



Newmarket Public Library Board

Minutes

Date: Wednesday, April 17, 2019
Time: 5:30 PM
Location: Newmarket Public Library Boardroom
Newmarket Public Library
438 Park Avenue
Newmarket ON L3Y 1W1

Members Present: Darcy McNeill, Chair
Jane Twinney, Vice Chair
Darryl Gray
Leslee Mason
Art Weis
Victor Woodhouse

Members Absent: Kelly Broome

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

1. Adoption of Agenda Items

The Chair asked if there were any additions to the agenda. One item was added under New Business.

Motion 19-04-15

Moved by Art Weis

Seconded by Victor Woodhouse

That Agenda items 1.1 to 1.3 be adopted as amended

Carried

- 1.1 Adoption of the Regular Agenda
- 1.2 Adoption of the Closed Session Agenda
- 1.3 Adoption of the Consent Agenda Items

2. Declarations

None were declared.

3. Consent Agenda Items

A correction was made to the minutes for January 16, 2019.

Motion 19-04-16

Moved by Victor Woodhouse

Seconded by Jane Twinney

That Consent Agenda items 3.1 be approved and adopted as amended and that items 3.2 to 3.6 be approved and adopted as presented.

Carried

3.1 Adoption of the Regular Board meeting minutes for January 16, 2019 and March 20, 2019

3.2 Adoption of the Closed Session Minutes for March 20, 2019

3.3 Strategic Operations Report for March, 2019

3.4 2019 First Quarter Library Statistical Data Report

3.5 Monthly Bank Transfer

3.6 2018 By the Numbers Figures

4. Reports

4.1 2018 Fourth Quarter Financial Report

The CEO reviewed the fourth quarter Financial Report with the Library Board.

Motion 19-04-17

Moved by Jane Twinney

Seconded by Darryl Gray

That the Library Board received the fourth quarter Financial Report as presented.

Carried

4.2 2019 First Quarter Financial Report

The Library is on target for the first quarter in 2019 in both expenditures and revenues.

Motion 19-04-18

Moved by Art Weis

Seconded by Victor Woodhouse

That the Library Board receive the first quarter Financial report as presented.

Carried

4.3 Revisions to Code of Conduct, Oath of Office and Investigation Procedures

The Library Board Code of Conduct, Oath of Office and investigation procedures were reviewed in conjunction with the Town of Newmarket Clerk. A revised draft of the Library Board's Governance Policy to address some areas of clarification was reviewed by the Board.

Motion 19-04-19

Moved by Darryl Gray

Seconded by Victor Woodhouse

That the Library Board receive the report on revisions to the Code of Conduct, Oath of Office and investigation procedures;

And That the Library Board approve the revisions with the exception that Section 2.2j) relating to gifts follow the Town of Newmarket policy;

And That the Library Board authorize the CEO to make minor corrections to the remainder of the Governance Policy, with the final copy to be presented to the Board;

And That the Library Board authorize that the revised Oath of Office be administered to all members once approved.

Carried

5. Business Arising

5.1 Leadership by Design Board Orientation 2

The Board participated in Part 2 of the Leadership Design Board Orientation exercise.

5.2 Library Board Action List

Items on the Action list are under review and are to be updated for the Library Board.

6. New Business

The CEO advised the Board the SOLS has had their funding cut by approximately 50% for the 2019-2020 fiscal year. The Board discussed the impact of the loss of funding and how it can respond to the SOLS cuts.

6.1 Southern Ontario Library Service Funding Cut (SOLS)

7. Closed Session

Motion 19-04-20

Moved by Art Weis

Seconded by Darryl Gray

That the Library Board move into a Closed Session at 6:55 pm to consider matters about an identifiable individual.

Carried

Motion 19-04-21

Moved by Darryl Gray

Seconded by Art Weis

That the Library Board move out of Closed Session at 7:25 pm.

Carried

7.1 That the Library Board move into a Closed Session to discuss matters pertaining to an identifiable individual.

Motion arising from Closed Session:

Motion 19-04-22

Moved by Leslee Mason

Seconded by Art Weis

That the Library receive the report on Operational Efficiencies Review: marketing and IT integration;

And That the Library Board request further details on operational costs on the risks and benefits.

Carried

8. Dates of Future Meetings

8.1 The next Regular Library Board meeting is scheduled for Wednesday, May 15, 2019 at 5:30 pm in the Library Board room.

9. Adjournment

Motion 19-04-23

Moved by Jane Twinney

Seconded by Leslee Mason

That there being no further business the meeting adjourn at 7:30 pm.

Carried

Darcy McNeill, Chair

Todd Kyle, Secretary/Treasurer