



Agenda
Newmarket Public Library Board
Regular Meeting of the Newmarket Public Library Board
Wednesday, March 21, 2018
5:30 pm, Newmarket Public Library Board room

Meeting to be called to order at 5:30 P.M.

Adoption of Agenda

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

Declarations

Consent Agenda Items

4. Adoption of the Regular Board Meeting Minutes for Wednesday, February 21, 2018
5. Adoption of the Closed Session Meeting Minutes for Wednesday, February 21, 2018
6. Strategic Operations Report for February, 2018
7. Monthly Bank Transfer

Reports

Business Arising

8. Knowledge Gap Analysis Discussions
 - a) Library Management, Stewardship and Accountability
9. Library Board Action List

New Business

10. 2017 Surplus Transfer

Closed Session (If required)

Date of Future Meeting(s)

The next Newmarket Public Library Board Regular Board Meeting will be Wednesday April 18, 2018, at 5:30 pm in the Library Board room

Adjournment



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, February 21, 2018
Newmarket Public Library Board Room**

Present: Joan Stonehocker, Chair
Tara Brown, Vice Chair
Kelly Broome
Jane Twinney
Venkatesh Rajaraman

Regrets: Darcy McNeill
Tom Vegh

Staff Present: Todd Kyle, C.E.O.
Linda Peppiatt, Deputy C.E.O.
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.

Motion 18.02.260

Moved by Venkatesh Rajaraman

Seconded by Tara Brown

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, January 17,2018
5. Strategic Operations Report for January, 2018

6. Library Statistical Data for January, 2018
7. Monthly Bank Transfer

Motion 18.02.261

Moved by Jane Twinney

Seconded by Tara Brown

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

Carried

The CEO proposed to the Library Board that the Library Statistical Data Consent Agenda item be changed from monthly to quarterly. The Board agreed to the change.

Reports

There were no reports

Business Arising

8. Knowledge Gap Analysis Discussions
 - a) Library Management, Stewardship and AccountabilityThis item was deferred.

9. Library Board Action List

The Library Board reviewed the Action list.

Motion 18.02.262

Moved by Kelly Broome

Seconded by Tara Brown

That the Library Board receive the Library Board Action List.

Carried

10. Operational Efficiencies Review Implementation

The CEO discussed with Library Board members the report on Operational Efficiencies review implementation. The Library Board added that Town of Newmarket Council be requested to consider a Library facility needs study in the first or second quarter two of 2019.

Motion to Convene into a Closed Session

Motion 18.02.263

Moved by Tara Brown
Seconded by Jane Twinney

That the Library Board move in to a Closed Session at 6:05 pm for the purpose of discussing Labour Relation Matters.

Carried

Motion 18.02.264
Moved by Venkatesh Rajaraman
Seconded by Jane Twinney

That the Library Board move out of Closed Session at 6:25 pm.

Carried

Motion arising from Closed Session:

Motion 18.02.265
Moved by Venkatesh Rajaraman
Seconded by Jane Twinney

That the Library Board receive the report on Operational Efficiencies Review implementation;

And That the Library Board authorize the C.E.O. to implement the recommendations of the Newmarket Public Library Effectiveness and Efficiency Study where possible and in line with current and future approved operating budgets;

And That the Library Board request Town of Newmarket Council to grant similar approval;

And That the Library Board request that the Library facility needs study be considered by the Town of Newmarket Council in the first or second quarter of 2019;

And That the Library Board approve the use of up to \$50,000 from the Library Operating Reserve in 2018 and in 2019 to cover possible expenditure over and above approved annual budgets related to the interim organizational structure;

And That the implementation of the recommendations in Marketing and Communication and Information Technology be subject to the completion of service level agreements.

Carried

New Business

11. Ontario Pre-Budget Submissions

The Library Board reviewed the request from the Federation of Ontario Public Libraries (FOPL) in conjunction with the Ontario Library Association (OLA) to pass a motion requesting increased funding to libraries from the Province of Ontario.

Motion 18.02.266

Moved by Tara Brown

Seconded by Kelly Broome

Whereas public libraries provide safe, inclusive, and vibrant community spaces where everyone is welcome to learn, work, connect, and have fun; and,

Whereas the Newmarket Public Library engages with the community to provide a centre of learning, dialogue, and discovery; and,

Whereas the Newmarket Public Library continues to have a limited resource budget despite an increase in digital borrowing of 488 percent, the addition of many technology help and discovery programs, and the establishment of the Maker Hub, a new digital creative space; and,

Whereas the Newmarket Public Library continues to manage public resources with the utmost care and is committed to the sustainability of its services;

Therefore be it Resolved that the Newmarket Public Library Board urges the Province of Ontario to recognize the contribution of local libraries within their communities and to cease the 20 year budget freeze to local libraries in acknowledgement to the services they offer to all residents; and,

Be it Further Resolved that the Newmarket Public Library Board urges the Province of Ontario to reinstate adequate and appropriate funding for local libraries, increasing each year going forward in line with the consumer price index; and,

Be it Further Resolved that the Newmarket Public Library Board urges the Province of Ontario to commit funds to a shared and efficient Ontario Digital Library in order to provide equitable online services to all Ontarians; and,

Be it Further Resolved that a copy of this resolution be sent to Town of Newmarket Council for their endorsement; and,

Be it Finally Resolved that a copy of this resolution be sent to the Minister of Tourism, Culture, and Sport, to the Ontario Minister of Municipal Affairs, to the local MPP, to the Ontario Library Association, and to the Federation of Ontario Public Libraries.

Carried

12. Handout on Library Facilities Needs

The Library Board reviewed the draft handout that has been prepared to be distributed to community members at the Town of Newmarket Community Open House on February 27, 2018.

Motion 18.02.267

Moved by Venkatesh Rajaraman

Seconded by Kelly Broome

That the Library Board receive the report on library facility needs handout.

Carried

13. Library Social Event Expenses

A report on the Library's social event practices was reviewed by the Library Board.

Motion 18.02.268

Moved by Tara Brown

Seconded by Venkatesh Rajaraman

That the Library Board receive the report on library social event expenses.

Carried

Date(s) of Future Meetings

14. The next Library Board Regular meeting is Wednesday, March 21, 2018 at 5:30 pm in the Library Board room.

Adjournment

Motion 18.02.269

Moved by Kelly Broome

Seconded by Tara Brown

That there being no further business meeting adjourned at 6:40 pm.

Carried

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer



Strategic Operations Report: February, 2018

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> • York Info given another United Way grant contract (\$15K) to expand 211 data coverage throughout York Region; work to take place through September • 21 participants at Ideamarket on photography 	<ul style="list-style-type: none"> • 270 attendees at Feb. Cinemania screening (Jan. reported in error as 270, was actually 205) • CEO participated in Smart City visioning workshop for Newmarket • 13 attendees at first 2 sessions of Powerful Tools for Caregivers program held with CHATS 	<ul style="list-style-type: none"> • 2 additional Nature Backpacks added to collection; total 2017 circulation of 6 existing backpacks was 65 • Public internet connection through Town successful; library and town collaborated to block P2P (aka BitTorrent) traffic to prevent bandwidth domination by a few users
Spaces	<ul style="list-style-type: none"> • CEO met with Southlake health librarian to discuss public library presence at hospital • Pop-up libraries held at Winterfest, Ward 7 gathering, Chinese New Year event, and Community Open House 	<ul style="list-style-type: none"> • March Break kids programs include Mad Science: Science of Toys and Sensational Slime • Moveable air-filtering enclosure for 2nd 3D printer received from NewMakeit and deployed; will eventually be used to demo printing on main floor 	<ul style="list-style-type: none"> • Interactive forest wall in picture book area completed • Set of adjustable-height tables purchased for children's craft program at suggestion of parent • Investigation begun for new magazine shelving solution
Positioning	<ul style="list-style-type: none"> • Library participated in town Community Open House; almost 100 interactions; 14 inquiries about potential library expansion • New brochure on library's Local History & Genealogy service produced 	<ul style="list-style-type: none"> • Staff created Black History Month booklist bookmark in conjunction with Underground Railroad exhibit at OTH 	<ul style="list-style-type: none"> • Freegal music listening station set up in young adult area on second floor using a secure iPad

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Resources	<ul style="list-style-type: none"> Staff member spent time with a patron introducing them to how to find Caribbean genealogy records 	<ul style="list-style-type: none"> Canadian newcomer who came to Computers 101 learned to use computer for first time in her life; completed resume and started job search April adult programs include storm chasing and Crime Writers of Canada 35th anniversary 	<ul style="list-style-type: none"> Hoopla: 673 borrows by 233 patrons in Feb; 63% is e-books and e-audio Installation of new self-service equipment delayed until April; software installations begun
Organization & Operations	<ul style="list-style-type: none"> Volunteer Services Coordinator resigned; replaced by Sè da Silva 	<ul style="list-style-type: none"> Mary-Rose O'Connor hired as new Digital Services Librarian Library hosting 3-week placement of Seneca library techniques student 	<ul style="list-style-type: none"> NPL awarded Gold status as a Smart Commute workplace Several staff attended CAMH customer de-escalation training Migration to new servers ongoing; some intermittent service interruptions foreseen for Mar 11/12 overnight



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: March 21, 2018

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

Recommendation: The C.E.O. 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:

THAT the Library Board directs the C.E.O. to authorize the Town of Newmarket Treasurer to transfer the net closing balance at February 28, 2018 of \$ 16,621.07 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



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"> C.E.O. to bring drafts to Board according to agreed schedule Board to form committee to review Governance Policy and Constitution 	
12-11	May 20 2015	Draft fundraising and development strategy	<ul style="list-style-type: none"> C.E.O. to draft report for initial consideration Board to consider needed resources C.E.O. to report back on implementation of fundraising initiatives C.E.O. to follow up with Town of Newmarket regarding naming rights sponsorship program 	Completed September 16, 2015
1-12		Consider forming Friends of the Library group	<ul style="list-style-type: none"> Board to consider as related to item 12-11 	Completed September 16, 2015 Deferred to next Library Board term (motion 13.03-214)
2-13	March, 2018	C.E.O. Annual Performance Review	<ul style="list-style-type: none"> Library Board Chair and Vice Chair to prepare and report to Board 	C.E.O. annual Review completed March 15, 2017 Next review date: March, 2018
1-15	April, 2017	Annual Report to the Community	<ul style="list-style-type: none"> C.E.O. to prepare and present to board before release 	Completed October, 2017 Next report due in April, 2018
2-15	March, 2016	Library facility and service delivery options	<ul style="list-style-type: none"> C.E.O. to report on related Town community facility plans Board to consider referral to Library- 	<ul style="list-style-type: none"> Report drafted for September 16, 2015 meeting (Deferred to March, 2016)

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			<p>Town Joint Task Force</p> <ul style="list-style-type: none"> • Board to consider capital reserve expenditure on consultant study • 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” • Motion 18.02.265 “And that the Library Board request the Library facility needs study be considered by the Town of Newmarket Council in the first or second quarter two of 2019” 	<ul style="list-style-type: none"> • Joint Workshop held June 15, 2016 • Report to Board September 7, 2016 • Report to Town of Newmarket Committee of the Whole May 8, 2017 • Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review. • Library operations efficiencies study report to Board November 15, 2017 • Joint Library Board/Town of Newmarket Council Workshop held to discuss efficiencies study January 30, 2018 • February 21, 2018 Board approve implementation of study recommendations (Council approved March 3, 2018) • Board to request Council to consider Library facility needs study in first/second quarter, 2019

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"> Board to review Library Statistical Data report provided monthly in agenda package C.E.O. to revise report as requested C.E.O. to update Board on status of related provincial initiatives as well as Impact Study 	
4-15		Built Accessibility report	<ul style="list-style-type: none"> C.E.O. to draft report 	
5-15	June 17, 2015	Budget projections	<ul style="list-style-type: none"> C.E.O. to draft 5 year projections for operating budget needs 	Completed June 17, 2015 Reported to Library Board June 17, 2015
6-15		2016 budget	<ul style="list-style-type: none"> Board to provide C.E.O. with guidelines and suggestions C.E.O. to draft budget Board to approve for submission to Council 	Completed September 16, 2015 Board approved 2016 Draft Operating and Capital Budget requests
7-15		Collective Agreements	<ul style="list-style-type: none"> Board to provide C.E.O. with negotiation mandate guidelines C.E.O. to engage Town of Newmarket Director of HR as lead negotiator Board to approve agreements 	Completed, Agreements Ratified March 21, 2016 Collective agreements expired March 31, 2015. Negotiations to begin February 11, 2016
8-15		Strategic planning	<ul style="list-style-type: none"> Board to decide on strategic planning process when current plan ends in 2016 	Reported to Library Board on options for renewing Strategic Plan December 16, 2016 Board meeting.

