



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, May 18, 2016
Newmarket Public Library Board Room**

- Present:** Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Venkatesh Rajaraman
Joe Sponga
- Regrets:** Tara Brown
Kelly Broome-Plumley
Darcy McNeill
- Staff Present:** Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator

The Library Board Chair called the meeting to order at 5:35 pm

Adoption of Agenda Items

1. Adoption of Regular Agenda
2. Adoption of the Closed Session Agenda
3. Adoption of Consent Agenda items

The Chair asked if there were any additions to the agenda. Two items were added under New Business.

Motion 16.05.114

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

That Agendas 1) to 3) be adopted as amended.

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, April 20, 2016
5. Strategic Operations Report for April, 2016
6. Library Statistical Data for April, 2016
7. Monthly Bank Transfer

8. Third Annual Report to the Community 2015-2016

Motion 16.05.115

Moved by Tom Vegh

Seconded by Venkatesh Rajaraman

That Consent Agenda Items 4) to 8) be received and approved as presented.

Carried

9. Motion to Convene into a Closed Session

Motion 16.05.116

Moved by Joe Sponga

Seconded by Tom Vegh

That the Library Board move into a Closed Session meeting at 5:40 pm to discuss Labour Relations matters.

Carried

Motion 16.05.117

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

That the Library Board move out of a Closed Session meeting at 5:42 pm.

Carried

Motion arising from the Closed Session meeting.

Motion 16.05.118

Moved by Tom Vegh

Seconded by Joe Sponga

That the Library Board receive the report on Labour Relations matters.

Carried

Policy

10. Customer Complaint Policy

The CEO reviewed with the Library Board the draft Customer Complaint Policy. Clarification was requested regarding whether the role Ombudsman of Ontario would include public libraries before the policy is approved.

Motion 16.05.119

Moved by Tom Vegh

Seconded by Venkatesh Rajaraman

That the Library Board defer approval of the Customer Service Policy and give direction to the CEO to clarify the role of the Ombudsman of Ontario as it pertains to public libraries.

Carried

11. Membership Policy

The CEO reviewed with the Library Board the revisions to the Membership Policy.

Motion 16.05.120

Moved by Tom Vegh

Seconded by Venkatesh Rajaraman

That the Library Board approve the Membership Policy as presented.

Carried

12. Public Relations Policy

The CEO reviewed with the Library Board the revisions to the Public Relations Policy.

Motion 16.05.121

Moved by Tom Vegh

Seconded by Venkatesh Rajaraman

That the Library Board approve the Public Relations Policy as presented.

Carried

Reports

13. Draft Audited Financial Statements for the year ended December 31, 2015

The Library Board reviewed the draft Audited Financial Statements for 2015 completed by BDO Canada LLP.

Motion 16.05.122

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

That the Library Board approve the 2015 draft Audited Financial Statement as presented.

Carried

Business Arising

14. Election of Vice Chair

Motion 16.05.123

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

That the Library Board defer the election of the Vice Chair until the next scheduled Library Board meeting.

Carried

15. 2017 Budget

The CEO updated the Library Board on the timeline for the submission of the 2017 Budget to the Town of Newmarket. A draft 2017 Budget will be brought to the June Library Board meeting.

Motion 16.05.124

Moved by Joe Sponga

Seconded by Tom Vegh

That the Library Board receive the verbal report on the 2017 Budget.

Carried

16. Library Board Action List

The Library Board reviewed the Action List.

Motion 16.05.125

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

That the Library Board receive the Action List as presented.

Carried

New Business

17. Newmarket Public Library Strategic Technology Committee

A Board member expressed interest in reviewing the Library's technical and mobile infrastructure. The Library Board agreed to resume the activities of the Strategic Technology Committee.

Motion 16.05.126

Moved by Venkatesh Rajaraman

Seconded by Joe Sponga

That the Library Board review the Strategic Technology Committee Terms of Reference and bring interested members of the community together to review the Library’s technical and mobile infrastructure.

18. Southlake Cinemania

A request to consider selling tickets to Southlake Cinemania screenings at the Library was received. The not-for profit organization presents Toronto Film Festival films with artistic, cultural and educational value. The Library Board considered this request and directed the CEO to discuss a partnership with Southlake Cinemania under the parameters stated by the Library Board.

Date(s) of Future Meetings

19. A Joint Town of Newmarket Council-Newmarket Public Library Board Workshop on library facility needs will be Wednesday, June 15, 2016 at 5:00 pm, in the Town of Newmarket Council Chambers.

The next regular Library Board meeting will be Wednesday, June 22, 2016 at 5:30 pm in the Library Board room.

Adjournment

Motion 16.05.127

Moved by Vekatesh Rajaraman

Seconded by Joe Sponga

That there being no further business meeting adjourned at 6:35 pm.

Carried

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer