



# Newmarket Public Library Board Agenda

Date: Wednesday, April 17, 2024  
Time: 5:30 PM  
Location: Newmarket Public Library Boardroom  
Newmarket Public Library  
438 Park Avenue  
Newmarket ON L3Y 1W1

## Pages

1. **Call to Order**
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 Wednesday, March 20, 2024 1
  - 4.2 Adoption of the Closed Session minutes for Wednesday, March 20, 2024
  - 4.3 Strategic Operations Report for March, 2024 6
  - 4.4 Library Bank Trasfer 9
5. **Reports**
6. **Business Arising**
  - 6.1 Library Board Strategic Priorities
  - 6.2 Library Board Action List 10

**7. New Business**

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

**9. Dates of Future Meetings**

- 9.1 The next regular Library Board meeting is scheduled for  
Wednesday, May 15, 2024 at 5:30 pm in the Library Board room.

**10. Adjournment**



# Newmarket Public Library Board

## Minutes

Date: Wednesday, March 20, 2024  
 Time: 5:30 PM  
 Location: Newmarket Public Library Boardroom  
               Newmarket Public Library  
               438 Park Avenue  
               Newmarket ON L3Y 1W1

Members Present: Darryl Gray, Chair  
                           Victor Woodhouse  
                           Trevor Morrison  
                           Neila Poscente  
                           Beth Stevenson

Members Absent: Kelly Broome, Vice Chair  
                           Rex Taylor

Staff Present: Tracy Munusami, CEO  
                       Lianne Bond, Administrative Coordinator  
                       Jennifer Leveridge, Manager, Library Services  
                       Biagio Rachiele, Manager, Library Operations

Guests: Daniela Barreto, Evening end Weekends Consulting  
               Chris Wilson, Evenings and Weekends Consulting

### **1. Call to Order**

The Chair called the meeting to order at 5:38 pm.

### **2. Presentation - Services and Programming Needs Study Recommendations**

The Consultants presented their findings from the Services and Programming Needs study with the Library Board. The study includes programming and services recommendation which outline ways Newmarket Library can better

serve its community by providing programming that speaks to the needs of various populations living in Newmarket.

**Motion 24-03-83**

**Moved by** Victor Woodhouse

**Seconded by** Trevor Morrison

**That** the Library Board received the presentation on Services and Programming Needs Study Recommendations.

**Carried**

**3. Adoption of Agenda Items**

3.1 Adoption of the Regular Agenda

3.2 Adoption of the Closed Session Agenda

3.3 Adoption of the Consent Agenda Items

**Motion 24-03-84**

**That** items 3.1 to 3.3 be adopted as presented

**4. Declarations**

None were declared.

**5. Consent Agenda Items**

5.1 Adoption of the regular Library Board meeting minutes for Wednesday, February 21, 2024

5.2 Strategic Operations Report for February, 2024

**Motion 24-03-85**

**Moved by** Beth Stevenson

**Seconded by** Trevor Morrison

**That** items 5.1 and 5.2 be approved and adopted as presented.

**Carried**

**6. Policies**

6.1 Recruitment and Selection Policy

The Recruitment and Selection Policy has been updated to align with the Employment Standards Act of Ontario, Ontario Human Rights code and Library Strategic direction.

## 6.2 Mileage Allowance, Licence and Auto Insurance Policy

A Mileage Allowance, Licence and Automobile Policy has been developed to ensure alignment guidelines to protect employees and minimize risk and liability to the Library. The Policy will replace Library Board L-01-03 which governed mileage rates.

### **Motion 24-03-86**

**Moved by** Victor Woodhouse

**Seconded by** Beth Stevenson

**That** the Library Board approve the Recruitment and Selection Policy as presented;

**And That** the Library Board rescind Resolution L-01-03 which established the adoption of mileage rates to be those applied to the Town of Newmarket staff;

**And That** the Library Board, approved the Mileage, Allowance, Licence and Automobile Insurance Policy that adopts at minimum the Canada Revenue Agency's reasonable allowance rates, and which replaces Resolution L-01-03.

