



**Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, April 19, 2017  
Newmarket Public Library Board Room**

**Present:** Joan Stonehocker, Chair  
Tara Brown, Vice Chair  
Kelly Broome  
Darcy McNeill (arrived at 5:33 pm)  
Venkatesh Rajaraman (arrived at 5:45 pm)  
Jane Twinney  
Tom Vegh (left at 7:05 pm)

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

**The Library Board Chair called the meeting to order at 5:30 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 advised that a request for a deputation to the Library Board was received and asked to amend the agenda to add this to be the first item on to the agenda.

**Motion 17.04.188**

**Moved by Tara Brown**

**Seconded by Kelly Broome**

**That** Agenda items 1) to 3) be adopted as amended.

**Carried**

**4. Deputation**

Mr. Benson addressed the Library Board regarding the correspondence he received from the Library CEO requesting that Mr. Benson discuss issues relating to the management of the library directly with the Library CEO.

**Motion 17.04.189**

**Moved by Jane Twinney**

**Seconded by Kelly Broome**

**That** the deputation by Mr. Benson regarding the correspondence he received from the Library CEO be received.

**Carried.**

### **Declarations**

None were declared.

### **Consent Agenda Items:**

5. Adoption of the Regular Board Meeting Minutes for Wednesday, February 15, 2017
6. Strategic Operations Report for February and March, 2017
7. Library Statistical Data for March, 2017
8. Monthly Bank Transfer

### **Motion 17.04.190**

**Moved by Tara Brown**

**Seconded by Tom Vegh**

**That** Consent Agenda items 4) to 7) be received and approved as presented.

**Carried**

### **Closed Session**

9. Motion to move into Closed Session

### **Motion 17.04.191**

**Moved by Tom Vegh**

**Seconded by Tara Brown**

**That** the Library move into a Closed Session for matters pertaining to Labour Relations and matters pertaining to an identifiable individual at 5:55 pm.

**Carried**

### **Motion 17.04.192**

**Moved by Tara Brown**

**Seconded by Tom Vegh**

**That** the Library move out of Closed Session at 7:10 pm

**Carried**

### **Motions arising from Closed Session:**

### **Motion 17.04.193**

**Moved by Jane Twinney**

**Seconded by Venkatesh Rajaramn**

**That** the Library Board confirm the direction to the CEO regarding the Labour Relations matter.

**Carried**

**Motion 17.04.194**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

**That** the Library Board confirm the direction to the CEO on the personal matters pertaining to an identifiable individual.

**Carried**

**Reports**

**10. First Quarter Financial Statements**

The Library is on target for the first quarter of 2017 in both expenditures and revenue.

**Motion 17.04.195**

**Moved by Tara Brown**

**Seconded by Jane Twinney**

**That** the Library Board receive the First Quarter Financial Statements.

**Carried**

**Business Arising**

**11. Leadership by Design e-Learning**

a) Knowledge Gap Analysis

Deferred to the next Regular Library Board meeting.

**12. Inter-Departmental Charges**

The CEO has followed up with Town of Newmarket Public Works regarding charges for the use of trucks when library work is requested. The Town of Newmarket Public Works confirmed that these charges are to be applied when library work is required.

**13. Efficiencies Review**

A vendor to conduct the Efficiencies review is expected to be chosen shortly.

**14. Library Board Action List**

The Library Board reviewed and updated the Action list.

**Motion 17.04.196**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

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

**Carried**

### **New Business**

#### **15. Strategic Initiative Consultant**

The CEO reviewed the report regarding utilizing the 2016 surplus for capacity building projects and the creation of Strategic Initiatives position to increase the Library's capacity to leverage community impact and to plan for the future.

#### **Motion 17.04.197**

**Moved by Tara Brown**

**Seconded by Venkatesh Rajaraman**

**That** the Library Board receive the report on Strategic Initiatives Consultant;

**And That** the Library Board approve the transfer of the 2016 Library operating reserve to the Strategic Plan Implementation Fund, such transfer contingent on Council review of all reserve transfers;

**And That** the Library Board approve the allocation of the balance of the Strategic Plan Implementation Fund, with the exception of that allocated to IdeaMarket expenses, to the creation of a Strategic Initiatives position.

**Carried**

#### **16. Facility Needs Study and Peer Comparison Report**

The CEO advised that the Commissioner of Community Services and Chief Administrative Officer of the Town of Newmarket are proposing to bring a report to the May 8, 2017 Committee of the Whole meeting requesting approval and direction on a facility needs study. A Peer Comparison report, contracted with the Federation of Ontario Public Libraries (FOPL), which will be shared with the Board, will provide additional background and valuable input into a facility needs assessment.

#### **Motion 17.04.198**

**Moved by Darcy McNeill**

**Seconded by Kelly Broome**

**That** the Library Board receive the report on facility needs study and peer comparison report.

**Carried**

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

**17.** The next regular Library Board meeting is scheduled to May 17, 2017 at 5:30 in the Library Board room.

## **Adjournment**

**Motion 17.04.198**

**Moved by Tara Brown**

**Seconded by Darcy McNeill**

**That** there being no further business meeting adjourned at 7:45 pm.

**Carried**

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Joan Stonehocker  
Chair

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Todd Kyle, CEO  
Secretary/Treasurer