



Agenda
Newmarket Public Library Board

Wednesday, June 18, 2014 at 5:00 PM
Regular Board Meeting

Agenda compiled on 07/08/2014 at 3:42 PM

Adoptions of Agenda

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 Minutes for Wednesday, May 21, 2014 p. 1
5. Adoption of Closed Session Meeting Minutes for Wednesday, May 21, 2014
6. Strategic Operation Report for May, 2014 p. 5
7. Library Statistical Data for May, 2014 p. 7
8. Monthly Bank Transfer p. 13

Closed Session

9. No Closed Session Items at time of distribution

Policies

10. Policies on Workplace Violence p. 14

Reports

Business Arising

11. Library Board Action List p. 18

New Business

Date(s) of Future Meetings

12. The next Regular Library Board meeting will be held on Wednesday, September 17, 2014 at 5:00 pm in the Library Board room.

Adjournment



**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 Hempen

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

STRATEGIC OPERATIONS REPORT – MAY, 2014

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> IdeaMarket “Why vote?” program held in collaboration with The Era; about 30 participants Staff did presentation on Main Street history for the Newmarket Historical Society CEO attended Multimedia Film Festival screenings 	<ul style="list-style-type: none"> Planning for fall session of computer literacy at Inn From The Cold underway Program on 3D printing hosted in collaboration with local robotics firm Myostat Several visits conducted at daycares, Kindergarten registration nights, young mothers groups 	<ul style="list-style-type: none"> NPL joined the Centre for Equitable Library Access, the successor to the CNIB Library to provide alternative-format materials to the print disabled
Spaces	<ul style="list-style-type: none"> ArtSpeaks open-mic event held May 25 outside the library 	<ul style="list-style-type: none"> Library planning maker fair at Jazz+ Festival Nonprofit organizations invited to use main floor display case; interest from 15 organizations so far 	<ul style="list-style-type: none"> Green Reads crowdfunding campaign unsuccessful; reduced price negotiated for NPL’s used book machine as part of pilot project Flood forced library to close for 3 hours on May 27; cleanup largely completed; investigation into causes ongoing
Positioning	<ul style="list-style-type: none"> E-newsletter announcing Digitization Day garnered over 1,000 opens New outside wall banner promoting IdeaMarket designed and sent to printer 	<ul style="list-style-type: none"> Ads for Freegal and Mango services have generated 337 Web page views New outside wall banner promoting digital media designed and sent to printer 	<ul style="list-style-type: none"> Wall plaque to highlight aspects of the library’s strategic plan designed and sent to printer Ad for annual report in Snap’d garnered 80 Web page views
Resources	<ul style="list-style-type: none"> Digitization Day a success, with 9 patrons learning about the Zeta scanner and digitizing their photos and documents 989 people are currently signed up for a personalized Volunteer Profile in the York Info database. 	<ul style="list-style-type: none"> 3D printer quotes received, vendor selected, PO issued New Digital Learning Basics Lab program launched Discussions ongoing about the next phase of device lending program at the library Use of computers in children’s areas up by 42% over last year, including recently upgraded Early Literacy Stations 	<ul style="list-style-type: none"> Planning for service desk renovations and staff changes for Automated Materials Handling underway Investigating upgrade to public Wi-Fi equipment
Organization & Operations	<ul style="list-style-type: none"> Job posted for Canada Summer Jobs position of Newcomer Orientation Assistant Staff attended webinar on creating a Seed Library 	<ul style="list-style-type: none"> Staff attended York Region workshop on library makerspaces 	<ul style="list-style-type: none"> CEO attended The Future of Libraries and Canadian Library Association conferences Paperback fiction acquisitions being transitioned to Automatic Release Plan as part of efforts to create efficiencies Town and Library successfully

6

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
			connected their servers to share access to accounting and program registration software

Newmarket Public Library Statistical Data - 2014

Library Card Holders

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	22,327	22,140	22,347	22,397	22,352							
Residents	20,463	20,279	20,456	20,499	20,462							
Non-Residents	1,864	1,861	1,891	1,898	1,890							

