



Newmarket Public Library Board

Minutes

Date: Wednesday, June 19, 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

Motion 19-06-36

Moved by Jane Twinney

Seconded by Leslee Mason

That agenda items 1.1 to 1.3 be adopted as presented.

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

Motion 19-06-37

Moved by Art Weis

Seconded by Darryl Gray

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

Carried

3.1 Adoption of the Regular Board meeting for May 15, 2019

3.2 Adoption of the Closed Session minutes for May 15, 2019

3.3 Strategic Operations Report for May, 2019

3.4 Monthly Bank Transfer

4. Reports

4.1 2018 Draft Audited Financial Statements

The Library Board reviewed the draft Audited Financial Statements for 2018 completed by Deloitte LLP.

Motion 19-06-38

Moved by Victor Woodhouse

Seconded by Darryl Gray

That the Library Board approve the 2018 Audited Financial Statements as presented.

Carried

5. Business Arising

5.1 Marketing and IT efficiencies update

The CEO is continuing discussions with the Town of Newmarket senior staff as to the best way forward and will bring back a report to the Board with recommendations.

Motion 19-06-39

Moved by Jane Twinney

Seconded by Darryl Gray

That the Library Board receive the report on Marketing and IT efficiencies update;

And That the Library Board defer to the next meeting a decision on marketing and IT integration.

Carried

5.2 Interlibrary Loan Service update

The CEO reported that inter-library loan service has been restored however the system has been reduced. The Library will now ship items by Canada Post using the Library Book Rate discount and will monitor the impact of the costs. Southern Ontario Library Service will reimburse some of this cost but the amount is unknown at this time.

Motion 19-06-40

Moved by Jane Twinney

Seconded by Leslee Mason

That the Library Board receive the verbal report on Interlibrary Loan service.

Carried

5.3 Library Board Action List

The Library Board reviewed the Action List.

Motion 19-06-41

Moved by Victor Woodhouse

Seconded by Leslee Mason

That the Library Board receive the Action List as presented.

Carried

6. New Business

6.1 2020 Operating and Capital Budget Requests

Highlights of Changes to the Operating Budget 2020 over 2019 were distributed to the Library Board. The CEO reviewed the changes of the draft 2020 Operating Budget submission with the Board and asked the Board if a request for Monday openings should be submitted.

Motion 19-06-42

Moved by Jane Twinney

Seconded by Darryl Gray

That the Library Board receive the verbal report on the draft 2020 Operating Budget;

And that the Library Board submit a request for additional budget to pay for Monday service.

Carried

6.2 Patron Retention Strategies

The CEO advised the Library Board the the Library is working on a number of proposals that will be brought to the Board to remove barriers for patrons and promote better customer service.

7. Closed Session (If required)

8. Dates of Future Meetings

A tentative Special Board meeting for 2020 Budget and Closed Session items is scheduled for Tuesday, July 15, 2019 at 5:30 pm in the Library Board room.

The next Regular Board meeting is scheduled for Wednesday, September 18, 2019 at 5:30 pm in the Library Board room.

9. Adjournment

Motion 19-06-43

Moved by Victor Woodhouse

Seconded by Leslee Mason

That there being no further business the meeting adjourn at 6:35 pm.

Darcy McNeill, Chair

Todd Kyle, Secretary/Treasurer