



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, September 20, 2017
Newmarket Public Library Board Room**

Present: Joan Stonehocker, Chair
Tara Brown, Vice Chair
Darcy McNeill
Jane Twinney
Tom Vegh

Regrets: Kelly Broome
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 5:35 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 to New Business.

Motion 17.09.216

Moved by Tom Vegh

Seconded by Tara Brown

That Agenda items 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 21, 2017
5. Strategic Operations Report for June to August, 2017
6. Library Statistical Data for August, 2017
7. Monthly Bank Transfer

Motion 17.09.217

Moved by Darcy McNeill

Seconded by Jane Twinney

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

Carried

Closed Session

8. Motion to move into Closed Session

No Closed Session items at the time of agenda distribution.

Policies

9. Health and Safety Policy

This policy is to be reviewed annually and no changes were recommended.

10. Workplace Violence Policy and Workplace Harassment Policy

These policies are to be reviewed annually and no changes are recommended for either policy.

Motion 17.09.218

Moved by Darcy McNeill

Seconded by Tara Brown

That the Library Board approve the Health and Safety Policy, Workplace Violence Policy and Workplace Harassment Policy without change.

Carried

11. Room Rental Policy and Rate Schedule

The CEO reviewed the recommended changes to the Room Rental Policy with the Library Board. It was also recommended that room rental and advertising rates be raised annually by the inflation rate.

Motion 17.09.219

Moved by Tara Brown

Seconded by Darcy McNeill

That the Library Board approve the proposed room rental and advertising rate schedule effective January 1, 2018.

And That the Library Board authorize the CEO to raise room rental and advertising rates annually in accordance with average inflation rates as part of the preparation of operating budget drafts.

And That the Library Board approve the revised Room Rental Policy.

Carried

Reports

12. Second Quarter Financial Statement

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

Motion 17.09.220

Moved by Jane Twinney

Seconded by Tara Brown

That the Library Board receive the Second Quarter Financial Statement as presented.

Carried

13. Impact Survey

The Library has completed another 3 week survey and results of the survey were presented to the Library Board. A lot of good comments were submitted on how helpful Library staff are and the Board thanked Library staff for their good work.

Motion 17.09.221

Moved by Jane Twinney

Seconded by Tom Vegh

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

Carried

Business Arising

14. 2018 Operating and Capital Budget

Highlights of changes to base Operating Budget 2018 and 2018 were reviewed by the Library Board.

Motion 17.09.222

Moved by Darcy McNeill

Seconded by Tara Brown

That the Library Board approve the 2018 Operating Budget request as presented.

Carried

A Summary of 2018 Budget and Growth and Enhancement Initiatives proposed was reviewed by the Library Board.

Motion 17.09.223

Moved by Darcy McNeill

Seconded by Tara Brown

That the Library Board approve the 2018 Growth and Enhancement requests for Minimum Wage Requirement, Monday Service and Technology Programming and Outreach as presented.

Carried

The 2018 Capital Project Requests were presented to the Library Board.

Motion 17.09.224

Moved by Tara Brown

Seconded by Darcy McNeill

That the Library Board approve the 2018 Capital Project Requests as presented.

Carried.

15. Leadership by Design e-Learning

- a) Board Performance and Community Development
Deferred to next Library Board meeting.

16. Library Board Action List

The Library Board reviewed the Action list.

Motion 17.09.228

Moved by Tom Vegh

Seconded by Jane Twinney

That the Library Board receive the Library Board Action List.

Carried

New Business

17. DVD and Video Game Loans

A review of the current borrowing parameters for DVD and Video Games was conducted and proposed changes to these parameters was presented to the Library Board.

Motion 17.09.229

Moved by Darcy McNeill

Seconded by Jane Twinney

That the Library Board approve the proposed DVD and Video Game loan parameters.

Carried

18. Elevator Repair

The Library Board were advised of a needed repair on the elevator that will put the elevator out of service for approximately four days. The Board was asked to approve the expenditure of the repair as quoted (\$17,000 approximately) which will be funded through the Minor Capital Reserve (formerly the TCA non Capital Reserve).

Motion 17.09.230

Moved by Darcy McNeill

Seconded by Tara Brown

That the Library Board approve the expenditure to repair of the elevator as quoted from the Minor Capital Reserve.

Carried

Date(s) of Future Meetings

19. The next regular Library Board meeting is scheduled for Wednesday, October 18, 2017 at 5:30 in the Library Board room.

Adjournment

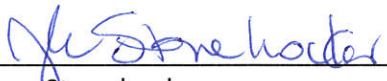
Motion 17.09.231

Moved by Tara Brown

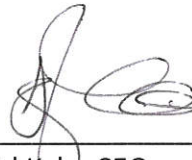
Seconded by Jane Twinney

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

Carried



Joan Stonehocker
Chair



Todd Kyle, CEO
Secretary/Treasurer

