



# Newmarket Public Library Board Agenda

Date: Wednesday, March 17, 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: March 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 February 17, 2021 1

4.2. Strategic Operations Report for February 5

4.3. Library Bank Balance Transfer 7

### 5. Reports

5.1. Ontario Library Association/Federation of Public Libraries Pre-Budget Submission 8

### 6. Business Arising

6.1. CEO Recruitment update

6.2. Library Board Action List

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**7. New Business**

**8. Closed Session (If required)**

**9. Dates of Future Meetings**

The next regular Library Board meeting is scheduled for Wednesday, April 21, 2021 at 5:30 pm. Location electronic via Zoom

**10. Adjournment**



# Newmarket Public Library Board

## Minutes

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

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

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

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

The Chair called the meeting to order at 5:30 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 21-02-166**

**Moved by** Kelly Broome

**Seconded by** Leslee Mason

**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 January 20, 2021

4.2 Strategic Operations Report for January, 2021

#### **Motion 21-02-167**

**Moved by** Leslee Mason

**Seconded by** Victor Woodhouse

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

**Carried**

### 5. **Reports**

There were no reports.

### 6. **Business Arising**

6.1 Strategic Plan Draft Request for Quotation

The Library Board discussed moving forward with the strategic planning process and reviewed the draft Library Strategic Planning Consultant Request for Quotation (RFQ). It was agreed to move forward with releasing the RFQ, with a submission deadline of March 31, 2021.

#### **Motion 21-02-168**

**Moved by** Art Weis

**Seconded by** Kelly Broome

**That** the Library Board receive the report on Strategic Planning Consultant RFQ;

**And that** Library Board direct the Acting CEO to proceed with the release of the draft Request for Quotation for a Strategic Planning Consultant with a submission deadline of March 31, 2021.

**Carried**

6.2 Library Board Action List

The Library Board reviewed the Action List. Board members thanked staff members for the excellent work they are doing with curbside service, online programs, and promotions of library events.

**Motion 21-02-169**

**Moved by** Darryl Gray

**Seconded by** Jane Twinney

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

**Carried**

**7. New Business**

**7.1 Correspondence from Ontario Library Service regarding Board Assembly Appointments**

As part of the amalgamation of Ontario Library Services, Board Assemblies have been set-up to provide Library Board members the opportunity to share information and hear from other Library Boards. Newmarket Public Library has been asked to appoint a member of their Library Board to participate on one of the nine Board Assemblies.

**Motion 21-02-170**

**Moved by** Leslee Mason

**Seconded by** Victor Woodhouse

**That** the Library Board appoint board member Darry Gray as the official representative of Newmarket Public Library to the respective Ontario Library Service Board Assembly.

**Carried**

**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**

**Motion 21-02-171**

**Moved by** Kelly Broome

**Seconded by** Victor Woodhouse

That there being no further business the meeting adjourn at 5:55 pm

**Carried**

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Darcy McNeill, Chair

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Todd Kyle, Secretary/Treasurer



## Strategic Operations Report: February, 2021

	<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>Two Black History Month programs in partnership with Newmarket African Caribbean Canadian Association (NACCA): panel discussion (20 attendees); Desmond Cole author reading (63 attendees)</li> <li>Adult Services Library Technician pre-recorded workshop session <i>Capturing COVID-19 as a Community Collection</i> for presentation with Kawartha Lakes PL and Halton Hills PL was made available at the Ontario Library Association annual conference</li> </ul>	<ul style="list-style-type: none"> <li>Attendees for programs in partnership with Shadowpath – Reading Club monthly series (26); Theatre-Making 101 workshops (22)</li> <li>33 attendee total for Querying About Query Letters, Retirement the Right Way, and Ergonomics At Home</li> <li>11 attendees for Parent-Child Mother Goose program (partnership with EarlyON Child and Family Centre)</li> <li>7 attendees for the Welcome Centre story time session</li> <li>Worked with two local partners on a new series of programs titled Ancestral Voices.</li> </ul>	<ul style="list-style-type: none"> <li>Organized 2021 annual tax assistance clinics for clients via library with local accountant business.</li> <li>Ontario Parks passes are ready to go and promotion will take place by mid-March.</li> <li>More staff began customer service training presented by the Town's customer service supervisor.</li> </ul>
<b>Spaces</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Library was limited to curbside service for February</li> </ul>
<b>Positioning</b>	<ul style="list-style-type: none"> <li>Social media posts continue to do well in spreading library news</li> </ul>	<ul style="list-style-type: none"> <li>Staff presenting STEAM programs have attended free workshops sponsored by Spectrum.</li> </ul>	<ul style="list-style-type: none"> <li>Working with Marketing &amp; Communications Coordinator on program and service promotion</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>18 virtual Reading Buddies sessions were held</li> <li>Marketing and Communications</li> </ul>	<ul style="list-style-type: none"> <li>Adult Services held five book club zoom meetings</li> <li>New user sign-ups for Overdrive (84), for Hoopla (61)</li> </ul>	<ul style="list-style-type: none"> <li>Created bestsellers lists for fiction and non-fiction for the Spring/Summer season which will go up on</li> </ul>

