



# Newmarket Public Library Board

## Minutes

Date: Wednesday, March 20, 2019  
Time: 5:30 PM  
Location: Newmarket Public Library Boardroom  
Newmarket Public Library  
438 Park Avenue  
Newmarket ON L3Y 1W1

Members Present: Darryl Gray  
Leslee Mason  
Art Weis  
Jane Twinney  
Victor Woodhouse (left at 7:15 pm)

Members Absent: Darcy McNeill  
Kelly Broome

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

Guests: Guests: Ian McDougall, Commissioner, Community Services,  
Town of Newmarket (left at 6:40 pm)  
Lynn Geogoff, Director, Human Resources Director, Town of  
Newmarket (left at 7:00 pm)

### 1. **Welcome**

The CEO welcomed the new Library Board members and gave an overview of the documents included in the Library Board orientation package.

### 2. **Appointment of Library Board Officers**

The CEO called for the nomination of Library Board Chair.

#### **Motion 19-03-01**

**Moved by** Jane Twinney

**Seconded by** Darryl Gray

That Darcy McNeill is appointed to the position of Chair for Newmarket Public Library Board.

**Carried**

**Motion 19-03-02**

**Moved by** Jane Twinney

**Seconded by** Art Weis

That Jane Twinney is appointed to the position of Vice Chair for the Newmarket Public Library Board

**Carried**

**3. Adoption of Agenda Items**

3.1 Adoption of the Regular Agenda

3.2 Adoption of the Closed Session Agenda

3.3 Adoption of the Consent Agenda Items

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

**Motion 19-03-03**

**Moved by** Victor Woodhouse

**Seconded by** Art Weis

That Agenda items 3.1 to 3.3 be adopted as presented.

**Carried**

**4. Declarations**

None were declared.

**5. Consent Agenda Items**

5.1 Adoption of the Regular Board Meeting Minutes for Wednesday, January 16, 2019

5.2 Strategic Operations Report for January and February, 2019

5.3 Monthly Bank Transfer

5.4 Southern Ontario Library Service Correspondence

Adoption of the Regular Board meeting minutes for Wednesday, January 16, 2019 were deferred to the next regularly scheduled Board meeting.

**Motion 19-03-004**

**Moved by** Darryl Gray

**Seconded by** Leslee Mason

That Consent Agenda items 5.2 to 5.4 be received and approved as presented

**Carried**

**6. Reports**

6.1 Operational Efficiencies Implementation Update

Background and overview of the joint Newmarket Public Library / Town of Newmarket efficiency review conducted in 2017 was provided to the Board. The Board viewed a presentation on the progress towards the implementation of the recommendations from the efficiency review.

**Motion 19-03-005**

**Moved by** Leslee Mason

**Seconded by** Art Weis

**That the Library Board receive the report and accompanying presentation on the Library operational efficiencies review.**

**Carried**

6.2 Library - IT Shared Services

The Board reviewed the report on the Library/Town of Newmarket Technology Shared Services review.

**Motion 19-03-006**

**Moved by** Darryl Gray

**Seconded by** Victor Woodhouse

**THAT the Library Board receive the report on Library-IT Shared Services Review;**

**AND THAT the Library Board direct the creation of a Service Level Agreement between the Library and Information Technology based on this report and any other input the Board may have;**

**AND THAT the Library Board request a joint Information Report be sent to Council to report on the review and any subsequent Board decisions.**

**Carried**

**7. Closed Session**

7.1 For the purposes of discussing personal matters about an identifiable individual

**Motion 19-03-07**

**Moved by** Darryl Gray

**Seconded by** Victor Woodhouse

That the Library Board move in to a Closed Session at 6:05 pm to consider matters about an identifiable individual.

**Carried**

**Motion 19-03-08**

**Moved by** Victor Woodhouse

**Seconded by** Darryl Gray

That the Library Board move out of closed session at 6:30 pm.

**Carried**

Motion arising from Closed Session:

**Motion 19-03-09**

**Moved by** Darryl Gray

**Seconded by** Victor Woodhouse

That the Library Board receive the closed session reported pertaining to personal matters of identifiable individuals.

**Carried**

7.2 For the purposes of discussing matters pertaining to Labour relations

**Motion 19-03-10**

**Moved by** Art Weis

**Seconded by** Victor Woodhouse

That the Library Board move in to a second closed session at 6:40 pm to discuss Labour relation matters.

**Carried**

**Motion 19-03-11**

**Moved by** Victor Woodhouse

**Seconded by** Darryl Gray

That the Library Board move out of closed session at 7:00 pm.

**Carried**

**Motion 19-03-12**

**Moved by** Leslee Mason

**Seconded by** Art Weis

Motion Arising from Closed Session:

That the Library Board receive the report on Labour relations.

**Carried**

**8. Business Arising**

8.1 Leadership by Design Board Orientation Exercise Part 1

The Board participated in Part 1 of the Leadership by Design Board Orientation exercise.

8.2 Library Board Action List

The list of outstanding Board action items will be reviewed by the CEO and Chair.

**9. New Business**

9.1 2019 Newmarket Chamber of Commerce Home and Lifestyle Show

The Library is participating in the Newmarket Chamber of Commerce Home and Lifestyle show being held at Ray Twinney Centre from March 29th to March 31st. Board members were invited to stop by the Library's booth.

**10. Dates of Future Meetings**

The next Library Board Regular meeting is Wednesday, April 17, 2019 at 5:30 pm in the Library Board room.

**11. Adjournment**

**Motion 19-03-13**

**Moved by** Art Weis

**Seconded by** Leslee Mason

That there being no further business the meeting adjourn at 7:20 pm.

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Jane Twinney, Vice Chair

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Todd Kyle, Secretary/Treasurer