



Newmarket Public Library Board Agenda

Date: Wednesday, April 15, 2026
Time: 5:30 PM
Location: Newmarket Public Library Boardroom
Newmarket Public Library
438 Park Avenue
Newmarket ON L3Y 1W1

Pages

1. **Call to Order**
2. **Adoption of Agenda Items**
 - 2.1 Adoption of the Regular Agenda
 - 2.2 Adoption of the Closed Session Agenda
 - 2.3 Adoption of the Consent Agenda Items
3. **Declarations**
4. **Deputation: Newmarket Public Library Union Employees**
5. **Presentation: Outreach Services Update**
6. **Consent Agenda Items**
 - 6.1 Adoption of the Regular Board meeting minutes for Wednesday, March 18, 2026 1
 - 6.2 Strategic Operations Report for March, 2026 6
 - 6.3 Library Bank Transfer 9
7. **Reports**
8. **Business Arising**
 - 8.1 Library Metrics Working Group Update

8.2 Library Board Action List

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9. New Business

10. Closed Session (if required)

11. Dates of Future Meetings

The next regular Library Board meeting is scheduled for Wednesday, May 20, 2026 at 5:30 pm, Library Board room.

12. Adjournment



Newmarket Public Library Board

Minutes

Date: Wednesday, March 18, 2026
 Time: 5:30 PM
 Location: Newmarket Public Library Boardroom
 Newmarket Public Library
 438 Park Avenue
 Newmarket ON L3Y 1W1

Members Present: Darryl Gray
 Kelly Broome
 Victor Woodhouse
 Councillor Morrison
 Neila Poscente
 Beth Stevenson
 Rex Taylor

Staff Present: Tracy Munusami, CEO
 David di Giovanni, Manager, Programs and Community
 Engagement
 Biagio Rachiele, Manager, Library Operations
 Laura Millay, Manager, Collections and Customer Innovation
 Lianne Bond, Administrative Coordinator

1. Call to Order

The Chair called the meeting to order at 6:02 pm.

2. Adoption of Agenda Items

- 2.1 Adoption of the Regular Agenda
- 2.2 Adoption of the Closed Session Agenda
- 2.3 Adoption of the Consent Agenda Items

One agenda item was added under New Business.

Motion 26-03-05

Moved by Rex Taylor

Seconded by Neila Poscente

That items 2.1 to 2.3 be adopted as amended.

Carried

3. Declarations

None were declared.

4. Presentation: 2025 Library Project Highlights - Manager, Planning and Library Operations

The Manager, Planning and Library Operations presented highlights of projects completed in 2025 that enhanced the library's functionality, appearance, and overall user experience. Improvements included painting the second floor, installing study pods on the lower level to support quiet and collaborative work, and adding a new information desk on the upper level to improve service delivery and staff interaction. Proposed projects for 2026 were also presented, continuing the strategic direction of creating welcoming and accessible spaces.

Board members thanked the Manager of Planning and Operations for the successful completion of these projects.

Motion 26-03-06

Moved by Rex Taylor

Seconded by Kelly Broome

That the Library Board receive the presentation on 2025 Library Project Highlights;

And that the Library Board supports the 2026 Projects presented funded from Operating Reserves up to \$110,000.

Carried

5. Consent Agenda Items

5.1 Adoption of the regular Library Board meeting minutes for Wednesday, January 21, 2026

5.2 Adoption of the Closed Session minutes for Wednesday, January 21, 2026

5.3 Strategic Operations Report for January and February, 2026

Motion 26-03-07

Moved by Beth Stevenson

Seconded by Neila Poscente

That items 5.1 to 5.3 be approved and adopted as presented.

Carried

6. Reports

6.1 2025 Draft Community Report

The Library Board reviewed the draft 2025 Community Report. The report provided highlights of the Library's achievements in 2025 and impact of its programs and services has had in strengthening community connection and engagement.

Motion 26-03-08

Moved by Rex Taylor

Seconded by Trevor Morrison

That the Library Board receive the draft 2025 Community Report as presented.

Carried

7. Business Arising

7.1 Library Metrics Working Group Update

The Chair of the Metrics Working Group provided an update on the group's progress in identifying benchmarks and key data sources to support the development of the Balanced Scorecard for reporting on the Library's performance.

Motion 26-03-09

Moved by Victor Woodhouse

Seconded by Beth Stevenson

That the Library Board receive the verbal update from the Library Metrics Working Group.

Carried

7.2 Library Board Action List

The Library Board reviewed the Action List.

Motion 26-03-11

Moved by Rex Taylor

Seconded by Kelly Broome

That the Library Board receive the Action List as presented.

Carried

8. New Business

8.1 Library Outreach Vehicle

The Library Board discussed a proposal to expand services through the operation of an Outreach Vehicle and agreed to form a small working group to explore options.

Motion 26-03-12

Moved by Kelly Broome

Seconded by Trevor Morrison

That the Library Board create a small working group consisting of two board members and Library Staff explore options for an outreach vehicle;

And That the working group report back to the Board with a plan and recommendations at a future meeting.

Carried

9. Closed Session

There were no Closed Session items.

10. Dates of Future Meetings

The next regular Library Board meeting is scheduled for Wednesday, April 15, 2026 at 5:30 pm, Library Board room.

11. Adjournment

Motion 26-03-13

Moved by Rex Taylor

Seconded by Beth Stevenson

That there being no further business the meeting adjourn at 6:52 pm.

Carried

Darryl Gray, Chair

Tracy Munusami, Secretary/Treasurer



March 2026 Strategic Operations Report

Empowering Our Community (and Staff)

- As part of the **Building Bridges with Newcomer Seniors** grant, the Library partnered with the Senior Iranian Multicultural Association (SIMA) to host a community bazaar celebrating the Persian New Year (Norooz). The bazaar featured handmade items: including jewelry, preserves, baked goods, and leather goods, all created by local Iranian seniors. The partnered event then welcomed more than 120 participants, and approximately 100 Iranian seniors attended the accompanying dinner.
- For the first quarter of 2026, the Library's First Grader Card project connected with three local schools, registering over 72 first-grade students for library membership using the **My First Library Card** design. The initiative engaged an additional 75 parents, caregivers, and siblings connected to participating students.

Ensuring Welcoming and Accessible Places and Spaces

- The Library has become a sought-after study destination following the introduction of new study pods. Increased use of the Lower Level has been observed, particularly among students preparing for exams.

Providing Engaging and Relevant Services

- The March 2026 **York Cinemania** screening was the most highly attended since the series relaunched post-COVID in 2022. **It Was Just an Accident**, directed by Iranian filmmaker Jafar Panahi, attracted nearly 100 attendees. Strong attendance was supported in part by targeted promotion and outreach through the Library's partnership with the Senior Iranian Multicultural Association.
- Overall, March 2026 showed significant growth in both programming and participation compared to 2025. The number of programs offered increased by 21% (69 programs, up from 57 in 2025), while total attendance rose by 39%, reaching 1,760 participants compared to 1,264 in the previous year.
- High-interest, large-scale events hosted at the Library, such as the Ashley Audrain International Women's Day author event, which attracted strong

attendance, 76 participants, and introduced new audiences to the Library as a vibrant cultural and community destination.

- Seasonally aligned programs such as March Break Spy School successfully engaged families during the spring school break. Robust participation, 442 attendees, highlighted the value of scheduling programs to align with community needs and interests.
- Programs such as Baby Chicks Storytime offered memorable, hands-on experiences that deepened family engagement with 115 participants. These initiatives reinforced the Library's role as a trusted space for early learning, curiosity, and positive first connections with Library services.

Customer Feedback on Programs

- "I enjoyed that it [Spy School] was at my child's own pace with no set parameters."
- "The kids had a lot of fun. It was a great way to bring the community together around literacy."
- "Just wanted to thank you for organizing the talk by Ashley Audrain. She is an animated and compelling speaker. I really enjoyed her story telling and authenticity."



Participant eagerly waiting for their chance to hold a baby chick



More than 70 people packed into the Lower Level of the Library to hear from Award Winning Author, Ashley Audrain, and her inspiring story of how she became an author.



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Library Board Report

To: Newmarket Public Library Board
From: Tracy Munusami
Date: April 15, 2026
RE: **Newmarket Public Library Bank Account – Fund Transfer**

Background:

The CEO 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:

Conclusion

The following motion is recommended:

THAT the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the amount of \$8,820.48 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



Library Board Action Tracking List

Item No.	Action Item	Updates	Target/Completion date
1.	Policy reviews	2025 Policy reviews completed: <ul style="list-style-type: none"> • Information Services • Sponsorship and Advertising • Non-Union Personnel • Integrated Accessibility • Workplace Violence • Workplace Harassment • Health and Safety • Public Computer Access • Customer Code of Conduct • Room rental and rates 	Ongoing
2.	CEO Annual Performance Review Assigned to: Executive Committee	Next review due August, 2025	In-Progress
5.	Strategic Plan Implementation	Conduct a welcoming places and spaces design services	RFQ posted July 25, 2023 Contract awarded December 2023 Design charrettes held April 9 th and 25 th Update reported to Board September 18, 2024 Board approved Building Revitalization Projects for 2025 presented at March 19, 2025 meeting

Item No.	Action Item	Updates	Target/Completion date
6.	Library Board Strategic Priorities	Establish priority areas for Board to focus on	Board Workshop held November 8, 2023 Discussion held at Board meeting April 17, 2024, and priorities identified. Revisit Strategic priorities in 6 months. Board Workshop held April 16, 2025
7.	Ontario Library Service Board Assembly	Board member Appointment to OLS Board Assembly	
8.	Library Board Advocacy Committee	Develop Advocacy Strategies to support Library	<ul style="list-style-type: none"> • Committee met August 13, 2025 • Committee met September 17, 2025
9.	Library Board Fundraising Committee	Committee to fundraise for high level events such as author series	<ul style="list-style-type: none"> • Fundraising Committee established at January 15, 2025 Board • Author series event held March 7, 2025
10.	Library Metrics Working Group	Board and staff members to review and recommend key statistics, performance measures	<ul style="list-style-type: none"> • Q1 with Working Group reporting findings in Q2 • Update presented at Board meeting March 18, 2026

Item No.	Action Item	Updates	Target/Completion date
11.	Library Outreach Vehicle Working Group	Board and staff members to explore options for outreach vehicle	