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
	<p>Coordinator wrote copy and designed graphics to promote 11 programs via the library's social media including – Exploring The Birds of Ontario II with photographer David t. Chapman, and Working And Living On A Hospital Mercy Ship</p> <ul style="list-style-type: none"> <li>Children's services responded to MP Tony Van Bynen's twitter request on I Read Canadian Day: <i>"Stay tuned for a sneak peek on my Canadian pick later today! @NewmarketPL &amp; APLtweets what do you recommend today?"</i> Recommended Cherie Dimaline's The Marrow Thieves</li> </ul>	<ul style="list-style-type: none"> <li>Pressreader had 43 unique users and over 14,149 articles opened</li> <li>251 plays on Kanopy</li> <li>Total of 26 attended the Will You Be My Valentine? program. This program had a high level of family participation. Received a nice compliment from a parent: <i>Thank you so much for the valentines program A and L both loved it"</i>.</li> <li>Digital/Maker programs attendance (total of 41) for How to use sessions for eBooks, eAudiobooks, eVideo, Digital Magazines, Pressreader; Intros to 3D printing, Zoom, Painting, Drawing as well as Knitting Circle and Beading Circle. Attendance totaled 39 for Nature's Classroom Nighttime Wonders and Navigating The Health Care System For Caregivers</li> </ul>	<p>social media and our website in mid-March.</p> <ul style="list-style-type: none"> <li>Contributed library content to the Town's HomeSweetHome webpage and the Seniors Centre newsletter</li> <li>Article ran on Newmarket Today's website and The Era's yorkregion.com website: Newmarket Library, Shadowpath offer free theatre workshop for newcomers</li> <li>Web Team is meeting with website provider to ensure AODA compliance</li> </ul>
Organization & Operations	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Many staff attended the annual 2021 Ontario Library Association Super Conference. Access to sessions is available until August 2021</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing services planning/strategizing about adjusted services and procedures during limited services</li> </ul>





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## Library Board Report

To: Newmarket Public Library Board

From: Linda Peppiatt, Acting CEO

Date: March 17, 2021

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. 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 Acting 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 Acting CEO to authorize the Town of Newmarket Treasurer to transfer the amount of \$15,102.38 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: Linda Peppiatt, Acting C.E.O.; Ben Shaw, Manager, Library Operations

Date: March 17, 2021

RE: **OLA/FOPL 2021 Ontario Pre-Budget Submission**

### Background:

The Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL) work on behalf of the libraries of Ontario to deliver professional development, research, and advocacy on library specific issues. Each year the OLA and FOPL participate in the Ontario budget process to advocate for key issues in libraries and looks to the library community to amplify their message. As a local library board, one of the ways that Newmarket Public Library Board can raise awareness about these issues is to publicly endorse the requests in the submission.

This year's OLA and FOPL joint submission to Ontario's Pre-Budget consultation highlights the critical role that public and school libraries will continue to play as part of Ontario's COVID-19 recovery. The recommendations for public libraries are:

- A \$4.7 million annual investment to support the establishment of an Ontario Digital Public Library.
- A targeted enhancement of provincial funding through the Public Libraries Operating Grant (PLOG) to offset lost revenues from implementing fines-free policies and help public libraries make these policies permanent.

The full text of the pre-budget submission is available on the OLA website at <https://accessola.com/budget-and-funding-announcements/>

### Discussion:

The OLA/FOPL pre-budget submission targets to key issues facing public libraries today: late fees and access to digital materials.

#### Late Fees:

Late fines have long been recognized as a barrier to access that disproportionately affects individuals already experiencing socio economic difficulty. In recent years libraries across Canada have been taking action to raise awareness of this issue and have garnered national press attention (CBC – Canadian libraries increasingly scrapping late fees to boost access to services <https://www.cbc.ca/news/canada/british-columbia/libraries-late-fees-1.5919483>). In October 2019 the Newmarket Public Library Board received a report titled "Reducing barriers to borrowing" and approved changes to the borrowing policy based on that report (Motion 19-10-66). A part of those changes was the elimination of late fees on children's materials.

With the COVID-19 emergency less than six months after this, libraries across Ontario removed all fines on late materials and continue to be fine free to promote access and safe public health measures. Many of these libraries are actively seeking ways to remain fine free in a post pandemic world. The enhancement to the PLOG would be a welcome step in ensuring continued and equitable access to libraries.

### **Digital Materials:**

The COVID-19 pandemic has shown how important digital collections are for our communities. During a time when the doors to the library were closed, patrons continued to be able to access resources and connect with Library staff to discover and learn. Digital material costs are quickly growing often outpacing the availability of budgets forcing some difficult decisions.

The publishing field is also concerned about its economic stability. As such, Libraries are subjected to high prices and restrictive licences for materials that are in high demand for their communities. The difference between and lack of transparency in what consumers pay for digital material and what institutions pay often leads to confusion and disappointment about wait times and holds lists.

The establishment of an Ontario Digital Public Library would ensure that all communities across Ontario are able to access a standard quality of resources which would then provide individual libraries with the flexibility needed to provide equitable access to their communities either through supplementing their own digital materials or making fine free policies permanent.

### **Conclusion:**

The following motion is recommended:

**THAT the Library Board receive the report on the OLA/FOPL 2021 Ontario Pre-Budget Submission;**

**AND THAT the Library Board endorses the OLA/FOPL 2021 Ontario Pre-Budget Submission and supports the requests, specifically:**

- **A targeted enhancement of provincial funding through the Public Libraries Operating Grant (PLOG) to offset lost revenues from implementing fines-free policies and help public libraries make these policies permanent. This investment would help to break down barriers to access for low-income Ontarians.**
- **Subject to the above increase, maintain provincial funding for Ontario's public libraries at current levels and work with municipalities to prevent unsustainable cuts to public library funding.**
- **Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through a \$4.7 million annual investment to support the establishment of an Ontario Digital Public Library, thereby leveraging the province's significant purchasing power to give all Ontarians access to a common set of high-quality e-learning & online resources and more e-books.**



## 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 Consultant</li> <li>RFQ released with a submission deadline of March 31, 2021</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</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</li> </ul>

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			implications on existing Public Relations Policy	and Sponsorship; to review by Feb. 2021
<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>