



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, September 7, 2016
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Kelly Broome
Tara Brown
Darcy McNeill
Venkatesh Rajaraman

Staff Present: Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator

The Library Board Chair called the meeting to order at 5:45 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. One item was added under the Closed Session Agenda

Motion 16.09.136

Moved by Kelly Broome

Seconded by Darcy McNeill

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, June 22, 2016
5. Adoption of the Closed Session Minutes for Wednesday, June 22, 2016
6. Strategic Operations Report for June to August 2016
7. Library Statistical Data for July, 2016
8. Monthly Bank Transfer

Motion 16.09.137
Moved by Venkatesh Rajaraman
Seconded by Tara Brown

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

Carried

Closed Session

9. Motion to Convene into a Closed Session

Motion 16.09.138
Moved by Tom Vegh
Seconded by Kelly Broome

That the Library Board move into a Closed Session meeting at 5:50 pm to discuss matters pertaining to the security of the property of the Library Board.

Carried

Motion 16.09.139
Moved by Darcy McNeill
Seconded by Kelly Broome

That the Library Board move out of a Closed Session meeting at 6:00 pm.

Carried

Motions arising from the Closed Session meeting.

Motion 16.09.140
Moved by Venkatesh Rajaraman
Seconded by Tara Brown

That the Library Board receive the verbal report on security of property matters.

Carried

Reports

10. Second Quarter Financial

The Library continues to be on target for the second quarter of 2016 in both expenditures and revenue.

Motion 16.09.141

Moved by Tom Vegh

Seconded by Venkatesh Rajaraman

That the Library Board received the Second Quarter Financial Statements as presented.

Carried

Business Arising

11. 2017 Capital Budget

The CEO reviewed the draft 2017 Capital Budget submission with the Board and discussed the 2017-2026 Capital Project Request for a new Library.

Motion 16.09.142

Moved by Darcy McNeill

Seconded by Venkatesh Rajaraman

That the Library Board approve the 2017 Capital Budget as presented with the addition of the 2017-2025 Capital Project request for a new Library.

Carried

12. 2017 Operation Budget – Enhancements

The Library Board discussed submitting a request under Enhancements for Monday service. It was agreed not to submit the request at this time and to revisit Monday Service for 2018 Budget considerations. The CEO will report back to the Library on the number of N6 Libraries that are open on Mondays.

13. Library Efficiencies Review

The Library Board reviewed the report on Library efficiencies review and discussed the request to set aside funding to participate in an efficiency study conjointly with the Town of Newmarket.

Motion 16.09.143

Moved by Tom Vegh

Seconded by Venkatesh Rajaraman

That the Library Board authorize in principle the expenditure of up to \$25,000 as the Library's share of the related costs, to be transferred from the Operating Reserve as needed at the end of the year;

And that the efficiency review is to be considered in conjunction with a new facility as described in the report;

And that the CEO will bring back to the Library Board more detail when available.

Carried

14. Library Facility Needs – Next Steps

A report on the next steps to explore future facility needs was reviewed by the Library Board.

Motion 16.09.144

Moved by Darcy McNeill

Seconded by Venkatesh Rajaraman

That the Library Board receive the report on Library Facility Needs—Next Steps;

And that the Library Board apportion up to \$50,000 of the Alternative Service Delivery capital project to a facility needs study, if and when Council indicates its willingness to support it.

Carried

15. Report on Vulnerable Patrons

A report providing strategies on dealing with vulnerable patrons was reviewed by the Library Board.

Motion 16.09.145

Moved by Tom Vegh

Seconded by Kelly Broome

That the Board receive the report on strategies for dealing with vulnerable patrons in the library.

Carried

16. Strategic Technology Committee

The Library Board agreed that an Strategic Technology Committee on an ad hoc basis can be struck when needed. A Terms of Reference for the Committee is to be prepared.

17. Election of Vice-Chair

The Chair called for nominations for the position of Vice-Chair.

Motion 16.09.146

Moved by Darcy McNeill

Seconded by Kelly Broome

That Tara Brown is appointed to the position of Vice Chair for the Newmarket Public Library Board.

CARRIED

18. Library Board Action List

The Library Board reviewed the Action List.

Motion 16.09.147

Moved by Darcy McNeill

Seconded by Kelly Broome

That the Library Board received the Library Board Action List as presented.

Carried.

New Business

19. Library Bank Account Change

The Library was advised that the Town of Newmarket has transferred their accounts to a different banking institution, which included the Library's bank account.

Motion 16.09.148

Moved by Kelly Broome

Seconded by Tara Brown

That the Library Board approve the transfer of the Library bank account to the banking institution chosen by the Town of Newmarket;

And that the Library bank account remain with the banking institution chosen by the Town of Newmarket from time to time.

Carried

20. Ontario Public Library Week

Ontario Public Library Week is October 16th to 22nd and a tagline was developed by a marketing firm who interviewed "people on the street" all over Ontario to find out what they want to see in their communities. The tagline chosen is "A Visit Will Get You Thinking." The Library discussed planning an event to coincide with Ontario Public Library week in 2017 and that this item be added to the Library Board Action List

21. Correspondence to the Minister of Tourism, Culture and Sport

A letter, signed by the Library Board Chair, has been sent to the Minister of Tourism, Culture and Sport expressing concern regarding the recent decision to reduce broadband funding for public libraries.

Date(s) of Future Meetings

22. The next regular Library Board meeting to be reschedule to October 19, 2016 at 5:30 in the Library Board room.

Adjournment

Motion 16.09.149

Moved by Kelly Broome

Seconded by Tara Brown

That there being no further business meeting adjourned at 7:15 pm.

Carried

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer