



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, December 17, 2014
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Tara Brown – (arrived at 6:10 PM)
Michael Castro
Tom Hempen

Regrets: Wes Playter
John Taylor

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

The Chair called the meeting to order at 5:55 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 Chair asked if there were any additions to the agenda.

Motion 14.12.344

**Moved by Tom Vegh
Seconded by Michael Castro**

That Agendas a) to c) be adopted as presented.

Carried

2. Declarations

None were declared.

3. Consent Agenda Items:

- a) Adoption of the Regular Board Meeting Minutes for Wednesday, November 19, 2014
- b) Strategic Operations Report for November, 2014
- c) Library Statistical Data for November, 2014
- d) Monthly Bank Transfer

- e) Correspondence from the Division Manager, Content and Technology, Ottawa Public Library

Motion 14.11.345

Moved by Tom Vegh

Seconded by Michael Castro

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

Carried

4. Business Arising

- a) 2015 Draft Operating and Capital Budget

The CEO reviewed the draft 2015 Operating budget with Library Board members.

Motion 14.12.346

Moved by Tom Vegh

Seconded by Michael Castro

That the Library Board approve the 2015 Operating Budget submission option to the Town of Newmarket that meets the Town of Newmarket Finance Department's guidelines.

Carried

The CEO reviewed the two proposed enhancement submissions for 2015 with the Library Board. The Library Board considered the proposed enhancement to open on Mondays, and the proposed enhancement to open Sundays year round.

Motion 14.13.347

Moved by Tom Hempen

Seconded Michael Castro

That the Library Board approve Sunday openings year round at an operating cost of \$18,720 to be funded from the reserves as a pilot project for one year and that the results from the pilot project be brought back to the Library Board for further review.

Carried

The CEO reviewed the 2015 Capital Budget requests with the Library Board.

Motion 14.12.348

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board approve the 2015 Capital Project requests for Computer Hardware/Software and Furniture/Equipment submission to the Town of Newmarket as presented.

Carried

Motion 14.12.348

Moved by Tom Vegh

Seconded by Tom Hempen

That the Library Board approved 2015 Capital Project request New Library Option 1 submission to the Town of Newmarket as presented.

Carried

b) Action List

The Board reviewed Action List

Motion 14.12.349

Moved by Tara Brown

Seconded by Tom Vegh

That the Library Board receive the Action List as presented.

Carried

5. Motion to Convene into a Closed Session

Motion 14.12.350

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board convene into a closed session at 6:45 pm for the purposes of discussing labour relation matters.

Carried

Motion 14.12.351

Moved by Tara Brown

Seconded by Tom Vegh

That the Library Board move out of the closed session at 6:50 pm.

Carried

Motion arising from the Closed Session:

Motion 14.12.352

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board receive the report on the 2015 economic adjustment for non-union staff.

Carried

6. Policies

a) Inter-Library Loan Policy

The Library Board reviewed the revised Inter-Library Loan Policy.

Motion 14.12.353

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board approve the revised Inter-Library Loan Policy as presented

That the Library Board affirm that fines for overdue inter-library loan items for all Library members are set at one dollar per day to a maximum of ten dollars.

Carried

b) Procurement Policy

The Library Board reviewed the proposed changes to the Procurement Policy.

Motion 14.12.354

Moved by Tara Brown

Seconded by Tom Hempen

That the Library Board approve the revised Procurement Policy as presented

Carried

7. New Business

There was no new business.

8. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, January 21, 2015 at 5:00 PM in the Library Board room

9. Adjournment

Motion 14.12.355

Moved by Tom Vegh

Seconded by Tom Hempen

That there being no further business meeting adjourned at 7:00 PM.

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer