



# Newmarket Public Library Board

## Minutes

Date: Wednesday, May 15, 2019  
Time: 5:30 PM  
Location: Newmarket Public Library Boardroom  
Newmarket Public Library  
438 Park Avenue  
Newmarket ON L3Y 1W1

Jane Twinney, Vice Chair (left at 6:55 pm)  
Kelly Broome  
Darryl Gray  
Leslee Mason  
Art Weis

Absent: Victor Woodhouse

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

Guests: Ian McDougall, Commissioner, Community Services, Town of Newmarket (left at 6:55 pm)  
Lynn Georgeff, Director, Human Resources, Town of Newmarket (left at 6:55 pm)

### 1. Adoption of Agenda Items

In the absence of the Chair, the Vice Chair called the meeting to order at 5:38 pm.

The Chair arrived at 5:39 pm and resumed the role as Chair.

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

**Motion 19-05-24**

**Moved by** Kelly Broome

**Seconded by** Leslee Mason

That Agenda items 1.1 to 1.3 be adopted as presented.

**Carried**

**2. Declarations**

None were declared.

**3. Consent Agenda Items**

3.1 Adoption of the Regular Board meeting minutes for Wednesday, April 17, 2019

3.2 Adoption of the Closed Session minutes for Wednesday, April 17, 2019

3.3 Strategic Operations Report for April, 2019

3.4 Monthly Bank Transfer

**Motion 19-05-25**

**Moved by** Darryl Gray

**Seconded by** Art Weis

That Consent Agenda items 3.1 to 3.4 be approved and adopted as presented.

**Carried**

**4. Closed Session**

**4.1 Motion 19-05-26**

**Moved by** Kelly Broome

**Seconded by** Art Weis

That the Library Board move in to a Closed Session at 5:39 pm to discuss labour relation matters.

**Carried**

**Motion 19-05-27**

**Moved by** Jane Twinney

**Seconded by** Kelly Broome

That the Library Board move out of Closed Session at 5:53 pm.

**Carried**

Motion Arising from Closed Session:

**Motion 19-05-28**

**Moved by** Art Weis

**Seconded by** Darryl Gray

That the Library Board receive the report on Labour relations.

**Carried**

**Motion 19-05-29**

**Moved by** Art Weis

**Seconded by** Darryl Gray

That the Library Board move in to a second closed session at 6:13 pm to discuss matters pertaining to an individual.

**Carried**

**Motion 19-05-30**

**Moved by** Art Weis

**Seconded by** Leslee Mason

That the Library Board move out of closed session at 6:55 pm.

**Carried**

Motion arising from closed session.

**Motion 19-05-31**

**Moved by** Art Weis

**Seconded by** Darryl Gray

That the Library Board receive the report Operational Efficiencies and Library IT Shared Services and defer to the next Library Board meeting for further discussion.

**Carried**

## 5. Reports

5.1 Library Facility Needs - Update

The Board discussed the report on library facility needs and what next steps can be taken to further expand library services.

**Motion 19-05-32**

**Moved by** Jane Twinney

**Seconded by** Kelly Broome

That the Library Board receive the report on Library Facility Needs - Update;

And that the Library Board authorize the CEO to work with Town of Newmarket staff on doing a facility needs assessment study as a joint effort with the Town of Newmarket;

**Carried**

**6. Business Arising**

6.1 Revisions to the Code of Conduct

The Board agreed to the recommended changes to the Governance policy and revisions to the provision for Gifts.

**Motion 19-05-33**

**Moved by** Art Weis

**Seconded by** Leslee Mason

That the Library Board receive the report on revisions to Code of Conduct: provisions for Gifts;

And That the Library Board approve the recommended revisions to the Code of Conduct as contained in the Governance Policy.

**Carried**

6.2 Provincial Budget Cuts update

The CEO reported that interlibrary loan service has been suspended due to provincial budget cuts affecting Southern Ontario Library Services at this time. The CEO will update the Board on options to resume service as information becomes available.

6.3 Library Board Action List

The Board reviewed the revisions to the Action List.

**Motion 19-05-34**

**Moved by** Darryl Gray

**Seconded by** Leslee Mason

That the Library Board receive the Action List as presented.

**Carried**

6.4 Leadership by Design Board Orientation 3

This item was deferred to the next Library Board meeting.

**7. New Business**

There was no New Business.

**8. Dates of Future Meetings**

8.1 The next Regular Library Board meeting is scheduled for Wednesday, June 19, 2019 at 5:30 pm in the Library Board room.

**9. Adjournment**

**Motion 19-05-35**

**Moved by** Art Weis

**Seconded by** Kelly Broome

That there being no further business, the meeting adjourn at 7:11 pm.

**Carried**

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Darcy McNeill, Chair

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Todd Kyle, Secretary/Treasurer