



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, April 16, 2014
Newmarket Public Library Board Room**

- Present:** Joan Stonehocker – Chair (arrived at 5:15 pm)
Tom Vegh – Vice Chair
Tara Brown
Tom Hempen
Wes Playter
- Regrets:** Michael Castro
John Taylor
- Staff Present:** Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator
- Guest:** Lynn Georgeff, Director of Human Resources,
Town of Newmarket (left at 5:50 pm)

In the absence of the Chair, the Vice Chair called the meeting to order at 5:10 p.m.

1. Adoption of Agenda Items

- i) Adoption of Regular Agenda
- ii) Adoption of the Closed Session Agenda
- iii) Adoption of Consent Agenda items

The Vice Chair asked if there were any additions to the agenda.

Motion 14.04.296

**Moved by Tom Hempen
Seconded by Tara Brown**

That Agendas i) to iii) be adopted as presented.

Carried

2. Declarations

None were declared.

3. Motion to Convene into a Closed Session

Motion 14.04.297

Moved by Tom Vegh
Seconded by Tom Hempen

That the Library Board convene into a closed session at 5:20 pm for the purposes of discussing a personal matter about an identifiable individual.

Carried

Note: The Chair took over the meeting at 5:20 pm

Motion 14.04.298

Moved by Wes Playter
Seconded by Tara Brown

That the Library Board move out of the closed session at 5:50 pm.

Carried

Motion arising from the Closed Session:

Motion 14.04.299

Moved by Tom Hempen
Seconded by Wes Playter

That the Library Board receive the verbal report as presented in the closed session and that the CEO proceed with the direction provided to the Library Board in the Closed Session.

Carried

4. Consent Agenda Items:

- i) Adoption of the Regular Board Meeting Minutes for Wednesday, March 19, 2014
- ii) Strategic Operations Report for March 19, 2014
- iii) Library Statistical Data
- iv) Monthly Bank Transfer

Motion 14.04.300

Moved by Wes Playter
Seconded by Tara Brown

That Consent Agenda Items i) to iv) be received as presented.

Carried

5. Reports

i) First Quarter Financial Report

The Library is on target for the first quarter of 2014 in both expenditures and revenue.

Motion 14.04.301

Moved by Tara Brown

Seconded by Tom Hempen

That the Library Board receive the 1st quarter financial statement as presented.

Carried

ii) York Info Contract with 211 Ontario (Tom Vegh in the Chair for this report)

The Library reviewed the terms of the proposed 211 Ontario contract with York Info which covers the period of 12 months beginning April 1, 2014. The contract formalizes the arrangement with York Info who operates a database of York region community services in partnership with three northern York region Libraries.

Motion 14.04.302

Moved by Joan Stonehocker

Seconded by Wes Playter

That the Library Board approve the signing of a contract with 211 Ontario Services Corporation to formalize its existing community service data provision.

Carried

iii) Automated Materials Handling

The Library Board reviewed the proposed revisions to the Computer Capital Budget in order that the Library can go forward with the automated materials handling project.

Motion 14.04.303

Moved by Tara Brown

Seconded by Tom Vegh

That the Library Board approve the revised expenditure plan for the unencumbered portion of the Computer Hardware/Software capital budget as presented;

And that the Library Board authorize the CEO to select a vendor for Automated Materials Handling in accordance with the Procurement Policy and within the budget set therein.

Carried

iv) Green Reads Book Vending Proposal

Green Reads, a private enterprise that is developing used book vending machines, has approached several public libraries, including Newmarket Public Library with a proposal to crowd-fund a production run of 15 prototype machines and donate them to libraries to operate within their communities. The Library Board reviewed the book vending proposal and agreed to support the crowd funding campaign with the recommendation that the Library Board would make the decision on the location of the vending machine in the community.

Motion 14.04.304

**Moved by Tom Hempen
Seconded by Tara Brown**

That the Library Board receive the report on the Green Reads book vending proposal;

And that the Library Board approve spending of up to \$5,000 of capital reserve funds to make up any shortfall in this campaign, including an initial \$500 contribution to the campaign.

Carried

6. Business Arising

i) Municipal Candidate Letter

The Library Board provided feedback on a draft municipal candidate letter that will be sent out to all candidates participating in the 2014 municipal election.

Motion 14.04.305

**Moved by Tom Hempen
Seconded by Tom Vegh**

That the Library Board approve the Municipal Candidate letter with the edits as discussed and that the letter is reviewed by the Town of Newmarket Communications Department.

Carried

ii) Action List

The Board reviewed the Action List

Motion 14.04.306

**Moved by Tara Brown
Seconded by Tom Hempen**

That the Library Board receive the Action List as presented.

Carried

7. New Business

There was no new business.

8. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, May 21, 2014 at 5:00 pm in the Library Board room

9. Adjournment

Motion 14.04.307

**Moved by Tara Brown
Seconded by Wes Playter**

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

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer