



438 Park Avenue
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Newmarket Public Library Board

Regular Board Meeting Agenda

Tuesday, May 15, 2018
Newmarket Public Library Board Room

Meeting to be called to order at 5:30 pm

Adoption of Agenda Items

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, April 18, 2018
5. Adoption of the Closed Session Meeting Minutes for Wednesday, April 18, 2018
6. Strategic Operations Report for April, 2018
7. Monthly Bank Transfer

Reports

8. 2017 Draft Audited Financial Statement

Business Arising

9. Library Board Action List

New Business

10. 2019 Capital and Operating Budget

Closed Session

That the Library Board move in to a Closed Session for the purpose of discussing labour relation matters.

Dates of Future Meetings

The next Library Board Regular meeting is Wednesday, June 20, 2018 at 5:30 pm in the Library Board room

Adjournment



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Newmarket Public Library Board

Regular Board Meeting Minutes

Wednesday, April 18, 2018
Newmarket Public Library Board Room

Present: Joan Stonehocker, Chair
Tara Brown, Vice Chair
Venkatesh Rajaraman
Jane Twinney
Tom Vegh

Regrets: Kelly Broome
Darcy McNeill

Staff Present: Todd Kyle, CEO
Lianne Bond, Administrative Coordinator

The Chair called the meeting to order at 5:30 pm

Adoption of Agenda Items

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

The Chair asked if there were any additions to the agenda. One item was added under Closed Session.

Motion 18.04.275

Moved by Jane Twinney

Seconded by Venkatesh Rajaraman

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, March 21, 2018
5. Strategic Operations Report for March, 2018
6. First Quarter Library Statistical Data
7. Monthly Bank Transfer
8. Funding for Libraries in Ontario Provincial Government 2018 Budget

Motion 18.04.276

Moved by Tara Brown

Seconded by Tom Vegh

That Consent Agenda items 4) to 8) be received and approved as presented.

Carried

Policies

9. Use of Corporate Resources and Election Campaign Activities Policy

The CEO recommended that the Library Board adopt the Town of Newmarket Use of Corporate Resources and Election Campaign Activities Policy that would establish the rules and procedures for the Library during an election campaign period.

Motion 18.04.277

Moved by Venkatesh Rajaraman

Seconded by Tara Brown

That the Library Board approve the adoption of the Town of Newmarket Use of Corporate Resources and Election Campaign Activities Policy.

Carried

Reports

10. First Quarter Financial Statement

The Library is on target for the first quarter of 2018 in both expenditures and revenue.

Motion 18.04.278

Moved by Tom Vegh

Seconded by Jane Twinney

That the Library Board receive the First Quarter Financial Statements as presented.

Carried

Business Arising

11. Library Board Action List

The Library Board reviewed the Action list.

Motion 18.04.279

Moved by Venkatesh Rajaraman

Seconded by Tara Brown

That the Library Board receive the Action List as presented.

Carried

New Business

There was no New Business.

Closed Session

Motion 18.04.280

Moved by Tara Brown

Seconded by Jane Twinney

That the Library Board move in to a Closed Session at 5:55 pm to discuss matters pertaining to Labour relations.

Carried

Motion 18.04.281

Moved by Tara Brown

Seconded by Venkatesh Rajaraman

That the Library Board move out of Closed Session at 6:20 pm.

Carried

Motions Arising from Closed Session

Motion 18.04.282

Moved by Jane Twinney

Seconded by Tom Vegh

That the Library Board receive the report on matters pertaining to Labour relations.

Carried

Dates of Future Meetings

Due to a conflict of the next regularly, scheduled Library Board meeting on Wednesday, May 16, 2018 the next Regular Library Board meeting will be Tuesday, May 15, 2018 at 5:30 pm in the Library Board room

Adjournment

Motion 18.04.283

Moved by Tara Brown

Seconded by Tom Vegh

That there being no further business the meeting adjourn at 6:25 pm.

Carried

Joan Stonehocker, Chair

Todd Kyle, Secretary/Treasurer



Strategic Operations Report: April, 2018

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> IdeaMarket on topic of opioid crisis attracted 14 participants Crime Writers of Canada 35th anniversary event successful; 27 attendees 	<ul style="list-style-type: none"> 162 and 194 attendees at final two Cinemania screenings for season; attendees surveyed and planning for 2018-19 season to begin LEARN seminar with Chamber of Commerce attracted 18 participants 	<ul style="list-style-type: none"> CEO participated in interviews for Director of Innovation & Strategic Initiatives at Town
Spaces	<ul style="list-style-type: none"> New community display case installed on main floor Story Pod to re-open May 5 	<ul style="list-style-type: none"> New book display unit installed on main floor Maker Hub video equipment borrowed by parent to inspire daughters to make film 	<ul style="list-style-type: none"> Magazine shelving contract awarded to Palmieri Furniture Carpet work contract to be awarded shortly New website online Suggest a Purchase form has increased request volume
Positioning	<ul style="list-style-type: none"> CEO made presentation to French immersion school visiting town hall 	<ul style="list-style-type: none"> Presentation on library resources done at Welcome Centre Several outreach visits to schools and daycares including Welcome to Kindergarten event Marketing launched for STEM Village online curriculum learning tool 	<ul style="list-style-type: none"> Library exhibited at the Home Show; 525 interactions; tablet device giveaway promotion yielded 95 new contacts for e-news Attendees to Online Library class all signed up for Hoopla & Overdrive
Resources	<ul style="list-style-type: none"> A local history request for a death notice led to an adoptee connecting with birth family Storm Chaser program successful; 36 	<ul style="list-style-type: none"> Children's program attendance increased by 5% over April 2017 33 3D prints completed for patrons in April New Digital Shift drop-in 	<ul style="list-style-type: none"> Replacement self-service equipment successfully installed May 7 Hoopla continues to attract new users: 60 average per month; over

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
	attendees right after ice storm!	hours resulted in 182% increase in tech help sessions	700 borrows in April, mainly ebooks/audio.
Organization & Operations	<ul style="list-style-type: none"> Library closed due to ice storm at 2 pm on April 14; re-opened April 17 	<ul style="list-style-type: none"> Library successful for Canada Summer Jobs grant; recruiting Digital Media Training Specialist Staff visited NewMarket to discuss partnerships 	<ul style="list-style-type: none"> HR Business Partner assigned to library as part of efficiencies review; next steps include custodian hiring CEO attended CFLA-FCAB national forum in Regina



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Library Board Report

To: Newmarket Public Library Board
From: Todd Kyle, C.E.O.
Date: May 15, 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 April 30, 2018 of \$10,349.39 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



Newmarket Public Library – 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, 2018
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

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
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-Town Joint Task Force • 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"> • Report drafted for September 16, 2015 meeting (Deferred to March, 2016) • 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 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: May 12, 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.

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
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
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: 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 - completed



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Library Board Report

To: Newmarket Public Library Board
From: Todd Kyle, C.E.O.
Date: May 15, 2018
RE: **2019 Operating and Capital Draft Budgets**

Background:

As per past practice, the Library will submit a preliminary draft budget request to the Town's finance staff by the end of June. If time does not allow the Board to approve it at the June meeting, it will be presented to the Board for approval at its September meeting, which allows time for any changes to be made to the submission in time for consideration by Council.

Council has not approved any guidelines for the budget. However, finance staff have directed that a preliminary base budget be aimed at the lower end of recent inflation rates, while fees and charges be aimed at the higher end. The October inflation rate will be used when a target is recommended to the new Council in December. (The CPI increase for March 2018 was 2.8%.)

Full implementation of the costs associated with Bill 148 are recommended to be put forth as extraordinary items over and above the base budget. For the library, these costs are largely based on increases to minimum wage (changes to the formula for statutory holiday pay were recently reversed pending review). However, as the funds set aside for partial implementation in 2018 did not accrue to the Library, it is recommended at this time that the costs as borne out by our experience so far in 2018 be included in the base budget. Due to the political uncertainty, it is recommended that additional costs due to the planned 2019 minimum wage increase not be taken into account at this time.

As in past years, in consultation with the Director of Financial Services, it has been determined that the net effect on the Library base operating budget would be an increase of about \$75,000.

Operating Budget

The following are considerations for drivers for the Library base operating budget:

- Economic adjustments:
 - Union staff –to be negotiated

- Non-union staff—unknown at this time, but would be based on September CPI as per previous Board motion.
- Bill 148
 - As above; cost estimate for 2018 is \$13,000
- Custodial contract
 - Due to the impact of Bill 148, there is a possibility of a price increase of 20-30% at all Town facilities
- Computer systems maintenance
 - It is possible a modest increase will be needed to meet new contracted costs for things such as the new self-checkout and inventory control system
- Utilities costs
 - There may be a need for increased budget to cover increased Hydro costs
- Revenues
 - As per Board motion from September 2017, room rental and advertising rates will be reviewed with a view to raising them in line with inflation.
 - Other revenues are largely for program admission fees and these are raised only when needed to meet the contract performer's fee

Enhancement Requests:

The Library can submit enhancement requests for consideration by Council according to its priorities, including any extraordinary/mandatory cost increases.

As in previous years, the Board may want to consider extending opening hours to include Monday service. In 2018, a request was put forward in the amount of \$135,000 per year for Monday service from 1pm to 9pm (at the time the request was de-annualized, the request being for half that amount for the first year).

A complication is the potential future increase to the Public Library Operating Grant. For 2018, a 17% increase to the overall funding envelope has been budgeted by the province. It is expected that the increase will be implemented as part of a re-alignment of allocations so as to provide equity among all libraries on a per-capita basis, with no loss of revenue to those experiencing population decline; in addition, consideration will be given to the unique needs of Northern, remote, and First Nations communities. As there is considerable uncertainty over the impact on Newmarket Public Library, it is not recommended the the Board include it at this time in its preliminary budget estimates. When the province's plans become more clear, there will likely be sufficient time to make adjustments to the library's request to account for this additional revenue. At this point, the Board may wish to consider service enhancements that might be at least partially funded by this increase.

Asset Replacement Fund:

Finance does not recommend any increase to the Library's share of the Asset Replacement Fund.

Capital budget

The capital budget request would consist largely of items identified as due for replacement in the Asset Replacement Fund schedule. For 2019, this totals approximately \$168,700, consisting of computer and equipment replacements such as copier/printers, Wi-Fi switches, laptops, and backup tape system, and is fully funded by the ARF.

Conclusion:

I am seeking receipt of this report and any general direction as the Library prepares its preliminary draft budget for 2019.

The following motion is recommended:

THAT the Library Board receive the report on 2019 Operating and Capital Budgets.