



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, May 21, 2014
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair (arrived at 5:30 pm)
Tara Brown
Michael Castro
Tom Hempen (arrived at 5:20 pm)
John Taylor (left at 6:35 pm)

Regrets: Wes Playter

Staff Present: Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator

The Chair called the meeting to order at 5:15 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 Chair asked if there were any additions to the agenda.

Motion 14.05.308

**Moved by John Taylor
Seconded by Michael Castro**

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

Carried

2. Declarations

None were declared.

3. Consent Agenda Items:

- i) Adoption of the Regular Board Meeting Minutes for Wednesday, April 16, 2014
- ii) Adoption of the Closed Session Meeting Minutes for Wednesday, April 16, 2014
- iii) Strategic Operations Report for April, 2014
- iv) Library Statistical Data
- v) Monthly Bank Transfer

Motion 14.04.309

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

That Consent Agenda Item i) be received as amended and items ii) to v) be received as presented.

Carried

4. Motion to Convene into a Closed Session

Motion 14.05.310

**Moved by Tara Brown
Seconded by Michael Castro**

That the Library Board convene into a closed session at 5:18 pm for the purposes of discussing labour relation matters.

Carried

Motion 14.05.311

**Moved by John Taylor
Seconded by Tara Brown**

That the Library Board move out of the closed session at 5:25 pm.

Carried

5. Reports

i) 2013 Draft Audited Financial Statements

The CEO provided an overview and clarification of the results of the 2013 Audit.

Motion 14.05.312

**Moved by John Taylor
Seconded by Michael Castro**

That the Library Board approve the 2013 Audited Financial Statements of the Town of Newmarket Public Library Board as presented.

Carried

ii) Electronics Materials Budget

The CEO advised the Library Board of the need for expanded electronic resources as this service continues to grow. The CEO proposed that the Library can reduce the Building Repairs and Maintenance account by \$10,000 per year as contingency funds are built into this budget line, in order that it can be transferred to the Electronic Materials & Subscriptions line. Should unforeseen building repairs arise, Operating Reserves could be used to pay for one-time unplanned expenditures.

Motion 14.05.313

Moved by John Taylor
Seconded by Michael Castro

That the Library Board approve additional expenditure of \$10,000 in the Electronic Materials and Subscriptions budget line offset by reduced expenditure in the Building Repairs and Maintenance budget line for fiscal year 2014.

That the Library Board grant the CEO authority to approve unplanned emergency building expenditures from the Operating Reserve to a value of up to \$10,000.00, subject to immediate communication with the Chair and subsequent reporting to the Board.

Carried

iii) Fundraising Reserve

The Library Board reviewed the report on the Fundraising Reserve and the request to spend the balance of the Fundraising Reserve on additional related equipment on the expanding Library's maker related programming.

Motion 14.05.314

Moved by Michael Castro
Seconded by Tara Brown

That the Library Board receive the report on the Fundraising Reserve and approve the use of the existing Fundraising Reserve balance for equipment supporting maker programs for young people.

Carried

6. Business Arising

i) Town of Newmarket e-Agenda System

The Library has been asked to participate in the Town of Newmarket's e-Agenda system in order that Library public minutes, agenda's and documents can be accessed through this system. Leading Boards Electronic Repository system the Library Board subscribes to has similar applications, however is not publicly accessible. The Library Board agreed

to continue with the Leading Boards subscription for one year with a review of renewing it in March of 2015.

ii) Provincial Candidate Advocacy

A Provincial Candidate letter will be sent to all candidates in the riding of Newmarket-Aurora advocating Library services.

iii) Action List

The Board reviewed and updated the Action List

Motion 14.05.315

Moved by Tara Brown
Seconded by Tom Hепен

That the Library Board receive the Action List as presented.

Carried

iv) Green Reads Book Vending - Update

The CEO updated the Library Board on the crowding funding campaign for the Green Reads Vending machine. The campaign did not meet the target therefore the Library will go ahead with the purchase of the vending machine. The Library Board directed the CEO to see if a "buy back" option could be negotiated in the purchase of the vending machine.

7. New Business

There was no new business.

8. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, June 18, 2014 at 5:00 pm in the Library Board room

9. Adjournment

Motion 14.05.316

Moved by Michael Castro
Seconded by Tara Brown

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

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer