



438 Park Avenue  
Newmarket, Ontario L3Y 1W1

Email: [npl@newmarketpl.ca](mailto:npl@newmarketpl.ca)

Website: [newmarketpl.ca](http://newmarketpl.ca)

Phone: 905-953-5110

## **Newmarket Public Library Board**

### **Regular Board Meeting Agenda**

Wednesday, November 21, 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, October 10, 2018
5. Strategic Operations Report for October, 2018
6. Monthly Bank Transfer

#### **Reports**

No reports.

#### **Business Arising**

7. Carpet Replacement
8. Library Board Action List

#### **New Business**

#### **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, December 19, 2018 at 5:30 pm in the Library Board room

## **Adjournment**



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## **Newmarket Public Library Board**

### **Regular Board Meeting Minutes**

Wednesday, October 10, 2018  
Newmarket Public Library Board Room

**Present:** Joan Stonehocker, Chair  
Tara Brown, Vice Chair  
Darcy McNeill  
Jane Twinney

**Absent:** Kelly Broome  
Venkatesh Rajaraman  
Tom Vegh

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

The Chair called the meeting to order at 5:35 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.

#### **Motion 18.10.309**

**Moved by Tara Brown**

**Seconded by Jane Twinney**

**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, September 12, 2018
5. Strategic Operations Report for September, 2018
6. Third Quarter Library Statistical Data
7. Monthly Bank Transfer

**Motion 18.10.310**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

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

**Carried**

**Reports**

8. 2018 Third Quarter Financial Statement

The Library continues to be on target for the third quarter of 2018 in both expenditures and revenue.

**Motion 18.10.311**

**Moved by Jane Twinney**

**Seconded by Darcy McNeill**

**That** the Library Board receive the Third Quarter Financial Statement as presented.

**Carried**

9. Room Rental Rate Increases

The Board reviewed the report on Room Rental Rate Increases that will be effective January 1, 2019.

**Motion 18.10.312**

**Moved by Tara Brown**

**Seconded by Jane Twinney**

**That** the Library Board receive the report on Room Rental Rate Increases.

**Carried**

**Business Arising**

10. Library Board Action List

The Library Board reviewed the Action list.

**Motion 18.10.313**

**Moved by Tara Brown**

**Seconded by Darcy McNeill**

**That** the Library Board receive the Action List as presented.

**Carried**

**New Business**

There was no new business

**Closed Session**

There were no Closed Session items.

**Dates of Future Meetings**

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

**Adjournment**

**Motion 18.10.314**

**Moved by Jane Twinney**

**Seconded by Darcy McNeill**

**That** there being no further business the meeting adjourn at 6:00 pm.

**Carried**

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Joan Stonehocker, Chair

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Todd Kyle, Secretary/Treasurer



## Strategic Operations Report: October, 2018

	<b>Igniting Community Dialogue, Discovery and Debate</b>	<b>Leading a Learning Community</b>	<b>Readying our Capabilities</b>
Collaborative Relationships	<ul style="list-style-type: none"> <li>• IdeaMarket on youth homelessness saw 28 attendees</li> <li>• December IdeaMarket will be on innovation in Newmarket in partnership with Town of Newmarket</li> <li>• CEO met with Newmarket African Caribbean Canadian Association to discuss partnership</li> <li>• Library working with Town of Newmarket and TEDx Newmarket on TEDx event November 22 (now sold out)</li> </ul>	<ul style="list-style-type: none"> <li>• Southlake Cinemania October screening had 227 attendees</li> <li>• Victory Lap retirement programs had 59 people over 2 sessions</li> <li>• Pints and Prints program held at Market Brewery featuring library 3D printer</li> <li>• Heads Up program with Alzheimer’s Society had 27 attendees</li> </ul>	<ul style="list-style-type: none"> <li>• Pilot of library deposit collection at Southlake hospital cancer centre library saw an average of 8 items checked out per month in first 2 months</li> <li>• Library provided private computer for online voting in municipal election; 18 users counted</li> </ul>
Spaces	<ul style="list-style-type: none"> <li>• Old section of information desk modified into mobile Community Kiosk for nonprofits to book to connect with patrons</li> <li>• Pop-up library held at Magna Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Promotional display and survey kiosk installed for York Region’s planned <i>The Lendery</i> tool-lending program</li> </ul>	<ul style="list-style-type: none"> <li>• New lounge seating ordered for testing on main floor</li> <li>• Corner fill installed in new magazine shelving</li> <li>• Two additional paperback racks acquired as surplus from another library to mitigate overflow</li> </ul>

	<b>Igniting Community Dialogue, Discovery and Debate</b>	<b>Leading a Learning Community</b>	<b>Readying our Capabilities</b>
<b>Positioning</b>	<ul style="list-style-type: none"> <li>• CEO participated in career fair for students and job seekers</li> <li>• Library Instagram followers now at 652</li> <li>• Ontario Public Library Week social media posts resulted in 3478 views</li> </ul>	<ul style="list-style-type: none"> <li>• New outdoor banner promoting Maker Hub installed</li> <li>• Children’s staff hosted table at child care worker conference</li> <li>• Staff made presentation at Job Skills on library career resources</li> </ul>	<ul style="list-style-type: none"> <li>• CEO interviewed by Radio-Canada on public library security concerns</li> <li>• Library card renewal e-mail revised to offer option of renewing remotely for online access only</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• “History of the Town of Newmarket” by Ethel Trehwella digitized and now on web site; promotion to follow</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in book club kits is growing; surplus sets from other libraries added; 3 new sets to be purchased</li> <li>• Teen Book Club launched with 4 members</li> <li>• Non-fiction book club met for the first time</li> <li>• Library planning launch of Kanopy streaming art/classic film service in 2019</li> </ul>	<ul style="list-style-type: none"> <li>• N6 libraries cancelling joint subscription to Indieflix and Comics Plus services; money going to more RB Digital Magazines titles (including comics)</li> <li>• SOMP (Southern Ontario Multilingual Pool) cooperative book sharing program being discontinued; library participating in discussions to have a wholesaler take it over</li> </ul>
<b>Organization &amp; Operations</b>	<ul style="list-style-type: none"> <li>• Library successfully applied for federal government Digital Services 4 Youth grant through Ontario Library Association for IT intern funding</li> </ul>	<ul style="list-style-type: none"> <li>• Digital Services Librarian position being modified in light of efficiencies review</li> </ul>	<ul style="list-style-type: none"> <li>• Some Internet slowdown being experienced on Saturdays; library and town IT testing solutions; so far functioning better</li> <li>• Faulty switch from network failure on July 31 replaced</li> </ul>



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## Library Board Report

To: Newmarket Public Library Board  
From: Todd Kyle, C.E.O.  
Date: November 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 October 31, 2018 of \$19,483.89 from the Newmarket Public Library bank account to the Town of Newmarket bank account.





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## Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: November 21, 2018

RE: **Completion of carpet replacement project**

### Background:

In January 2018 the Board approved the use of Asset Replacement Fund monies to begin a process of replacing the aging 1996 carpet throughout the library by replacing the main floor and stairs. The decision to pursue the project had previously been delayed by several factors, including that funding was only set aside for “main traffic areas”. More importantly, there was reluctance to invest in the building’s appearance given the possibility the Library might one day be re-located. However, the appointment of a Strategic Projects Officer focused on a strategy to maximize the library’s appeal in the current facility made this a recommended course of action.

The initial phase of the project was completed in September 2018 at a cost of just under \$69,000 of the \$75,000 available. The project was completed after hours over a series of two weekends with minimal disruption to service, and with the added bonus that in almost all areas, the carpet tiles were slipped underneath existing book shelf ranges, thereby leaving no traces of old carpet in the event shelves are moved. The results of the project, in conjunction with other refreshes to appearance and furniture, have vastly improved the library’s appearance, as has the replacement of carpet on the full staircase with a rubberized tile flooring.

The remaining ARF funding for carpet replacement, \$75,000 earmarked as for “other areas”, becomes available for request as of the 2020 budget. However, in March 2018 the Board approved the transfer of \$75,000 of its 2017 surplus, which otherwise would have been returned to the Town, to its operating reserve to cover a potential acceleration of the completion of the project in 2019, pending Board approval. Given the success of the initial phase, we are now asking the Board to approve the remainder of the project using these and other existing funds. The plan is to complete the project in spring 2019, likely using the same vendor whose expertise and service has been amply demonstrated, and who will also utilize the leftover carpet tiles to minimize the cost. We are seeking approval now in order to secure pricing offered to us by the vendor which is effective until December 2018. If this plan is

approved, the Library will not need to request carpet replacement funds in 2020 from the ARF and instead the ARF will be revised to calculate replacement of the entire new carpet at the end of its projected lifespan.

The total quoted price is \$88,200. Funds already set aside for this purpose include the \$75,000 in reserves plus the \$6,000 left over, totaling \$81,000. The rest of the project would be covered by the roughly \$50,000 in the Library's Building Maintenance capital project not directed towards any particular purchase.

**Conclusion:**

**The following motion is recommended:**

**THAT the Library Board approve the completion of the carpet replacement project using the funds identified in the report.**



## 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"> <li>C.E.O. to bring drafts to Board according to agreed schedule</li> <li>Board to form committee to review Governance Policy and Constitution</li> </ul>	
<del>12-11</del>	May 20, 2015	<del>Draft fundraising and development strategy</del>	<ul style="list-style-type: none"> <li>C.E.O. to draft report for initial consideration</li> <li>Board to consider needed resources</li> <li>C.E.O. to report back on implementation of fundraising initiatives</li> <li>C.E.O. to follow up with Town of Newmarket regarding naming rights sponsorship program</li> </ul>	<b>Completed September 16, 2018</b>
<del>1-12</del>		<del>Consider forming Friends of the Library group</del>	<ul style="list-style-type: none"> <li><del>Board to consider as related to item 12-11</del></li> </ul>	<b>Completed September 16, 2015</b> <del>Deferred to next Library Board term (motion 13.03-214)</del>
2-13	May, 2018	C.E.O. Annual Performance Review	<ul style="list-style-type: none"> <li>Library Board Chair and Vice Chair to prepare and report to Board</li> </ul>	C.E.O. annual Review completed May 15, 2018 Next review date: April, 2019
1-15	April, 2017	Annual Report to the Community	<ul style="list-style-type: none"> <li>C.E.O. to prepare and present to board before release</li> </ul>	<b>Completed October, 2017</b> 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"> <li>• C.E.O. to report on related Town community facility plans</li> <li>• Board to consider referral to Library-Town Joint Task Force</li> <li>• Board to consider capital reserve expenditure on consultant study</li> <li>• 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”</li> <li>• 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”</li> </ul>	<ul style="list-style-type: none"> <li>• Report drafted for September 16, 2015 meeting (Deferred to March, 2016)</li> <li>• Joint Workshop held June 15, 2016</li> <li>• Report to Board September 7, 2016</li> <li>• Report to Town of Newmarket Committee of the Whole May 8, 2017</li> <li>• Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review.</li> <li>• Library operations efficiencies study report to Board November 15, 2017</li> <li>• Joint Library Board/Town of Newmarket Council Workshop held to discuss efficiencies study January 30, 2018</li> <li>• February 21, 2018 Board approve implementation of study recommendations (Council approved March 3, 2018)</li> <li>• Board to request Council consider Library facility needs study in first/second quarter, 2019</li> </ul>

