



Newmarket Public Library Board Agenda

Date: Wednesday, February 17, 2021
Time: 5:30 PM
Location: Electronic VIA ZOOM

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: Feb 17, 2021 05:30 PM Eastern Time (US and Canada)

<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 January 20, 2021

1

4.2. Strategic Operations Report for January, 2021

6

5. Reports

6. Business Arising

6.1. Strategic Plan Draft Request for Quotation

8

6.2.	Library Board Action List	11
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7. New Business

7.1.	Correspondence from Ontario Library Service regarding Board Assembly Appointments	15
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8. Closed Session (If required)

9. Dates of Future Meetings

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

10. Adjournment



Newmarket Public Library Board

Minutes

Date: Wednesday, January 20, 2021

Time: 5:30 PM

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

Members Absent: Jane Twinney, Vice Chair
Kelly Broome

Staff Present: Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator
Benjamin Shaw, Manager, Library Operations
Jennifer Leveridge, Manager, Library Services

Guests: Lynn Georgeff, Director of Human Resources, Town of
Newmarket (joined at 6:10 pm)
Ian McDougall, Commissioner, Community Services, Town of
Newmarket (joined at 6:10 pm)

1. Meeting to be held through live video interface

The Chair called the meeting to order at 5:35 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 21-02-156**Moved by** Victor Woodhouse**Seconded by** Darryl Gray**That** Agenda 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 November 18, 2020

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

4.3 Strategic Operations Report - December, 2020

Motion 21-01-157**Moved by** Darryl Gray**Seconded by** Leslee Mason**That** items 4.1 to 4.3 be adopted as presented.**Carried**

4.4 Fourth Quarter Statistical Data

Clarification was provided regarding the reporting of new registrations statistics year over year.

Motion 21-01-158**Moved by** Darryl Gray**Seconded by** Art Weis**That** item 4.4 be adopted as presented.**Carried****5. Business Arising**

5.1 Marketing and I.T. Realignment update

As Library CEO and Town IT Director positions are currently not filled on a permanent basis, the finalizing of the Joint I.T Steering Committee agreement will be delayed until permanent leaders are in place on both sides.

Due to the COVID-19 pandemic, it is recommended that the one-year pilot Service Level Agreement Between Town of Newmarket Recreation & Culture/Marketing & Sponsorship and Newmarket Public Library be extended for one year.

Motion 21-01-159

Moved by Leslee Mason

Seconded by Victor Woodhouse

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.

5.2 Library Board Action List

The Board reviewed the Action List.

Motion 21-01-160

Moved by Darryl Gray

Seconded by Art Weis

That the Library Board receive the Action List as presented.

Carried

6. New Business

There was no 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

Motion 21-01-161**Moved by** Victor Woodhouse**Seconded by** Leslee Mason

That the Library Board move in to Closed Session at 5:50 pm to discuss matters personal matters pertaining to an identifiable individual.

Carried**Motion 21-01-162****Moved by** Art Weis**Seconded by** Darryl Gray

That the Library Board move out of Closed Session at 6:51 pm.

Carried**Motion 21-01-163****Moved by** Art Weis**Seconded by** Darryl Gray**Motions Arising from Closed Session:**

That the Closed Session minutes for the following dates be adopted as presented.

February 19, 2020

April 2, 2020

April 4, 2020

June 17, 2020

January 4, 2021

Carried**Motion 21-01-164****Moved by** Victor Woodhouse**Seconded by** Leslee Mason

That the Library Board Chair will investigate the direction provided by the Library Board in the Closed Session.

Carried

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

Motion 21-01-165

Moved by Victor Woodhouse

Seconded by Darryl Gray

That there being no further business the Library Board adjourn at 6:52 pm.

Carried

Darcy McNeill, Chair

Linda Peppiatt,
Acting Secretary/Treasurer



Strategic Operations Report: January, 2021

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> Planning future programs with Newmarket African Caribbean Canadian Association (NACCA) Planned 2021 annual tax assistance clinics for clients via library with local accountant business Adult Services Library Technician recorded a workshop session <i>Capturing COVID-19 as a Community Collection</i> for presentation with Kawartha Lakes PL and Halton Hills PL at the Ontario Library Association annual conference 	<ul style="list-style-type: none"> 51 attendees for online movie <i>Seed: The Untold Story</i> in partnership with York Region Food Network Attendees for programs in partnership with Shadowpath – Reading Club monthly series (23); Theatre-Making 101 workshops (20) Head of Children's staff facilitating Seneca College LIT Student chats between students and six NPL Library Technicians to replace in-house placements 38 attendees for Parent-Child Mother Goose program (partnership with EarlyON Child and Family Centre) 8 attendees for the Welcome centre story time session 	<ul style="list-style-type: none"> Children's Services staff and Southlake Regional Health Centre staff discussing next steps for Begin with Books program. Books (200) were delivered to Southlake In preparation for Forest of Reading Program facilitated social media and newsletter posts and purchased ebooks to supplement print titles. Plan to reach out to schools
Spaces	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Library was limited to curbside service for January
Positioning	<ul style="list-style-type: none"> Social media posts continue to do well in spreading library news 	<ul style="list-style-type: none"> Finalized content for Forest of Reading Program on READSquared application and website 	<ul style="list-style-type: none"> Working with Marketing & Communications Coordinator on program and service promotion
Resources	<ul style="list-style-type: none"> 9 virtual Reading Buddies sessions were held 	<ul style="list-style-type: none"> Adult Services held five book club zoom meetings 	<ul style="list-style-type: none"> Continued to order Overdrive Advantage titles

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
	<ul style="list-style-type: none"> • Amusing curbside pickup reminder using the Bernie Sanders image from U.S. inauguration that became a popular meme on Internet used for article published by Newmarket Today • Marketing and Communications Coordinator wrote copy and designed graphics to promote programs via the library's social media – Seed: The Untold Story; Navigating the Health Care System for Caregivers; Black History Month author Desmond Cole; Ergonomics 101 Working From Home; Mike Drak, Retirement The Right Way; Nighttime Wonders; Will You Be Our Valentine 	<ul style="list-style-type: none"> • Extended the Winter Reading Challenge and worked with Marketing Coordinator to do weekly teasers on social media • Children's services created and issued weekly Reader's Advisory (RA) social media posts • STEAM storytime program had 33 attendees in total • 461 uses of children's research databases in January • New user sign-ups for Overdrive (137), for Hoopla (65) • Pressreader had 60 unique users and over 41,480 articles opened • 262 plays on Kanopy • Digital/Maker programs included How to use sessions for eBooks, eAudiobooks, eVideo, Digital Magazines, Pressreader; Intros to 3D printing, Zoom as well as Knitting Circle and Beading Circle 	<ul style="list-style-type: none"> • Began review of 2020 on order titles not yet received with a view to cancel stale titles • Contributed library content to the Town's HomeSweetHome webpage and the Seniors Centre newsletter • Wrote article than ran on Newmarket Today's website and The Era's yorkregion.com website: Newmarket Library cooks up array of workshops and Black History Month event
Organization & Operations	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • All staff and Board were registered for the annual 2021 Ontario Library Association Super Conference to be held virtually in February 	<ul style="list-style-type: none"> • Ongoing services planning/strategizing about adjusted services and procedures during limited services • Upgraded Wireless firmware



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Library Board Report

To: Newmarket Public Library Board

From: Linda Peppiatt, Acting C.E.O.

Date: February 17, 2021

RE: **Library Strategic Planning Consultant RFQ**

Background:

At the board meeting on November 18, 2020, the Library Board authorized the release of a Request for Quotation (RFQ) for a Strategic Planning consultant. Attached is a draft RFQ that the previous CEO had prepared for consideration by the Board in Q1 of 2021.

Discussion:

Discussion at the board meeting on January 20, 2021, raised a few options for moving forward with the strategic planning process prior to the installation of a CEO.

- Delay issuing the RFQ until a new CEO is in place
- Issue the RFQ to initiate the collection of proposals for consideration by the Board but wait until a new CEO is in place before contracting a consultant
- Issue the RFQ and engage a consultant to begin preliminary work on some of the deliverables referenced in the RFQ such as Situation audit, Environmental scan, Market research and demographic insight, but wait until the new CEO is in place before completing plan
- Issue the RFQ and engage a consultant to complete the process

Conclusion:

The following motion is recommended:

THAT the Library Board receive the report on Library Strategic Planning Consultant RFQ;

AND THAT the Library Board provide direction to the Acting CEO on the release of the draft request for quotation for a Strategic Planning consultant.



date

RE: Request for quote for strategic planning services

The community

The Newmarket Public Library serves the Town of Newmarket, a growing, compact urban/suburban community of approximately 90,000 in the northern Greater Toronto Area. Home to the administrative center for the Regional Municipality of York, Newmarket boasts a skilled and educated population working in local knowledge industries including government administration, health and social services, light manufacturing, and professional services. Community assets include a regional hospital, a publicly-owned broadband utility, an expanding Bus Rapid Transit system, ample parkland and trails, and a spirit of community cooperation and innovation exemplified by the Newmarket Smart City Council, of which the Library is a founding member. While per-capita income and home ownership rates are high, Newmarket also shows signs of considerable wealth inequality and poverty, to which the community has responded by engaging in social service and skills development partnerships.

The library

With roughly 50 staff and a collection of 200,000 items in a facility of 35,000 square feet, the library provides information resources and services, a wide variety of online resources and media, technology discovery and assistance, and a wide variety of literature-based and community-led programming. While the Library engages in outreach to community events, its reach is limited by a single and undersized facility, and solutions are being sought to increase engagement through alternative service delivery mechanisms including virtual and satellite services.

The opportunity

To position the Library for growth within a context of limited resources but unlimited possibilities, the Library is undertaking a Strategic Planning process to provide guidance on high-level strategic directions in addition to considerations for innovative service delivery models. For this we are seeking the services of a consulting firm, which may sub-contract portions of the tasks as needed. All services are to be done in consultation with the Library Board, staff, and/or stakeholders, with the consultant providing meeting agendas, facilitation, recording, and all report writing.

Deliverables include:

- Situation audit
- Environmental scan

- Market research and demographic insight
- Stakeholder consultation
- Alternative service delivery options analysis
- Vision and strategic directions
- Action plan or implementation plan

If your firm is interested, please provide a written quote on the deliverables quoted, providing supporting documentation describing the proposed methodology, the qualifications of the firm, and at least two references. Please also provide an estimate of additional incidental expenses.

Please submit by **date** at 5:00 p.m. via e-mail to admin@newmarketpl.ca with copy to tkyle@newmarketpl.ca . If you have any questions, please feel free to contact us at these addresses or the phone number above.

Sincerely,

Todd Kyle
Chief Executive Officer



Newmarket Public Library – Action Tracking List

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	<ul style="list-style-type: none"> Board to consider policies according to policy review schedule Revise Governance Policy to comply with new Code of Conduct and integrity investigations rules Revise section on Gifts Approve full revised Governance Policy 	Ongoing <ul style="list-style-type: none"> April 2019 Code of conduct and investigations sections revised except for section on Gifts May 15, 2019 Board approved revisions to Gifts section Full revised version of Governance document approved November 18, 2020
2-13	Ongoing	C.E.O. Annual Performance Review (anniversary date May 1)	Library Board Chair and Vice Chair to prepare and report to Board	Next review due May 2021 Update when new CEO has been hired.
1-15	TBD	Annual Report to the Community	<ul style="list-style-type: none"> Produce reports at the end of each anniversary year of a current Strategic Plan 	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"> 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 	<ul style="list-style-type: none"> Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review.

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
2.15 cont.			<p>and when Council indicates its willingness to support it”</p> <ul style="list-style-type: none"> • Motion 18.02.265 “And that the Library Board request the Library facility needs study be considered by the Town of Newmarket Council in the first or second quarter of 2019” Board to reconsider study 	<ul style="list-style-type: none"> • Council declined to include a study in its Strategic Priorities for 2019-2023 • CEO to work with ToN staff on a joint effort to doing a facility study (Motion 19-05-32)
1-19	June 2019	2020 budget	<ul style="list-style-type: none"> • Draft budget request to be presented to board for approval 	<p>Completed</p> <ul style="list-style-type: none"> • To Board for approval September 18, 2019 • Approved for submission September 18, 2019
2-19	TBD	Collective Agreements (2019-)	<ul style="list-style-type: none"> • Updates and discussions as negotiations progress • Board to ratify agreement when negotiated 	<p>Completed</p> <ul style="list-style-type: none"> • Board briefed March 2019 • Negotiations began April 2018 • Library Board and Union ratified as of August 19, 2019
8-15	TBD	Strategic planning	<ul style="list-style-type: none"> • Include a long-term strategy related to fines at future strategic planning (motion 19-10-66) • Consider diverse Board member recruitment in future strategic planning (motion 19-11-71) • Report to Board March 18, 2020 with planning options (motion 20-02-98) 	<ul style="list-style-type: none"> • Current plan ended 2016. Previous board moved to update actions only but this not completed. • Planning options report delayed due to COVID; report now due Nov 2020 with target of Jan 2020 to secure quotes; may include

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"> Board approved to proceed with a release of a request for quotation for a Strategic Planning Consultant
3-19	May 2019	Library Board orientation	<ul style="list-style-type: none"> Leadership by Design presentations to be held at first 3 board meetings N6 Library Board orientation session May 11 	Completed Part 1 and 2 completed – April 17, 2019 <ul style="list-style-type: none"> 3 Board members attended N6 Orientation session May 11 Deemed complete for 2018-2022 Board term
4-19	May 2019	Library Operational Efficiencies Review	<ul style="list-style-type: none"> Board to consider recommendations Board to give input into marketing and IT SLAs in light of Library-IT Shared Services Review Board to consider report on benefits and risks of marketing and IT recommendations May 2019 CEO to report on regular basis on the progress and outcome measures related to these pilots (motion 19-09-59) CEO to report to Board on SLA with Corporate Communications, and any implications on existing Public Relations Policy 	<ul style="list-style-type: none"> Board approved implementation of recommendations February 2018 but reserved approval of marketing and IT sections pending draft Service Level Agreements Oct. 2019 Board authorized one-year pilot Information Technology Joint Steering Committee; to review by Oct. 2020 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

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
5-19	TBD	Library Advocacy	<ul style="list-style-type: none"> CEO to bring Library Advocacy items to Board for endorsement outside of election campaigns as coordinated by library associations. 	
6-19	October 2020	Inclusion and Diversity	<ul style="list-style-type: none"> CEO to report back to Board if Board input and review are needed 	Completed <ul style="list-style-type: none"> Policy considerations on inclusion and anti-discrimination being reviewed with Town to bring back to Board Inclusion and Anti Discrimination Policy approved October 21, 2020
7-19	October 2020	Security Guard Pilot	<ul style="list-style-type: none"> Review pilot after completion 	<ul style="list-style-type: none"> Pilot concluded Oct 2020 Further consideration if and when the need arises as COVID-era restrictions are relaxed
1-20	Ongoing	Re-opening and recovery progress	<ul style="list-style-type: none"> Review library re-opening and recovery progress including ongoing and future revisions to fines structure 	<ul style="list-style-type: none"> Update reports presented June 2020, September, 2020, November, 2020



Ontario Library Service – North
Service des bibliothèques de l'Ontario – Nord



SOLS | SBOS
Southern Ontario Library Service
Service des bibliothèques de l'Ontario-Sud

RECEIVED
ADMINISTRATION

JAN 20 2021

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PUBLIC LIBRARY

334 rue Regent St.
 Sudbury, ON
 P3C 4E2

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Website | Site Web
 www.olsn.ca

January 2021

Library Board Chairperson
 Newmarket Public Library
 438 Park Avenue
 Newmarket, ON L3Y 1W1

Dear Board Chairperson,

As we work toward the Ontario Library Service amalgamation, we would like to take this opportunity to provide you with information regarding the Ontario Library Service Board.

On April 1, 2021, the first meeting of the Ontario Library Service Board will take place. It will be an interim Board made up of representatives from both the Southern Ontario Library Service and Ontario Library Service North Boards. At the June 2021 Annual General Meeting, the first elected Ontario Library Service Board will begin to serve its term from, June 2021 to June 2024. We are writing to give you a brief orientation to the election process and to ask your board to make its appointment to the appropriate Board Assembly.

About the Ontario Library Service Board:

- It is composed of 13 people: 9 elected Board Assembly representatives and 4 Ministerial Appointees.
- A full term for the Board is four years, beginning at least one full year after Ontario municipal elections.
- Representatives are elected from their corresponding population-based Board Assembly.

About Board Assemblies:

- There are 9 Board Assemblies based on population served, to represent Ontario public libraries (see chart below).
- All public libraries boards in Ontario are invited to appoint an official representative to their respective Board Assembly.

In addition to their role in the Ontario Library Service governance process, Board Assemblies provide library board members with opportunities to share information and hear how other boards deal with issues, like the ones you face, in governing a public library. They offer suggestions and support for board training and serve as a communication link between the Ontario Library Service and local boards.

Board Assemblies will meet virtually twice a year, once in the Fall and once in the Spring. The first round of meetings is scheduled for April 2021.



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Category	Number of Board Assemblies per Category
Under 2,500	2
2,500 – 4,999	1
5,000 – 9,999	1
10,000 – 19,999	1
20,000 – 39,999	1
40,000 – 74,999	1
75,000 – 149,999	1
150,000 +	1

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Once your library Board appoints its representative, please submit their name, address, telephone number, and e-mail address via <<https://www.surveymonkey.com/r/XRDT3YH>> or to Gisèle Montgomery (gmontgomery@olsn.ca), 705-675-6467/1-800-461-6348, extension 214. An introduction letter will follow. All meeting notices will be sent directly to them. We will also add their name to the Board Assembly listserv which is designed to facilitate communications among library board representatives.

Please make your appointment soon. We look forward to welcoming your representative at their respective Board Assembly this spring.

Yours truly,

Mellissa D'Onofrio-Jones
CEO Ontario Library Service – North

Barbara Franchetto
CEO Southern Ontario Library service