



Newmarket Public Library Board Agenda

Date: May 19, 2021
Time: 5:30 PM

Pages

1. Meeting to be held through video interface

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 for the Regular Board meeting minutes for April 21, 2021

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4.2. Strategic Operations report for April, 2021

5

5. Reports

6. Business Arising

6.1. Dr. Seuss Books - Update

6.2. Support for Ontario Library Association / Canadian Federation of
Public Libraries Pre-Budget Submission follow-up

7

6.3. Library Board Action List

10

7. New Business

7.1. 2022 Draft Operating and Capital Budget Requests

7.2. Support for Centre for Equitable Library Access (CELA)

15

8. Closed Session

8.1. Labour relations or employee negotiations, per section 16.1.4.(d) of the Public Libraries Act, R.S.O. 1990, Chapter P.44.

8.2. A matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002,c.17,Sched.C, s.24(5) per section 16.1.4.(g) of the Public Libraries Act, R.S.O. 1990, Chapter P.44

9. Dates of Future Meetings

The next regular Board meeting is scheduled for Wednesday, June 16, 2021 at 5:30 pm. Location electronic via Zoom

10. Adjournment



Newmarket Public Library Board

Minutes

Date: Wednesday, April 21, 2021

Time: 5:30 PM

Members Present: Darcy McNeill, Chair
Jane Twinney, Vice Chair
Kelly Broome
Leslee Mason

Members Absent: Darryl Gray
Art Weis
Victor Woodhouse

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

1. Meeting to be held through live video interface

The Chair called the meeting to order at 5:34 pm

2. Adoption of Agenda Items

The Chair asked if there were any additions to the agenda.

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

Motion 21-04-180

Moved by Kelly Broome

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 March 17, 2021

4.2 Strategic Operations Report for March, 2021

4.3 First Quarter Statistical Data

4.4 First Quarter Financial Statements

Motion 21-04-181

Moved by Jane Twinney

Seconded by Leslee Mason

That items 4.1 to 4.4 be adopted and approved as presented.

Carried

5. Reports

5.1 Dr. Seuss Books of Concern

The Library Board reviewed the report on Dr. Seuss Books of concerns and requested that a further investigation be conducted regarding this matter. The Board asked for further information on other materials that may be a potential cause of concern and what other libraries and library associations are doing regarding this.

6. Business Arising

6.1 Strategic Planning

The Acting CEO advised that the Library has had three submissions to the Request for Quote (RFQ) for Strategic Planning. The Board appointed three Directors to the Evaluation Team to review the proposals. The Manager, Library Operations will assist with the evaluation process.

Motion 21-04-182

Moved by Kelly Broome

Seconded by Leslee Mason

That the Library Board appoint Library Board Directors Kelly Broome, Darryl Gray and Leslee Mason to evaluate the RFQ's received for Strategic Planning;

And that the Evaluation Team report back to the Library Board at the next regularly scheduled Library Board meeting.

Carried

6.2 Library Board Action List

The Library Board reviewed the Action List.

Motion 21-04-183

Moved by Jane Twinney

Seconded by Kelly Broome

That the Library Board receive the Action List as presented.

Carried

7. New Business

There was no new Business

8. Closed Session (If required)

Motion 21-04-184

Moved by Jane Twinney

Seconded by Leslee Mason

That the Library Board move into a Closed Session at 6:10 pm to discuss personal matters pertaining to an identifiable individual per section 16.1.4 (b) of the Public Libraries Act, R.S.O. 1990 Chapter P.44.

Carried

Motion 21-04-185

Moved by Jane Twinney

Seconded by Kelly Broome

That the Library Board move out of Closed Session at 6:18 pm.

Carried

Motion 21-04-186**Moved by** Kelly Broome**Seconded by** Leslee Mason**Motion Arising from Closed Session****That** the Library Board extend the contract of the Acting CEO as outlined in the Closed Session.**Carried****9. Dates of Future Meetings**

The next regular Library Board meeting is scheduled for Wednesday, May 19, 2021 at 5:30 pm. Location electronic via Zoom

10. Adjournment**Motion 21-04-187****Moved by** Jane Twinney**Seconded by** Leslee Mason**That** there being no further business the meeting adjourn at 6:19 pm.**Carried**

 Darcy McNeill, Chair

 Linda Peppiatt, Acting CEO
 Secretary/Treasurer



Strategic Operations Report: April, 2021

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> Attendees for Ancestral Voices series programs: Authors Lee Maracle (18) and Francesca Ekwuyasi (20) 	<ul style="list-style-type: none"> Attendees for programs in partnership with Shadowpath – Reading Club monthly series (18) 7 attendees for the Welcome Centre story time session Another Parent-Child Mother Goose series began with 17 in attendance to date 32 attended the STEAM sessions for older children 	<ul style="list-style-type: none"> Staff continued with customer service training presented by the Town's customer service supervisor. Attended information meeting on Superstar Storytelling Summer Program- a Durham/York regional libraries' initiative for author visits with popular Scholastic authors, contests and social media engagement at a reasonable cost.
Spaces			<ul style="list-style-type: none"> Library was limited to curbside service for the month of April
Positioning	<ul style="list-style-type: none"> Social media posts continue to do well in spreading library news Participated in the Newmarket Chamber of Commerce Virtual Home Show event through opportunity provided by Neighbourhood Network support for non-profits. 	<ul style="list-style-type: none"> Systems and Strategic Projects Officer modified Lendery hold/items limits in preparation to re-open the service. 	<ul style="list-style-type: none"> Met with community member Lillian Michiko Blakey an artist/educator who provided insight and reference to resources to assist in assessing collections for Diversity, Equity and Inclusion (DEI)

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Resources	<ul style="list-style-type: none"> Marketing and Communications Coordinator wrote copy and designed graphics to promote 10 programs via the library's social media including – Ancestral Voices Author Series; Spring into Gardening; Earth Day; Scientists in School; Learn to Use Ancestry; Classic Play Reading Club; Dementia Umbrella 	<ul style="list-style-type: none"> New user sign-ups for Overdrive (79), for Hoopla (54) 469 plays on Kanopy Adult Services held five book club zoom meetings Digital/Maker programs attendance (total of 6) for How to use eAudiobooks, and Knitting Circle. Attendance totaled 32 for Stewards of Nature, and 18 for Spring into Gardening Children's programs - total attendance of 148 for Hoppy Easter , Spring Break; Earth Day, Virtual Reading buddies, Advanced Reader's Book Club, and Author Sarah Prineas 	<ul style="list-style-type: none"> Contributed library content to the Town's HomeSweetHome webpage and the Seniors Centre newsletter Wrote and submitted article for local media: Newmarket Public Library re-opens the Lendery with tools, appliances, sports equipment and more for loan Learning & Discovery Librarian is assisting with adult programs in absence of a Community Engagement Librarian
Organization & Operations	<ul style="list-style-type: none"> Staff completed Public Programming in the Pandemic, a 3-week certificate program delivered through Library Journal 	<ul style="list-style-type: none"> Staff attended training webinars through Ontario Library Services: Supporting Young Learners at Home, and 2021 TD Summer Reading Club Staff attended additional STEM workshops presented by Spectrum-Nasco 	<ul style="list-style-type: none"> Manager, Library Services has taken on managing of the Circulation staff team and additional programming to cover the gap created with the resignation of the Community Engagement Librarian.



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May 20, 2019

Hon. Christine Elliott, Minister of Health and Deputy Premier, MPP Newmarket-Aurora.

christine.elliott@pc.ola.org

To the Honourable Christine Elliot, M.P.P for Newmarket-Aurora.

On behalf of our community we would like to thank you for your dedication demonstrated throughout the course of the COVID-19 pandemic. We would also like to congratulate your government for successfully establishing the 2021 *Ontario Action Plan: Protecting People's Health and Our Economy*. It is clear from the provincial budget that your government has deliberated long and hard to determine a strong path forward. The Newmarket Public Library would like to recognize the value that supporting broadband and connectivity initiatives will have on our sector and the economy as a whole.

Throughout the pandemic Newmarket Public Library (NPL) has worked tirelessly to continue to provide supportive services for our community in strict accordance with the emergency public health guidelines. Balancing the importance of public health measures with the needs of our community has brought two issues into sharp focus: late fees as a barrier to equitable access, and the importance of digital materials in the modern economy.

Libraries across Canada have long recognized that late fees are a barrier to access that disproportionately affects individuals already experiencing socio-economic difficulty. While late fees are an important revenue stream for many libraries, NPL made the decision to remove them early in the pandemic and continues to be fine free as a way to promote online access and physical distancing measures. During this novel situation, the Library has seen the benefit for families with young children, individuals with medical concerns, and older adults who do not need to worry about an interruption to service if they are having trouble scheduling a safe visit to the library.

The Ontario Library Association and the Federation of Ontario Public Libraries have raised this issue among others in their 2021 Pre-Budget Submission *Supporting the Recovery of Ontario's Public Libraries & Communities from COVID-19* (attached). During the March 17th meeting of the Newmarket Public Library Board, the Board endorsed the requests contained in the pre-budget submission and hope that your government will keep these requests in mind for the 2022 provincial budget cycle.

Thank you.

Darcy McNeill
Library Board Chair
Board@newmarketpl.ca

Cc: Hon. Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture Industries
Lisa.macleodco@pc.ola.org



THE FOLLOWING RESOLUTION WAS APPROVED BY THE LIBRARY BOARD AT ITS REGULAR MEETING HELD WEDNESDAY, MAY 19, 2021

WHEREAS public libraries are vibrant community hubs where residents of all ages and backgrounds can learn, work, train, innovate, explore and connect;

and, **WHEREAS** the Newmarket Public Library provides community members with equitable, reliable access to broadband internet;

and, **WHEREAS** the Newmarket Public Library uses technology to make resources more accessible and responsive to people's changing needs;

and, **WHEREAS** the Newmarket Public Library supports local economic development through the provision of important business development and job skills programming for adults and youth;

and, **WHEREAS** the Newmarket Public Library works closely with local residents to deliver valued programs and services and shares knowledge and resources;

and, **WHEREAS** the Newmarket Public Library continues to responsibly manage public resources with the utmost care and is committed to the sustainability of its services;

and, **WHEREAS** the Newmarket Public Library recognizes the opportunity that targeted provincial investment can provide to secure more equitable access to increasingly significant digital resources and library-based services across Ontario;

THEREFORE, BE IT RESOLVED

1. that the Town of Newmarket encourages the Province of Ontario to continue to recognize and support the contribution of local libraries within their communities;
2. that the Town of Newmarket encourages the Province of Ontario to maintain existing funding for Ontario's public libraries,
3. that the Town of Newmarket encourages the Province of Ontario to make a new, ongoing, targeted annual investment to strengthen access to modern, cost-effective digital resources and services for all Ontarians through local public libraries;
4. that a copy of this resolution be sent to the Ontario Minister of Heritage, Sport, Tourism, and Culture Industries, to the Ontario Minister of Municipal Affairs, to the local MPPs, to the Association of Municipalities Ontario, to the Ontario Library Association, to the Federation of Ontario Public Libraries, and to York Region and local area municipalities for endorsement.



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 2021 to secure quotes; may include

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
8-15 cont.		Strategic Planning 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 RFQ released with a submission deadline of March 31, 2021 Evaluation Team appointed at April 21/21 Board meeting to review RFQ responses
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 	<p>Completed</p> <p>Part 1 and 2 completed – April 17, 2019</p> <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 - updated April, 2021	<ul style="list-style-type: none"> CEO to report to Board on SLA with Corporate Communications, and any implications on existing Public Relations Policy 	<ul style="list-style-type: none"> 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

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
		Library Operational efficiency review cont.		<p>and Sponsorship; to review by Feb. 2021</p> <ul style="list-style-type: none"> • Implemented organizational structure changes, October, 2020 • Marketing & Communications Coordinator secondment extended for 1 year due to COVID-19 • Information Technology Joint Steering Committee continues. Finalizing of the agreement delayed until Library CEO and IT Town Director Leaders are in place
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 	<p>Completed</p> <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

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
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
1-21	June 30, 2021	CEO Recruitment	<ul style="list-style-type: none"> CEO Selection Panel assigned to Library Board Chair, Vice Chair, One Library Board Director, Human Resources Director, Town of Newmarket and Commissioner of Community Services, Town of Newmarket 	<ul style="list-style-type: none"> RFP released February 12, 2021 for recruiting firm Legacy Partners awarded contract

May 20, 2021

Tony Van Bynen, M.P.
House of Commons
Ottawa, Ontario K1A 0A6
tony.vanbynen@parl.gc.ca

Dear Tony,

As you know, the federal government recently decided to reverse its proposed cuts to funding for accessible book production and distribution. This decision recognizes how important accessible books are for the 1 in 10 people with print disabilities. I am writing to thank you for the reprieve and to ask that you ensure that long term sustained funding is provided to the Centre for Equitable Library Access (CELA). CELA provides necessary reading materials for people with print disabilities including those with vision loss, learning disabilities and physical disabilities.

Unfortunately, the federal government's recent announcement offers no assurances for longer term funding which is still set to be fully withdrawn by the 2024-2025 fiscal year. Without a funding guarantee, CELA may face a 50% reduction to its production and distribution budget next year which will have a devastating impact on their ability to produce and distribute accessible reading materials. Libraries across the country rely on CELA to provide accessible reading materials and support to our patrons in ways that are cost effective and equitable.

The federal government has promoted its commitment to equity and inclusion for those with disabilities. We know that access to reading materials directly impacts academic and economic success and social inclusion, particularly for the estimated 3 million people across Canada with print disabilities. And yet the proposed cuts in 2022 and beyond will reduce access to reading materials, widening the gap for services and resources and increasing regional and income disparity.

We cannot let this happen. On behalf of our patrons, we request that you ask the Minister of Employment, Workforce Development and Disability Inclusion, the Hon. Carla Qualtrough, and the Deputy Prime Minister and Minister of Finance,

the Hon. Chrystia Freeland, to commit to ongoing, stable funding so those with reading disabilities across Canada are not left further behind.

Thank you. I look forward to your personal response.

Yours sincerely,

Darcy McNeill, Library Board Chair
Board@newmarketpl.ca

THE FOLLOWING RESOLUTION WAS APPROVED BY THE LIBRARY BOARD AT ITS REGULAR MEETING HELD WEDNESDAY, MAY 19, 2021

Moved By:

Resolution No: 2021-01

Seconded By:

Date: May 19, 2021

WHEREAS at least three million Canadians have print disabilities which include low vision or blindness, learning disabilities like dyslexia, or physical disabilities like Parkinson's, Cerebral Palsy, and others, which prevent them from using traditional print; and

WHEREAS each year in Canada, people with print disabilities read more than 1 million accessible titles, and the majority are in physical formats; and

WHEREAS access to information and ideas is crucial to education, to employment, and to opportunities to connect socially within a community, and yet fewer than 1 in 10 books are available in accessible formats for those with print disabilities; and

WHEREAS the Centre for Equitable Library Access (CELA) provides necessary reading materials for people with print disabilities, including those with vision loss, learning disabilities and physical disabilities, and libraries across the country rely on CELA to provide accessible reading materials and support to patrons that are cost effective and equitable, and

WHEREAS the Federal government has recently decided to reverse its proposed cuts to funding for accessible book production and distribution, but offers no assurances for longer term funding, which is still set to be fully withdrawn by the 2021-2025 fiscal year; and

WHEREAS without a funding guarantee, CELA may face a 50% reduction to its production and distribution budget next year, which will have a devastating impact on its ability to produce and distribute accessible reading materials.

NOW THEREFORE BE IT RESOLVED that the Newmarket Public Library Board request that the Federal government commit to ongoing, stable funding for CELA, so those with reading disabilities across Canada are not left further behind; and

THAT a copy of this resolution be sent to: public library boards across the country; the Minister of Employment, Workforce Development and Disability Inclusion, Carla Qualtrough; the Minister Finance, Chrystia Freeland; and MP Tony Van Bynen