for the Begin with Books program with Southlake.</li> </ul>
<b>Positioning</b>	<ul style="list-style-type: none"> <li>December saw 95 new users sign up for Overdrive.</li> <li>LDS staff reached out to a number of community organizations with proposals to partner on future programs.</li> </ul>	<ul style="list-style-type: none"> <li>Library Technician II began conversations with wholesalers about updates to our Indigenous subject headings.</li> <li>Children's staff Created holiday crafts for pick-up.</li> </ul>	

	<b>Igniting Community Dialogue, Discovery and Debate</b>	<b>Leading a Learning Community</b>	<b>Readying our Capabilities</b>
<b>Resources</b>		<ul style="list-style-type: none"> <li>• Another STEAM program will be launched in January. Registration is already at capacity with several more on the waiting list.</li> <li>• A total of 35 attended Holiday Storytelling program with Tim Greenwood and friends.</li> <li>• The number of Virtual Reading Buddies sessions has increased.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Organization &amp; Operations</b>			<ul style="list-style-type: none"> <li>• Library Technician I worked on content for the OLA Superconference session she is working on in advance of recording the session in early January.</li> <li>• Received content and three passes from Ontario Parks to allow us to loan them out to patrons in 2021.</li> <li>• Community Engagement Librarian met with Special Projects Officer and Systems staff to plan procedure for regular inactive patron purge from database.</li> <li>• New 3D printers were tested and are ready to use for future 'virtual' 3D printing requests.</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						26,055	25,684	25,609	25,394	25,142	24,877
Residents	January - June - Data Not Available due to COVID19 closure						22,917	22,633	22,538	22,338	22,099	21,873
Non-Residents	January - June - Data Not Available due to COVID19 closure						3,138	3,051	3,071	3,056	3,043	3,004

## 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	147	170	187	142	108	102	2,150
New non-resident	101	88	26	-	-	6	16	12	39	39	24	45	396
Renewed membership	728	601	250	-	-	-	71	538	346	187	109	229	3,059

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	12,215	12,075	12,892	13,383	11,917	12,393	151,290
# of PAC Account Logins	7,389	7,092	5,790	1,814	2,164	5,486	6,297	6,837	6,929	7,906	7,347	7,620	72,671
Room Rentals	61	82	43	-	-	-	-	-	-	-	-	-	186
Room Rental Hours	207	263	143	-	-	-	-	-	-	-	-	-	613

## Programs

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

# of Programs Held	2016	2017	2018	2019	2020
Adult	254	310	359	334	80
Children's	1,308	1,282	891	889	318
Total Programs	1,562	1,592	1,250	1,223	398

Program Attendance	2016	2017	2018	2019	2020
Adult	1,961	2,627	5,123	3,780	1,151
Children's	12,276	12,516	12,039	9,600	3,806
Total Attendance	14,237	15,143	17,162	13,380	4,957

## 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	2,979	2,558	2,473	2,544	2,575	2,795	30,770
eBooks	5,099	5,147	5,984	7,482	8,545	7,490	7,310	6,704	6,089	6,197	5,978	6,287	78,312
eMagazines	674	830	937	969	1,010	901	809	927	1,011	1,187	1,042	742	11,039
eMusic	3,820	3,220	2,908	3,829	2,973	2,429	3,473	3,121	2,477	2,124	2,470	2,655	35,499
eVideo	699	687	981	1,310	1,121	928	889	670	629	695	875	796	10,280
Books + Magazines	29,130	28,361	16,891	517	652	3,954	4,524	6,578	9,807	12,466	10,803	11,425	135,108
Audio (Books + Music)	710	664	458	10	49	108	96	152	196	349	212	210	3,214
Movies + Video Games	4,350	3,883	2,178	24	62	300	316	639	948	1,041	792	761	15,294
Kits	123	132	61	-	-	13	11	9	20	40	33	15	457
Lendery	24	37	21	-	-	-	-	5	-	2	-	2	91
Laptop	47	35	18	-	-	6	11	30	17	25	37	31	257
<b>Total Borrowing</b>	46,974	45,263	32,761	16,687	17,196	18,756	20,418	21,393	23,667	26,670	24,817	25,719	320,321
<b>% Physical</b>	73%	73%	60%	3%	4%	23%	24%	35%	46%	52%	48%	48%	48%
<b>% Virtual</b>	27%	27%	40%	97%	96%	77%	76%	65%	54%	48%	52%	52%	52%

### Database Usage

Adult Subscriptions	3,238	2,631	3,021	8,357	7,990	4,605	4,215	4,367	5,001	4,658	5,228	3,189	56,500
Children's Subscriptions	140	230	368	544	415	275	234	416	230	340	742	114	4,048
<b>Total Database Usage</b>	3,378	2,861	3,389	8,901	8,405	4,880	4,449	4,783	5,231	4,998	5,970	3,303	60,548

# Newmarket Public Library Statistical Data - 2019

## 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  
Date: January 20, 2021  
RE: **Marketing and I.T. realignment agreements**

### **Background:**

In October 2019 the Board approved the following motions:

**...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.**

This report gives an update on these two projects.

### **Information Technology:**

The IT Joint Steering Committee was struck in late 2019. The work of the JSC was interrupted by the COVID-19 crisis; however the committee was able to draft a permanent agreement that would align the Library to a shared IT infrastructure with the Town while maintaining the role of Library IT (aka Systems) staff in the analysis, procurement, implementation, and administration of library-specific IT solutions. Because both the Library CEO and Town IT Director positions are currently not filled on a permanent basis, the finalizing of that agreement will be delayed until permanent leaders are in place on both sides.

**Marketing:**

A pilot project began in February 2020 whereby Library marketing staff would report to the Marketing and Sponsorship unit within Recreation and Culture at the Town, while still maintaining focus on Library marketing activities. That project was also severely curtailed by the COVID-19 crisis, which interrupted the direct embedding of Library marketing personnel in the Marketing and Sponsorship team and processes. For this reason, it has been agreed among senior staff that the agreement be renewed for one year, in the hopes that an eventual return to normal activity will allow the arrangement to be properly tested.

It should be noted that library marketing activities in the past year have shown considerable success. While usage of the library and total programs offered have both declined considerably due to COVID, online programs of the library have maintained and even slightly increased in the average number of attendees per session.

**Conclusion:**

The following motions are recommended:

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

**AND THAT the Library Board authorize the C.E.O. to extend for one year the pilot Service Level Agreement Between Town of Newmarket Recreation & Culture/Marketing & Sponsorship and Newmarket Public Library.**



## 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>	Ongoing <ul style="list-style-type: none"> <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 of Governance document approved November 18, 2020</li> </ul>
2-13	Ongoing	<del>C.E.O. Annual Performance Review (anniversary date May 1)</del>	<del>Library Board Chair and Vice Chair to prepare and report to Board</del>	<del>Next review due May 2021</del> Update when new CEO has been hired.
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
2.15 cont.			<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> </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>• <del>To Board for approval September 18, 2019</del></li> <li>• <del>Approved for submission September 18, 2019</del></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> <li>• Report to Board March 18, 2020 with planning options (motion 20-02-98)</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 Nov 2020 with target of Jan 2020 to secure quotes; may include</li> </ul>

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
8-15 cont.				consideration of alternative service delivery options November 18, 2020: <ul style="list-style-type: none"> <li>Board approved to proceed with a release of a request for quotation for a Strategic Planning Consultatn</li> </ul>
3-19	May 2019	Library Board orientation	<ul style="list-style-type: none"> <li><del>Leadership by Design presentations to be held at first 3 board meetings</del></li> <li><del>N6 Library Board orientation session May 11</del></li> </ul>	Completed Part 1 and 2 completed – April 17, 2019 <ul style="list-style-type: none"> <li><del>3 Board members attended N6 Orientation session May 11</del></li> <li><del>Deemed complete for 2018-2022 Board term</del></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>

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
<del>5-19</del>	<del>TBD</del>	<del>Library Advocacy</del>	<ul style="list-style-type: none"> <li><del>CEO to bring Library Advocacy items to Board for endorsement outside of election campaigns as coordinated by library associations.</del></li> </ul>	
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>	Completed <ul style="list-style-type: none"> <li>Policy considerations on inclusion and anti-discrimination being reviewed with Town to bring back to Board</li> <li>Inclusion and Anti Discrimination Policy approved October 21, 2020</li> </ul>
<del>7-19</del>	<del>October 2020</del>	<del>Security Guard Pilot</del>	<ul style="list-style-type: none"> <li><del>Review pilot after completion</del></li> </ul>	<ul style="list-style-type: none"> <li><del>Pilot concluded Oct 2020</del></li> <li><del>Further consideration if and when the need arises as COVID-era restrictions are relaxed</del></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>	<ul style="list-style-type: none"> <li>Update reports presented June 2020, September, 2020, November, 2020</li> </ul>