**Carried**

## 7. Reports

### 7.1 2023 Newmarket Library Report to the Community

The Library Board reviewed the draft 2023 Report to the Community and suggested some changes to the report. The CEO will be presenting the report to Town of Newmarket Council.

### **Motion 24-03-87**

**Moved by** Trevor Morrison

**Seconded by** Victor Woodhouse

**That** the Library Board receive the Newmarket Library Report to the Community 2023 as amended.

**Carried**

## **8. Business Arising**

### **8.1 Library Board Action List**

The Library Board reviewed the Action List. Board members were asked to consider appointing a representative to participate on the Ontario Library Service Board Assembly.

**Motion 24-03-88**

**Moved by** Beth Stevenson

**Seconded by** Victor Woodhouse

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

**Carried**

## **9. New Business**

There was no new business.

## **10. Closed Session**

### **10.1 Personal matters regarding an identifiable individual and Labour relations or employee negotiations per section (b); (d) of the Public Libraries Act R.S.O. 1990**

**Motion 24-03-89**

**Moved by** Trevor Morrison

**Seconded by** Victor Woodhouse

**That** the Library Board move into Closed Session at 6:50 pm for personal matters regarding an identifiable individual and Labour relations or employee negotiations per section (b); (d) of the Public Libraries Act R.S.O. 1990.

**Carried**

**Motion 24-03-90**

**Moved by** Victor Woodhouse

**Seconded by** Beth Stevenson

**That** the Library Board move out of Closed Session at 7:15 pm.

**Carried**

**Motion 24-03-91**

**Moved by** Victor Woodhouse

**Seconded by** Beth Stevenson

**Motions arising from Closed Session:**

That the Library Board approve and adopt the Closed Session minutes for Wednesday, February 17, 2024;

**And That** the Library Board receive the report on non-union wages;

**And That** the Library Board receive the Operational Efficiencies Review: IT Integration;

**And That** the Library Board support integrating IT Services with the Town of Newmarket.

**Carried**

**11. Dates of Future Meetings**

The next regular Board meeting is scheduled for Wednesday, April 17, 2024 at 5:30 pm in the Library Board room.

**12. Adjournment**

**Motion 24-03-92**

**Moved by** Neila Poscente

**Seconded by** Trevor Morrison

**That** there being no further business the meeting adjourn at 7:17 pm.

**Carried**

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Darryl Gray, Chair

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Tracy Munusami, Secretary/Treasurer



# March 2024 Strategic Operations Report

## Empowering Our Community

- Volunteers help us run the Chess in the Library program, and in March, three new volunteers underwent training for this beloved initiative, which fosters community among chess enthusiasts.
- All Library staff are getting comprehensive technology training sessions to provide basic technology assistance to the public, ensuring accessible support from our knowledgeable team.

## Ensuring Welcoming and Accessible Places and Spaces

- The Maker Hub's relocation to the main floor has expanded its presence, catering to community demands. This move fosters a welcoming atmosphere where individuals of diverse ages and backgrounds can explore, create, and learn collaboratively.
- Sixty-three items were returned to us via the new return drop box at the Magna Centre. Excited about this positive response, Library staff are gearing up to launch even more marketing efforts to ensure everyone knows about this convenient and accessible option for returning library materials.

## Providing Engaging and Relevant Services

- The Maker Hub Re-Launch on March 14th drew an enthusiastic crowd of over three hundred participants. Inspired by its success, Library staff now offer engaging programs such as Cricut 101, Teen Crafting with Melty Beads, and Canvas Couture: DIY Heat Transfer Designs.
- In an effort to showcase items available at the Lendery, our staff organized a drop-in board game program which attracted thirty-four attendees to its inaugural event. This initiative effectively promoted both library services and the Lendery itself.
- This year, our tax clinic volunteers generously assisted ninety-one community members with their taxes, providing invaluable support to our community.
- Our staff have initiated two virtual reading challenges, 10 to Try and Cookbook Bingo, with 43 and 29 participants signed up for each, respectively.
- March witnessed the success of five sessions of Blox Builders, with a total attendance of 107 eager learners.
- Throughout March Break, the Library hosted six dynamic programs. Notably, the AbriKidabra Magic Show drew a remarkable attendance of forty-nine out of a maximum capacity of fifty, showcasing the widespread appeal of our events.



