



Newmarket Public Library Board
Regular Board Meeting
Wednesday, December 14, 2016
Newmarket Public Library Board Room

Present: Joan Stonehocker, Chair
Tara Brown, Vice Chair
Darcy McNeill
Venkatesh Rajaraman (joined by phone)
Tom Vegh
Jane Twinney

Regrets: Kelly Broome

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

The Library Board Chair called the meeting to order at 5:40 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.

Motion 16.12.167

Moved by Darcy McNeill
Seconded by Jane Twinney

That Agenda items 1) to 3) be adopted as presented.

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, November 16, 2016
5. Adoption of the Closed Session meeting Minutes for Wednesday, November 16, 2016
6. Strategic Operations Report for November, 2016
7. Library Statistical Data for November
8. Monthly Bank Transfer

Motion 16.12.168
Moved by Tara Brown
Seconded by Tom Vegh

That Consent Agenda items 4), 5), 7) and 8) be received and approved as presented.

Carried

The Strategic Operations Report was pulled from the Consent Agenda. The CEO provided further information on the Robotics Program and Hoopla downloadable video service.

Motion 16.12.169
Moved by Tara Brown
Seconded by Jane Twinney

That the Strategic Operations Report for November, 2016 be received and as presented.

Carried

Closed Session

9. There were no Closed Session items.

Policies

10. Expense Reimbursement Policy
Revisions were made to the Expense reimbursement Policy to align with the Town of Newmarket rates.

Motion 16.12.170
Moved by Darcy McNeill
Seconded by Tara Brown

That the Library Board approve a revision to the Expenses Reimbursement Policy effective January 1, 2017 to adjust the maximum meal expense allowances to consistently match that of Town of Newmarket staff.

Carried

Reports

11. Strategic Plan Renewal Options

The Library Board reviewed the options presented on the renewal of the current Strategic Plan. The Library Board requested that a review of the current Strategic Plan be conducted at the regularly scheduled Board meeting in January, 2017.

Motion 16.12.171
Moved by Tom Vegh
Seconded by Tara Brown

That the Library Board receive the report on Strategic Plan renewal options.

Carried

12. Building Maintenance Account

It was reported that a number of unplanned building repair and maintenance expenses has meant that the Library has spent most of its emergency contingency beyond the 2016 budget in this area.

Motion 16.12.171
Moved by Tom Vegh
Seconded by Jane Twinney

That the Library Board receive the report on emergency expenditures in the Building Repairs and Maintenance budget line in the 2016 budget year;

And that the Library Board authorize the further expenditure in the 2016 budget year of up to \$3000 in the Building Repairs and Maintenance budget line, such expenditures to be offset by cost reductions elsewhere in the same year.

Carried

Business Arising

13. Leadership by Design e-Learning: Module 3: Board Development

The Library Board agreed to go through Module 3 of the Leadership by Design e-Learning series after the adjournment of the Board meeting.

14. Fundraising Reserve

In order to contribute to fundraising goals it is proposed that year-end Donation revenue be transferred into the Fundraising Reserve.

Motion 16.12.172
Moved by Darcy McNeill
Seconded by Jane Twinney

That the Library Board approve the transfer of unspent Donations revenue at the end of each fiscal year to the Fundraising reserve.

Carried

15. Strategic Technology Committee

A revised draft Terms of Reference for a Strategic Technology Subcommittee of the Newmarket will be presented at the next regularly scheduled Library Board meeting.

16. Library Board Action List

The Library Board reviewed the Action List.

Motion 16.12.173

Moved by Tara Brown

Seconded by Tara Brown

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

Carried

New Business

17. Economic Impact Study

The Library has completed an economic impact study and results from the survey were presented to the Library Board.

Motion 16.12.174

Moved by Darcy McNeil

Seconded by Jane Twinney

That the Library Board receive the report on the economic impact study;

And that the Library Board authorize the sharing of the study results with the wider Newmarket and public library communities;

And that the Library Board Action List to be revised to reflect the ongoing comparative measurement work as described in the report.

Carried

Date(s) of Future Meetings

18. The next regular Library Board meeting is rescheduled to January 18, 2017 at 5:30 in the Library Board room.

Adjournment

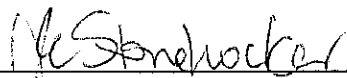
Motion 16.12.175

Moved by Jane Twinney

Seconded by Darcy McNeill

That there being no further business meeting adjourned at 6:50 pm.

Carried



Joan Stonehocker
Chair



Todd Kyle, CEO
Secretary/Treasurer