New and Renewed Library Cards

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	251	199	382	428	243								1,503
New non-resident	54	33	49	43	19								198
Renewed membership	667	628	715	445	649								3,104

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	13,591	10,908	12,882	13,399	12,752								63,532
# of PAC Account Logins	5,350	4,788	5,456	5,403	5,281								26,2
Room Rentals	70	71	61	84	74								360
Room Rental Hours	179	181	151	224	194								929

Programs

5 Year Trend - year to date May 31

# of Programs Held	2010	2011	2012	2013	2014
Adult	7	19	39	60	63
Children's	484	452	558	566	587
Total Programs	491	471	597	626	650

Program Attendance	2010	2011	2012	2013	2014
Adult	352	957	1,307	835	978
Children's	7,405	6,163	5,587	6,077	5,880
Total Attendance	7,757	7,120	6,894	6,912	6,858

Newmarket Public Library Statistical Data - 2014

Borrowing

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	419	402	465	555	496								2,337
eBooks	2,347	2,056	2,335	2,267	2,515								11,520
eMagazines	na	na	na	625	368								993
eMusic/Video	634	1,769	2,737	2,849	2,735								10,724
Backpack Kit	2	3	4	4	1								14
Book	24,090	22,484	27,439	25,247	25,805								125,065
CD-ROM/DVD-ROM	34	40	27	21	24								146
DVD/Blu-ray	3,364	3,138	3,615	3,262	3,366								16,745
DVD/Blu-ray - New	215	277	478	595	452								2,017
DVD/Blu-ray - Restricted	328	335	291	279	308								1,541
DVD/Blu-ray - Restricted-New	31	37	69	85	66								288
eBook Reader	4	1	5	5	4								19
GPS	-	3	5	13	5								26
ILL	165	145	143	158	134								745
Language Kit	42	24	41	35	42								184
Laptop	47	35	24	38	40								194
Multimedia Kit	79	128	102	99	99								507
Music CD	637	609	696	572	550								3,064
Pedometer	4	7	21	18	23								73
Periodical	1,015	1,035	1,130	1,231	1,212								5,623
Portable Audio Book	26	32	42	36	48								184
Talking Book	884	837	902	891	855								4,369
Video	29	9	11	12	17								78
Video Game	262	258	370	350	285								1,525
Total Borrowing	34,658	33,664	40,952	39,247	39,450	-	-	-	-	-	-	-	187,971

Database Usage

Adult Subscriptions	3,525	2,370	1,834	1,448	2,097								11,274
Children's Subscriptions	1,001	748	847	649	523								3,768
York Info (Community)	78,994	68,976	72,074	70,752	69,524								360,320
York Info (Volunteer)	10,842	9,908	11,649	8,915	11,635								52,949
Total Database Access	94,362	82,002	86,404	81,764	83,779	-	-	-	-	-	-	-	428,311

Newmarket Public Library Statistical Data - 2014

Library Card Holders

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	22,327	22,140	22,347	22,397	22,352							
Residents	20,463	20,279	20,456	20,499	20,462							
Non-Residents	1,864	1,861	1,891	1,898	1,890							

New and Renewed Library Cards

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	251	199	382	428	243								1,503
New non-resident	54	33	49	43	19								198
Renewed membership	667	628	715	445	649								3,104

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	13,591	10,908	12,882	13,399	12,752								63,532
# of PAC Account Logins	5,350	4,788	5,456	5,403	5,281								26,209
Room Rentals	70	71	61	84	74								360
Room Rental Hours	179	181	151	224	194								929

Programs

5 Year Trend - year to date April 30

# of Programs Held	2010	2011	2012	2013	2014
Adult	7	19	39	60	63
Children's	484	452	558	566	587
Total Programs	491	471	597	626	650

Program Attendance	2010	2011	2012	2013	2014
Adult	352	957	1,307	835	978
Children's	7,405	6,163	5,587	6,077	5,880
Total Attendance	7,757	7,120	6,894	6,912	6,858

