



Agenda  
Newmarket Public Library Board

Wednesday, November 16, 2016 at 5:30 PM  
Regular Board Meeting

Agenda compiled on 11/11/2016 at 10:42 AM

## **Adoptions of Agenda**

### **Declarations**

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

### **Consent Agenda Items**

4. Adoption of the Regular Board Meeting Minutes for Wednesday, October 19, 2016 p. 1
5. Strategic Operations Report for October, 2016 p. 5
6. Library Statistical Data for October, 2016
7. Monthly Bank Transfer p. 6
8. Correspondence from Eleanor McMahon, Minister of Tourism Culture and Sport p. 7

### **Closed Session**

9. That the Library Board move into Closed Session for matters pertaining to labour relations.

### **Reports**

10. Sunday Usage p. 8

### **Business Arising**

11. Library Board Action List p. 10

### **New Business**

12. Leadership by Design e-Learning p. 13

13. 2017 Ontario Library Association Super Conference

### **Date(s) of Future Meetings**

14. The next Newmarket Public Library Board Regular Board Meeting will be Wednesday, December 21, 2016, at 5:30 pm in the Library Board room

### **Adjournment**



**Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, October 19, 2016  
Newmarket Public Library Board Room**

**Present:** Joan Stonehocker, Chair  
Tara Brown, Vice Chair  
Kelly Broome (arrived at 5:40 pm)  
Darcy McNeill  
Jane Twinney

**Regrets:** Tom Vegh  
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 5:00 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 New Business.

**Motion 16.10.150**

**Moved by Darcy McNeill**

**Seconded by Jane Twinney**

**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, September 7, 2016
5. Adoption of the Closed Session Minutes for Wednesday, September 7, 2016
6. Strategic Operations Report for September, 2016
7. Library Statistical Data for September
8. Monthly Bank Transfer

**Motion 16.10.151**

**Moved by Tara Brown**

**Seconded by Darcy McNeill**

**That** Consent Agenda item 4) be received and approved as amended and items 5) to 8) be received and approved as presented.

**Carried**

**Closed Session**

**9. Motion to Convene into a Closed Session**

There were no Closed Session items.

**Policies**

**10. Customer Complaints Policy**

The Library Board reviewed the changes to the draft Customer Complaints Policy and made a slight revision to the draft.

**Motion 16.10.152**

**Moved by Kelly Broome**

**Seconded by Jane Twinney**

**That** the Customer Complaints Policy be approved as amended.

**Carried.**

**11. Unattended and Missing Child Policy**

The Library Board reviewed the changes to the draft Unattended and Missing Child Policy.

**Motion 16.10.153**

**Moved by Kelly Broome**

**Seconded by Jane Twinney**

**That** the Unattended and Missing Child Policy be approved as presented.

**Carried**

**Reports**

**12. Third Quarter Financial**

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

**Motion 16.10.154**

**Moved by Kelly Broome**

**Seconded by Darcy McNeill**

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

**Carried**

**Business Arising**

**13. Impact Survey**

Results of the survey conducted in June-July and September-October were reported. The one year subscription will be renewed with all N6 Libraries participating.

**Motion 16.10.155**

**Moved by Jane Twinney**

**Seconded by Tara Brown**

That the Library Board receive the report on the Impact Survey.

**Carried**

**14. Library Board Action List**

The Library Board reviewed the Action List. A report on options for renewing the Strategic Plan will be brought to the Library Board at the regularly scheduled meeting in December.

**Motion 16.10.156**

**Moved by Kelly Broome**

**Seconded by Tara Brown**

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

**Carried.**

**New Business**

**15. Seniors and Fines**

Currently seniors are exempted from paying fines with the exception of InterLibrary Loan fines. Technology devices will now be available for loaning and the Library Board discussed not exempting seniors from fines related to the loaning of technology devices.

**Motion 16.10.157**

**Moved by Tara Brown**

**Seconded by Darcy McNeill**

**That** the Library Board continue to exempt seniors from fines with the exception of fines for Inter Library Loans and technology devices.

**Carried**

**Date(s) of Future Meetings**

**16.** The next regular Library Board meeting to be reschedule to November 16, 2016 at 5:30 in the Library Board room.

Date of December Regular Library Board meeting to be considered at the November meeting.

**Adjournment**

**Motion 16.10.158**

**Moved by Kelly Broome**

**Seconded by Jane Twinney**

**That** there being no further business meeting adjourned at 6:30 pm.

**Carried**

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Joan Stonehocker  
Chair

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Todd Kyle, CEO  
Secretary/Treasurer

**STRATEGIC OPERATIONS REPORT – OCTOBER, 2016**

	<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>• Haunted Library program an immense success, selling out at 100 tickets; supported by arts grant &amp; sponsors</li> <li>• September IdeaMarket on the topic of precarious work included 18 participants; November topic is youth mental health</li> <li>• Library creating displays and booklists for historical events at Old Town Hall</li> </ul>	<ul style="list-style-type: none"> <li>• Market Masters investing program with author Robin Speziale attracted 26 participants</li> <li>• Library collaborating with First Lego League and Spectrum Educational to host FLL Junior robotics teams in future</li> </ul>	<ul style="list-style-type: none"> <li>• New YRDSB work experience student started placement at library</li> <li>• Inn From The Cold reached out to library as part of strategic research on their community value</li> </ul>
<b>Spaces</b>	<ul style="list-style-type: none"> <li>• Pop-up library at Magna Centre resulted in 25 interactions</li> <li>• Pop-up library at Seniors' Centre information fair resulted in 60 interactions</li> </ul>	<ul style="list-style-type: none"> <li>• 58 walk-in visitors to the Maker Hub this month</li> <li>• Vinyl Design program had 11 participants; \$56 revenue</li> <li>• Teen maker group (part of TAG) now running with 12 members</li> <li>• LEGO Mindstorms robotics kits now being loaned for use in Maker Hub; 14 loans in debut month</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings held with finalist vendors for library website</li> <li>• Library investigating quotes to install glass panels on staircase rails for increased safety</li> </ul>
<b>Positioning</b>	<ul style="list-style-type: none"> <li>• Presentation about library services done for 11 attendees at Women's Support Network</li> <li>• Staff and board attended Business Excellence Awards as sponsor; CEO on award jury</li> </ul>	<ul style="list-style-type: none"> <li>• NPL and other regional libraries showcased their tech programs at the TAVES Consumer Electronic Show</li> </ul>	<ul style="list-style-type: none"> <li>• Tour of library given to new Ward 5 Councillor as part of orientation</li> <li>• Yorkregion.com and geo-targeted ads for library e-resources have doubled in number of click-throughs</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Library's York Info service hosting Volunteer Job Fair Nov 19 featuring several local agencies; promoted via e-newsletter and to high schools</li> </ul>	<ul style="list-style-type: none"> <li>• 41 3D print jobs completed; revenue \$180.</li> <li>• Fall session of Reading Buddies launched with 27 volunteer-child pairs; Teen Advisory Group (TAG) resumed with 10 members</li> <li>• New social media classes successfully running</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Organization &amp; Operations</b>			<ul style="list-style-type: none"> <li>• CEO hosted launch of Ontario Public Library Week in Toronto</li> </ul>

**MEMORANDUM**

**To:** Newmarket Public Library Board

**From:** Todd Kyle, CEO

**Date:** November 16, 2016

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

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**Recommendation:** The CEO recommends that the Library Board authorize the transfer of funds from the Newmarket Library bank account(s) to the Town of Newmarket bank account through the following motion:

**THAT** the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the net closing balance at October 31, 2016 of \$ 16,915.28 from the Newmarket Public Library Board RBC account and \$15,523.84 from the Newmarket Public Library Board CIBC account to the Town of Newmarket bank account.



Ministry of Tourism,  
Culture and Sport

Minister

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1090MC-2016-357

OCT 26 2016

NEWMARKET  
PUBLIC LIBRARY

October 18, 2016

Ms. Joan Stonehocker  
Board Chair  
Newmarket Public Library Board  
438 Park Avenue  
Newmarket, ON L3Y 1W1

Dear Ms. Stonehocker:

Thank you for your letter regarding my ministry's Internet Connectivity Grant. I appreciate the Newmarket Public Library's work in providing library services for your community and I have noted your concerns about changes to the grant.

Our government values the contributions of public libraries in building strong, vibrant communities across the province. Our libraries support lifelong learning, provide resources for students and newcomers, and help small businesses and entrepreneurs.

We are working closely with our partners to build a stronger culture sector, and are committed to making investments to help drive innovation, create jobs and provide a better quality of life for Ontarians – while building a stronger economy by achieving a fiscal balance by 2017-18.

As part of Ontario's first Culture Strategy, my ministry will be reviewing and updating our funding programs to build the capacity of libraries serving rural and remote communities and to improve digital services and support. As part of the review, ministry staff will be reaching out to you and other library stakeholders for input and advice.

It is important to note that this program has been underspent in recent years, which means that it may not be working as effectively as it should.

Our government is committed to continuing its support for the library sector. Thank you again for writing.

All my best,

Eleanor McMahon  
Minister



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle

**Date:** November 16, 2016

**Re:** Sunday usage

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As requested by the Board, we have prepared a chart showing comparative usage on Sundays from January-October in 2015 and 2016, in order to evaluate the effect of permanent Sunday opening throughout the summer.

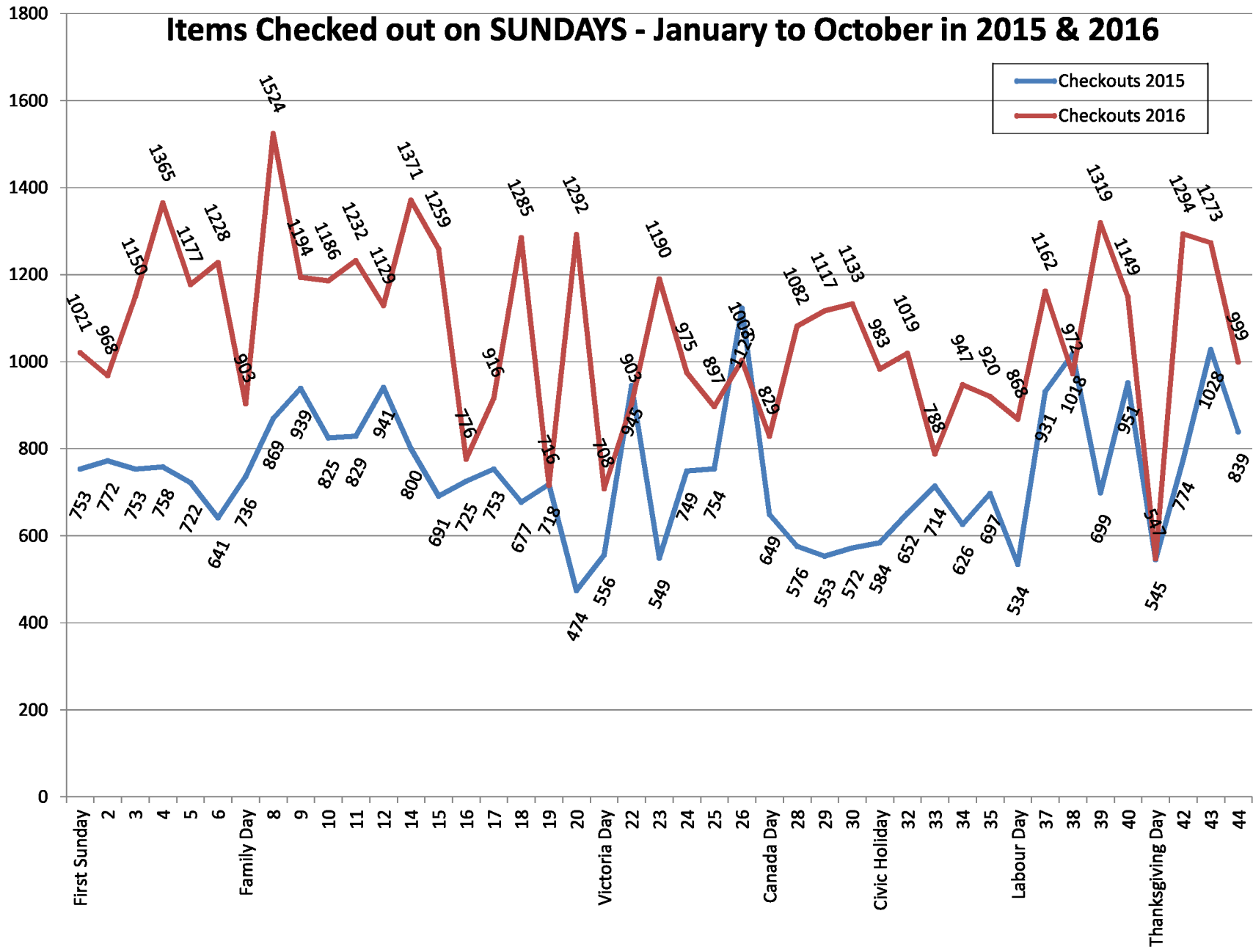
The data shows that Sunday usage has increased year-over-year for all periods. In particular, usage increased markedly in the summer period year-over-year, likely the result of better community knowledge of Sunday openings once it moved beyond the initial 2015 pilot. The data also show that Sundays are now only marginally less busy in the summer period as compared to the rest of the year.

Please note that the data used reflect only check-outs of physical material. Due to a temporary malfunction with our "people counter" we have not been able to isolate in-person visits for the periods needed. However, past experience shows that visits and check-outs correlate closely enough to be used as broad measures of community in-person use.

The following motion is recommended:

**THAT the Library Board receive the report on Sunday usage.**

## Items Checked out on SUNDAYS - January to October in 2015 & 2016



## NEWMARKET PUBLIC LIBRARY BOARD - 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>CEO to bring drafts to Board according to agreed schedule</li> <li>Board to form committee to review Governance Policy and Constitution</li> <li></li> </ul>	
<del>12-11</del>	<del>May 20 2015</del>	<del>Draft fundraising and development strategy</del>	<ul style="list-style-type: none"> <li><del>CEO to draft report for initial consideration</del></li> <li><del>Board to consider needed resources</del></li> <li><del>CEO to report back on implementation of fundraising initiatives</del></li> <li><del>CEO to follow up with Town of Newmarket regarding naming rights sponsorship program</del></li> </ul>	<b>Completed September 16, 2015</b>
<del>1-12</del>		<del>Consider forming Friends of the Library group</del>	<ul style="list-style-type: none"> <li><del>Board to consider as related to item 12-11</del></li> </ul>	<b>Completed September 16, 2015</b> <del>Deferred to next Library Board term (motion 13.03-214)</del>
2-13	May 20, 2015	CEO Annual Performance Review	<ul style="list-style-type: none"> <li>Library Board Chair and Vice Chair to prepare and report to Board</li> </ul>	CEO annual Review completed February 18, 2016 Next review date: 2017
1-15	April 2016	Annual Report to the Community	<ul style="list-style-type: none"> <li>CEO to prepare and present to board before release</li> </ul>	<b>Completed May 20, 2016</b> Next report due in April, 2017
2-15	March, 2016	Library facility and service delivery options	<ul style="list-style-type: none"> <li>CEO to report on related Town community facility plans</li> <li>Board to consider referral to Library-Town Joint Task Force</li> <li>Board to consider capital reserve expenditure on consultant study</li> <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 and when Council indicates its willingness to support it"</li> </ul>	Report drafted for September 16, 2015 meeting (Deferred to March, 2016) Joint Workshop held June 15, 2016 Report to Board September 7, 2016

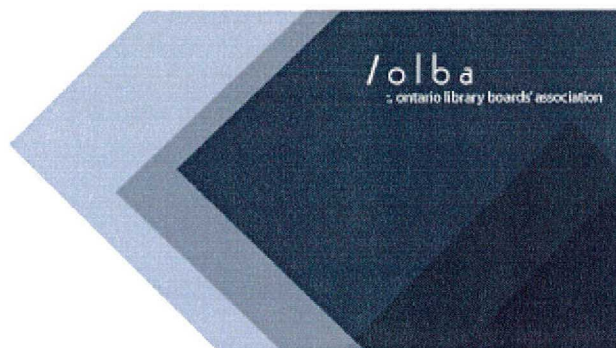
Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
3-15		Business measurements (including Impacts and Storytelling)	<ul style="list-style-type: none"> <li>Board to review Library Statistical Data report provided monthly in agenda package</li> <li>CEO to revise report as requested</li> <li>CEO to update Board on status of related provincial initiatives as well as Impact Study</li> </ul>	
4-15		Built Accessibility report	<ul style="list-style-type: none"> <li>CEO to draft report</li> </ul>	
<del>5-15</del>	<del>June 17, 2015</del>	<del>Budget projections</del>	<del>CEO to draft 5-year projections for operating budget needs</del>	<b>Completed June 17, 2015</b> <del>Reported to Library Board June 17, 2015</del>
<del>6-15</del>		<del>2016 budget</del>	<ul style="list-style-type: none"> <li><del>Board to provide CEO with guidelines and suggestions</del></li> <li><del>CEO to draft budget</del></li> <li><del>Board to approve for submission to Council</del></li> </ul>	<b>Completed September 16, 2015</b> <del>Board approved 2016 Draft Operating and Capital Budget requests</del>
<del>7-15</del>		<del>Collective Agreements</del>	<ul style="list-style-type: none"> <li><del>Board to provide CEO with negotiation mandate guidelines</del></li> <li><del>CEO to engage Town of Newmarket Director of HR as lead negotiator</del></li> <li><del>Board to approve agreements</del></li> </ul>	<b>Completed, Agreements Ratified March 21, 2016</b> <del>Collective agreements expired March 31, 2015.</del> <del>Negotiations to begin February 11, 2016</del>
8-15		Strategic planning	<ul style="list-style-type: none"> <li>Board to decide on strategic planning process when current plan ends in 2016</li> </ul>	CEO to bring report to Library Board on options for renewing Strategic Plan to December 16, 2016 Board meeting
<del>9-15</del>	<del>May, 2016</del>	<del>Vice Chair Position</del>	<del>Library Board members to hold election for Vice Chair position after one year. Vice Chair elect to be a Community member</del>	<b>Completed September 7, 2016</b> <del>Election to be held June 22, 2016.</del> <del>Deferred to September 7, 2016.</del>
10-15	April, 2016	SOLS Trustee Representative	Attend SOLS Trustee Council Meetings	Next Trustee meeting: November 5, 2016, Ajax Public Library
<del>11-15</del>	<del>March 16, 2016</del>	<del>ARF Analysis Review</del>	<del>Town of Newmarket Director of Finance</del>	<b>Completed June 22, 2016</b> <del>Report to Library Board June 22, 2016</del>
<del>12-16</del>	<del>June, 2016</del>	<del>2017 Budget Considerations</del>	<del>Sunday Openings at Christmas</del>	<b>Completed June 22, 2016</b> <del>2017 Operating Budget submission deadline</del>

<b>Item No.</b>	<b>Target Date</b>	<b>Item description</b>	<b>Assigned action</b>	<b>Status / Date of Completion</b>
<b>13-16</b>	June, 2016	2018 Budget Consideration	Donation Revenue Allocations	2018 Operating Budget submission deadline
<b>14-16</b>		Strategic Technology Ad Hoc Committee	Develop Terms of Reference of Committee	
<b>15-16</b>	October, 2017	Ontario Public Library Week	Plan an event to promote Ontario Public Library Week	



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# LEADERSHIP BY DESIGN



Shelagh, HERE'S YOUR OLA MEMBERSHIP #: 10

## Featured Learning Moment.

In October we announced the FULL availability of **Leadership by Design** e-learning modules on [LearnHQ](#). It's an exciting development in the creation of affordable (free!) and scalable training for developing our valuable public library boards in Ontario.

Twice a month we'll feature helpful tips and resources to support effective public library boards.

A specific lesson/development activity will be featured every two weeks for Boards to engage in as a team consisting of:

- Pre-readings
- Small Board meeting activity
- Post meeting exercises

This issue we're highlighting **Module 1: Board Effectiveness - Budgets**.

To access each resource quickly, please log-in to [LearnHQ](#) (upper right hand corner of the main page). Once signed in each link below will take you directly to the suggested resource.

Consider asking your board members to engage in these learning (and thinking) activities:

- **Pre-readings:** Your budget is based on your library's priorities, strategic and long-term goal. Review the key points on [Budget presentation](#)
- **Board meeting activity:** At your next board meeting, discuss the [Checklist](#) of documents to prepare for your council budget presentation.
- **Post board meeting exercises:** Download a sample [Presentation Outline](#) that will help your board finalize their budget presentation process.

Sincerely,

Shelagh Paterson (Ontario Library Association)  
and Stephen Abram (Federation of Ontario Public Libraries)

## What is Leadership by Design?

Leadership by Design is a program designed for library boards, by library boards. The online learning modules within this program will develop leadership skills for trustees and board members. The modules of Leadership by Design are designed to match the four years of a public library board term. You can skip between units to find aspects that are specifically relevant to you at any point in time, but by following through the monthly units and completing the tasks with your board as a whole, you should have a highly-effective team by the end of your four-year term.