- Top Social Media Engagements:
  - Facebook - Maker Hub Launch Party
    - 4,349 people reached
    - 415 engagements
  - Facebook – Kyne Santos Math in Drag Author Event
    - 3,085 people reached
    - 1,234 engagements
  - Facebook - Maker Hub Launch Party post-event Post
    - 2,545 people reached
    - 673 engagements



The Maker Hub's new location on the main floor attracted hundreds of enthusiastic visitors. Our dedicated staff and volunteers meticulously organized numerous stations, ensuring a plethora of engaging and enjoyable learning opportunities for individuals of all ages.

**Customer Feedback:**

“The Newmarket Public Library has been taking proactive steps to promote recycling within the community through the Lendery program. By encouraging the reuse of items they are effectively minimizing waste in landfills, aligning with Canada's goals to combat climate change. Personally, I've had the opportunity to donate gently used items, and knowing they will be repurposed fills me with a sense of satisfaction in contributing to waste reduction efforts. The program is truly commendable, and I hope it will continue to grow.”



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## Library Board Report

To: Newmarket Public Library Board

From: Tracy Munusami

Date: April 20, 2024

RE: **Newmarket Public Library Bank Account – Fund Transfer**

### **Background:**

The 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:

### **Conclusion**

**The following motion is recommended:**

**THAT** the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the amount of \$13,845.16 from the Newmarket Public Library bank account to the Town of Newmarket bank account



### Library Board Action Tracking List

Item No.	Action Item	Updates	Target/Completion date
1.	<b>Policy reviews</b>	2024 Policy reviews completed: Mileage Allowance, Licence and Auto Insurance Recruitment and Selection	Ongoing
2.	<b>CEO Annual Performance Review</b> Assigned to: Executive Committee	Next review due August, 2024	August 2024
4.	<b>Library Operational Efficiencies Review</b> Assigned to: CEO to report to Board on Service Level Agreements	IT Integration: Library CEO and the Town's Director, IT Services have agreement on how both departments can integrate for efficiency. Library integration into Town's IT has commenced Marketing & Communications: The Marketing and Communications Coordinator has worked with the Town of Newmarket's Communication department to leverage the Town's Social Media reach	End of December, 2023 Migration to Town's IT completed for October 16, 2023
5.	<b>Strategic Plan Implementation</b>	<ul style="list-style-type: none"> <li>Re-Branding Consultants hired and process has started</li> <li>Conduct Services and Programming Needs Study</li> </ul>	Completed: Presented to the Board February 15, 2023 RFQ posted May 30, 2023, awaiting final submissions.

Item No.	Action Item	Updates	Target/Completion date
		<ul style="list-style-type: none"> <li>• Service and Programming Needs Study</li> <li>• Conduct a welcoming places and spaces design services</li> </ul>	<p>Final recommendations presented to Library Board March 20, 2024</p> <p>RFQ posted July 25, 2023 Contract awarded December, 2023 Design charrettes scheduled for April 9<sup>th</sup> and 25<sup>th</sup></p>
6.	<b>Library Board Strategic Priorities</b>	<ul style="list-style-type: none"> <li>• Establish priority areas for Board to focus on</li> </ul>	Board Workshop held November 8, 2023
7.	<b>Ontario Library Service Board Assembly</b>	<ul style="list-style-type: none"> <li>• Board member Appointment to OLS Board Assembly</li> </ul>	

**Library Board Action Tracking List - Completed Action Items**

Item No.	Action Item	Updates	Completion/Withdrawal Date

Completed items will remain on the Action List for one month before removal.