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"> <li>Board to review Library Statistical Data report provided monthly in agenda package</li> <li>C.E.O. to revise report as requested</li> <li>C.E.O. to update Board on status of related provincial initiatives as well as Impact Study</li> </ul>	
4-15		Built Accessibility report	<ul style="list-style-type: none"> <li>C.E.O. to draft report</li> </ul>	
5-15	June 17, 2015	Budget projections	<ul style="list-style-type: none"> <li><del>C.E.O. to draft 5-year projections for operating budget needs</del></li> </ul>	<b>Completed June 17, 2015</b> <del>Reported to Library Board June 17, 2015</del>
6-15		2016 budget	<ul style="list-style-type: none"> <li><del>Board to provide C.E.O. with guidelines and suggestions</del></li> <li><del>C.E.O. to draft budget</del></li> <li><del>Board to approve for submission to Council</del></li> </ul>	<b>Completed September 16, 2015</b> <del>Board approved 2016 Draft Operating and Capital Budget requests</del>
7-15		Collective Agreements	<ul style="list-style-type: none"> <li><del>Board to provide C.E.O. with negotiation mandate guidelines</del></li> <li><del>C.E.O. to engage Town of Newmarket Director of HR as lead negotiator</del></li> <li><del>Board to approve agreements</del></li> </ul>	<b>Completed, Agreements Ratified March 21, 2016</b> <del>Collective agreements expired March 31, 2015.</del> <del>Negotiations to begin February 11, 2016</del>
8-15		Strategic planning	<ul style="list-style-type: none"> <li>Board to decide on strategic planning process when current plan ends in 2016</li> </ul>	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.
<del>9-15</del>	<del>May, 2016</del>	<del>Vice Chair Position</del>	<del>Library Board members to hold election for Vice Chair position after one year. Vice Chair elect to be a Community member</del>	<del>Completed September 7, 2016</del> 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 4, 2019, location to be determined
<del>11-15</del>	<del>March 16, 2016</del>	<del>ARF Analysis Review</del>	<del>Town of Newmarket Director of Finance</del>	<del>Completed June 22, 2016</del> Report to Library Board June 22, 2016
<del>12-16</del>	<del>June, 2016</del>	<del>2017 Budget Considerations</del>	<del>Sunday Openings at Christmas</del>	<del>Completed June 22, 2016</del> 2017 Operating Budget submission deadline
<del>13-16</del>	<del>June, 2016</del>	<del>2018 Budget Consideration</del>	<del>Donation Revenue Allocations</del>	<del>Completed December 14, 2016</del> 2018 Operating Budget submission deadline
14-16	November, 2016	Strategic Technology Ad Hoc Committee	Develop Terms of Reference of Committee	<b>Completed: Terms of Reference approved January 15, 2017</b> Draft Terms of Reference presented at November 16 <sup>th</sup> Board meeting.

<b>Item No.</b>	<b>Target Date</b>	<b>Item description</b>	<b>Assigned action</b>	<b>Status / Date of Completion</b>
<del>15-16</del>	<del>April, 2017</del>	<del>Ontario Public Library Week</del>	<del>Plan an event to promote Ontario Public Library Week</del>	<del><b>Completed</b> Coffee and Donuts with C.E.O. Wednesday, October 18, 2017</del>
<del>16-16</del>	<del>March, 2017</del>	<del>Peer Comparator Study</del>	<del>Analyze report on Newmarket Public Library's peer comparisons</del>	<del><b>Completed April 19, 2017</b></del>
17-17	October, 2017	Leadership by Design	Knowledge Gap Analysis Discussions at upcoming Library Board meetings	<b>Discussion Schedule:</b> <ol style="list-style-type: none"> <li>1. Board Organization and Planning – June 21, 2017 – <b>completed</b></li> <li>2. Board Performance and Community Development – October 18, 2017 - <b>completed</b></li> <li>3. Library Management, Stewardship and Accountability – March 21, 2018 - <b>completed</b></li> </ol>