Newmarket Public Library Statistical Data - 2014

Borrowing

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	419	402	465	555	496								2,337
eBooks	2,347	2,056	2,335	2,267	2,515								11,520
eMagazines	na	na	na	625	368								993
eMusic/Video	634	1,769	2,737	2,849	2,735								10,724
Backpack Kit	2	3	4	4	1								14
Book	24,090	22,484	27,439	25,247	25,805								125,065
CD-ROM/DVD-ROM	34	40	27	21	24								146
DVD/Blu-ray	3,938	3,787	4,453	4,221	4,192								20,591
eBook Reader	4	1	5	5	4								19
GPS	-	3	5	13	5								26
ILL	165	145	143	158	134								745
Language Kit	42	24	41	35	42								184
Laptop	47	35	24	38	40								184
Multimedia Kit	79	128	102	99	99								507
Music CD	637	609	696	572	550								3,064
Pedometer	4	7	21	18	23								10
Periodical	1,015	1,035	1,130	1,231	1,212								5,623
Portable Audio Book	26	32	42	36	48								184
Talking Book	884	837	902	891	855								4,369
Video	29	9	11	12	17								78
Video Game	262	258	370	350	285								1,525
Total Borrowing	34,658	33,664	40,952	39,247	39,450	-	-	-	-	-	-	-	187,971

Database Usage

Adult Subscriptions	3,525	2,370	1,834	1,448	2,097								11,274
Children's Subscriptions	1,001	748	847	649	523								3,768
York Info (Community)	78,994	68,976	72,074	70,752	69,524								360,320
York Info (Volunteer)	10,842	9,908	11,649	8,915	11,635								52,949
Total Database Access	94,362	82,002	86,404	81,764	83,779	-	-	-	-	-	-	-	428,311

Newmarket Public Library Statistical Data - 2013

Library Card Holders

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	22,459	22,546	22,469	22,492	22,528	22,544	22,583	22,542	22,428	22,391	22,352	22,091
Residents	21,005	21,023	20,928	20,876	20,853	20,846	20,860	20,771	20,654	20,595	20,537	20,274
Non-Residents	1,454	1,523	1,541	1,616	1,675	1,698	1,723	1,771	1,774	1,796	1,815	1,817

New and Renewed Library Cards

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	259	250	315	221	224	237	352	274	273	288	235	129	3,057
New non-resident	54	51	33	43	50	23	45	39	25	32	36	25	456
Renewed membership	754	671	726	743	640	667	469	802	631	680	617	422	7,822

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	15,028	13,822	15,348	15,111	14,440	13,515	14,950	14,902	14,028	14,145	13,513	11,376	170,178
# of PAC Account Logins	5,426	5,109	5,291	5,576	6,414	5,323	5,830	5,844	5,474	5,998	5,487	5,505	67,200
Room Rentals	62	61	56	71	84	65	40	46	73	69	65	55	747
Room Rental Hours	114	143	139	188	154	184	103	152	126	180	164	154	1,800

Programs

5 Year Trend - year to date December 31

# of Programs Held	2009	2010	2011	2012	2013
Adult	36	23	33	93	157
Children's	996	952	845	1,167	1,273
Total Programs	1,032	975	878	1,260	1,430

Program Attendance	2009	2010	2011	2012	2013
Adult	1,407	948	1,408	2,323	2,149
Children's	15,756	15,444	12,956	12,905	13,784
Total Attendance	17,163	16,392	14,364	15,228	15,933

Newmarket Public Library Statistical Data - 2013

Borrowing

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	292	317	480	377	372	478	549	413	464	456	418	427	5,043
eBooks	1,495	1,564	1,827	1,767	1,799	1,813	2,059	2,009	1,822	1,949	1,829	2,055	21,988
eMusic/Video	2	2	10	9	3	1	8	8	2	6	-	1	52
Backpack Kit	3	1	2	1	6	1	6	5	5	7	4	1	42
Book	26,605	24,249	28,259	27,152	26,904	25,364	34,215	31,357	26,390	28,300	25,797	20,654	325,246
CD-ROM/DVD-ROM	49	60	42	62	39	25	56	59	51	65	24	30	562
DVD/Blu-ray	2,901	2,912	3,636	3,577	3,084	2,941	3,752	3,946	3,027	3,971	3,718	2,832	40,297
DVD/Blu-ray - New	1,052	861	638	579	548	579	685	364	298	404	353	226	6,587
DVD/Blu-ray - Restricted	187	200	283	260	241	248	229	257	255	281	337	263	3,041
DVD/Blu-ray - Restricted-	132	89	33	38	45	44	62	34	39	51	55	20	642
eBook Reader	11	11	10	11	11	10	10	13	5	3	6	5	106
GPS	9	7	10	20	12	6	10	14	5	6	2	4	105
ILL	128	114	126	141	212	119	159	146	146	180	142	84	1,697
Language Kit	59	34	66	58	58	36	35	35	46	43	45	32	547
Laptop	32	25	25	29	36	30	37	26	32	32	44	20	368
Multimedia Kit	91	95	84	85	75	68	122	129	125	131	100	84	1,112
Music CD	783	735	760	745	702	548	675	553	561	616	790	539	8,007
Pedometer	10	11	23	27	28	25	27	17	14	15	18	6	221
Periodical	1,370	1,147	1,099	1,159	1,190	1,240	1,349	1,263	1,092	1,045	1,033	921	13,908
Portable Audio Book	11	10	15	16	28	41	34	41	21	29	20	23	289
Talking Book	879	780	901	853	921	951	997	928	872	964	1,005	811	10,862
Video	33	37	22	17	32	26	15	8	15	14	17	16	252
Video Game	418	337	424	407	341	336	516	527	319	322	295	220	4,462
Total Borrowing	36,552	33,598	38,775	37,390	36,687	34,930	45,607	42,152	35,606	38,890	36,052	26,791	445,513

Database Usage

Adult Subscriptions	3,604	2,796	3,886	3,610	3,247	2,319	3,399	1,960	3,021	3,502	2,885	2,084	36,313
Children's Subscriptions	895	561	1,107	1,613	1,133	803	753	237	340	728	796	213	9,179
York Info (Community)	83,732	79,568	92,108	97,034	91,088	74,105	75,203	83,752	76,324	73,627	74,941	81,069	982,551
York Info (Volunteer)	7,510	7,680	8,085	9,851	14,257	9,777	11,536	11,415	9,877	10,936	10,271	11,136	122,331
Total Database Access	95,741	90,605	105,186	112,108	109,725	87,004	90,891	97,364	89,562	88,793	88,893	94,502	1,150,374

**MEMORANDUM**

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: June 18, 2014

Re: **Newmarket Public Library Bank Account – Fund Transfer**

Recommendation: 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:

THAT the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the net closing balance at May 30, 2014 of \$ 9,579.09 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: June 18, 2014

Re: Policies on Workplace Violence and Harassment

The Workplace Harassment Policy and Workplace Violence Policy are subject to statutory annual review by the Library Board. There are no recommended changes to these policies.

The following motion is recommended:

THAT the Library Board receive the report on the policies on Workplace Violence and Harassment.

WORKPLACE HARASSMENT POLICY

The management of the Newmarket Public Library is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Sources of workplace harassment could be:

- Type I: External perpetrator
- Type II: Client/Customer
- Type III: Employee to employee
- Type IV: Domestic (personal relationship)

Everyone in the workplace must be dedicated to preventing workplace harassment. Employees, volunteers and any person providing a service on behalf of the Library are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment is defined in the *Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters* as:

Engaging in a course of vexatious comment or conduct, against a worker in a workplace, which is known or ought reasonably to be known to be unwelcome.

Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls. Harassment may also, but does not have to, relate to a form of discrimination as set out in the Ontario Human Rights Code which states that every person has a right to equal treatment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace such as performance monitoring and discipline.

Workers are encouraged to report any incidents of workplace harassment. Information on this process is available in the *Workplace Violence and Harassment Policy and Procedures* binder in each service area. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a timely and fair manner while respecting workers' privacy, to the extent possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Ontario Human Rights Tribunal on a matter related to the Ontario Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal options available.

The Workplace Violence Policy should be consulted regarding concerns about violence in the workplace.



WORKPLACE VIOLENCE POLICY

The management of the Newmarket Public Library is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace Violence is defined in the *Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters* as:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,**
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,**
- c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker**

Types of workplace violence are:

- Type I: External perpetrator (thefts, vandalism, assaults by a person with no relationship to the workplace)
- Type II: Client/Customer (physical or verbal assault of an employee by a client/or customer)
- Type III: Employee to employee (physical or verbal assault from an employee or former employee)
- Type IV: Domestic violence (personal relationship)

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to employees, volunteers and any person providing a service on behalf of the Library.

The Occupational Health and Safety Act defines a workplace as any land, premises, location or thing at, upon, in or near which a worker works.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. This information is available in a binder labelled *Workplace Violence and Harassment Policy and Procedures* in each service area.

Newmarket Public Library, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors must adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the

information that they need to protect themselves. Supervisors must acquaint their staff with the *Workplace Violence and Harassment Policy and Procedures* binder.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

The Workplace Harassment Policy should be consulted regarding concerns about harassment in the workplace.



NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST

Item No.	Date	Action Item	Assigned to	Status / Date of Completion
1-11	Updated: Mar. 21-12	Continue to build collaborative strategic partnerships with York Region School Boards	Library Board	Ongoing
9-11	20-04-11	Library Policy Review Schedule	Library Board	Board to review Governance Policy and Constitution for better consistency Updated Policy Review Schedule presented Board for September 18, 2013 Board meeting
12-11	02-08-11	Review Revenue Generation Targets and Strategies	Library Board	Business Case Study of Digitization Lab to be resourced by CEO Action Plan report for April 18, 2012 Board meeting Deferred until completion of Town of Newmarket Service Review Program
1-12	Updated: 16-01-13	Friends of the Library – <i>Deferred to next Library Board term</i>	Library Board	Board meeting agenda item for March 27, 2013 Deferred to next Library Board term (<i>motion 13.03-214</i>)
1-13	16-01-13	Expansion and Promotion of Library Art Collection	Library Board	Endeavour to expand and promote Art Collection

Item No.	Date	Action Item	Assigned to	Status / Date of Completion
2-13	19-06-13	CEO Annual Performance Review	Library Board Chair and Vice Chair	Chair and Vice Chair appointed at June 19 th Board meeting to form Committee to conduct the CEO annual review
3-13	19-06-13	Leading Boards Electronic Repository Renewal	Library Board	Renewed for 2014/15. Continue to review annually.
4-13	<u>Updated</u> 19-02-14	Library Ambassador Campaign	Library Board	<p>Campaign to promote Strategic Plan: CEO report to Board on October 23, 2013</p> <p>Arrange discussion, presentation or outreach activity to promote Strategic Plan.</p> <p>Library Board to send suggestions of organizations to CEO</p> <p>Develop Library Board Advocacy Group</p> <p>Municipal Candidate Letter to be drafted and sent out by Chair and CEO.</p> <p>Question to be prepared for Chair to pose to candidates for 2014 Municipal Election – Completed.</p>

COMPLETED ACTION ITEMS

Item No.	Date	Completed Action Item	Assigned to	Status / Completion Date
2-12	Updated: 27-03-13	Computer Hardware/Software Capital Carry over <i>Motion 13.03.215</i>	Strategic Technology Committee	Computer Hardware/ Software Project report to Board March 27, 2013 – Board approved first 7 items on list Revision to Computer Capital Budget approved by Library Board April 16, 2014
15-11	Updated: 15-01-14	Annual Success Report to Town of Newmarket Council	Library Board	2014 Community Report completed and distributed to Library Board April 16, 2014. Presented to Council on May 5, 2014