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
				Reviewed Strategic Plan at January 18, 2017 Board meeting. Build on current plan and create action list. Board to meet with Senior Town of Newmarket staff re: Town's strategic goals.
9-15	May, 2016	Vice Chair Position	Library Board members to hold election for Vice Chair position after one year. Vice Chair elect to be a Community member	Completed September 7, 2016 Election to be held June 22, 2016. Deferred to September 7, 2016.
10-15	November 18, 2017	SOLS Trustee Representative	Attend SOLS Trustee Council Meetings	Next Trustee meeting: April 14, 2018, Oshawa Public Library
11-15	March 16, 2016	ARF Analysis Review	Town of Newmarket Director of Finance	Completed June 22, 2016 Report to Library Board June 22, 2016
12-16	June, 2016	2017 Budget Considerations	Sunday Openings at Christmas	Completed June 22, 2016 2017 Operating Budget submission deadline
13-16	June, 2016	2018 Budget Consideration	Donation Revenue Allocations	Completed December 14, 2016 2018 Operating Budget submission deadline
14-16	November, 2016	Strategic Technology Ad Hoc Committee	Develop Terms of Reference of Committee	Completed: Terms of Reference approved January 15, 2017 Draft Terms of Reference presented at November 16 th Board meeting.
15-16	April, 2017	Ontario Public Library Week	Plan an event to promote Ontario Public Library Week	Completed Coffee and Donuts with C.E.O. Wednesday, October 18, 2017

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
16-16	March, 2017	Peer Comparator Study	Analyze report on Newmarket Public Library's peer comparisons	Completed April 19, 2017
17-17	October, 2017	Leadership by Design	Knowledge Gap Analysis Discussions at upcoming Library Board meetings	Discussion Schedule: <ol style="list-style-type: none"> 1. Board Organization and Planning – June 21, 2017 – completed 2. Board Performance and Community Development – October 18, 2017 - completed 3. Library Management, Stewardship and Accountability – March 21, 2018



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: March 21, 2018

Re: 2017 Surplus Transfer

Background:

The projected operating surplus for the Library for 2017 is roughly \$140,000. The exact amount will be confirmed once the audited Financial Statements are available this spring. As per previous Board motion and agreement with the town's Finance Department, the Library's operating reserve is capped at \$400,000, meaning the entire surplus amount is set to be returned to the Town's general funds.

However, in discussions with the Director of Financial Services, a number of other reserve uses for part of these funds have been suggested. If the Board approves these, the Director would recommend these reserve transfers to Council in its year-end financial report.

Discussion:

The two suggested uses of these funds are:

1. Adding \$20,000 to the balance of the Minor Capital Reserve. This fund was created at the end of 2016 to cover repair and replacement of equipment too small to qualify for Tangible Capital Assets and so not in the Asset Replacement Fund. This balance was set at \$30,000. Since then, some equipment not included has been identified and it would be prudent to set the target balance at \$50,000.
2. Adding another \$75,000 to the General Operating Reserve for carpet/flooring replacement in the event the Board approves further replacement beyond the ground floor and stairs. In January 2018 the Board approved a first phase of flooring replacement, with the rest not funded until 2020 when the ARF funds could be requested. If this money were put in reserve for this purpose now, it would allow the Board to decide at any time to fund the remaining phases, with the effect that no ARF request would need to be made. In effect, it would amount to an advance on ARF funds.

The following motions are recommended:

THAT the Library Board approve the transfer of \$95,000 of the Library's 2017 operating surplus into reserve funds for the purposes identified in the report;

AND THAT the Library Board approve the transfer of the remaining surplus balance to the Town's reserve funds.