



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, October 15, 2014
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair (arrived at 5:10 pm)
Tom Vegh – Vice Chair
Tara Brown
Michael Castro
Wes Playter

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

Regrets: Tom Hempen
John Taylor

In the absence of the Chair, the Vice-Chair called the meeting to order at 5:05 PM

1. Adoption of Agenda Items

- a) Adoption of Regular Agenda
- b) Adoption of the Closed Session Agenda
- c) Adoption of Consent Agenda items

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

Motion 14.10.331

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

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

Carried

2. Declarations

None were declared.

3. Consent Agenda Items:

- a) Adoption of the Regular Board Meeting Minutes for Wednesday, September 17, 2014
- b) Adoption of the Closed Session Meeting Minutes for Wednesday, September 17, 2014
- c) Strategic Operations Report for September, 2014
- d) Library Statistical Data for September, 2014

e) Monthly Bank Transfer

Motion 14.10.332

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

That Consent Agenda Item a) to e) be received as presented.

Carried

The Chair took over the meeting at 5:15 PM

4. Motion to Convene into a Closed Session

There were no closed session items.

5. Reports

a) Third Quarter Financial Statements

The Library continues to be on target for the third quarter of 2014 in both expenditures and revenue.

Motion 14.10.333

**Moved by Wes Playter
Seconded by Michael Castro**

That the Library Board receive the third quarter financial statement as presented.

Carried

b) 2014 Business Plan – Interim Report

The CEO reviewed with the Library the progress with the 2014 Business plan. Two items were noted for Board consideration: Explore future service delivery and facilities options and Explore fundraising and sponsorship strategy to increase revenues.

Motion 14.10.334

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

That the Library Board receive the report entitled 2014 Business Plan – Interim Report and defer items: Explore future service delivery and facilities options and Explore fundraising and sponsorship strategy to increase revenues, until a new Library Board is in place for 2015.

Carried

6. Business Arising

a) Action List

The Board reviewed Action List. No updates or changes were made.

7. New Business

a) 2015 Budget Process

The Town of Newmarket has requested that the Library submit a draft operating and capital budget for 2015 by mid-November. The CEO asked the Library Board for input and guidelines for the 2015 budget submission.

Motion 14.10.335

**Moved by Michael Castro
Seconded by Wes Playter**

**THAT the Library Board receive the report on the 2015 budget process;
AND THAT the Library Board consider for approval the budget submission at its November 19, 2015 Board meeting;
AND THAT the Board also instructs the CEO to bring the draft budget submission to the new Library Board at its earliest convenience for review. Any changes can then be submitted to the Town of Newmarket Finance Department before Council review.**

Carried

8. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, November 19, 2014 at 5:00 PM in the Library Board room

9. Adjournment

Motion 14.10.336

**Moved by Wes Playter
Seconded by Michael Castro**

That there being no further business meeting adjourned at 6:00 PM.

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer