



## Newmarket Public Library – Action Tracking List

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	<ul style="list-style-type: none"> <li>Board to consider policies according to policy review schedule</li> <li>Revise Governance Policy to comply with new Code of Conduct and integrity investigations rules</li> <li>Revise section on Gifts</li> <li>Approve full revised Governance Policy</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>April 2018 Code of conduct and investigations sections revised except for section on Gifts</li> <li>May 15, 2019 Board approved revisions to Governance policy</li> </ul>
2-13	Ongoing	C.E.O. Annual Performance Review	<ul style="list-style-type: none"> <li>Library Board Chair and Vice Chair to prepare and report to Board</li> </ul>	Next review due May 2019
1-15	TBD	Annual Report to the Community	<ul style="list-style-type: none"> <li>TBD</li> </ul>	Last report completed October 2017
2-15	June 2019	Library facility and service delivery options	<ul style="list-style-type: none"> <li>Motion 16.09.144 “And that the Library Board apportion up to \$50,000 of the Alternative Service Delivery capital project to a facility needs study, if and when Council indicates its willingness to support it”</li> </ul>	<ul style="list-style-type: none"> <li>Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review.</li> </ul>

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			<ul style="list-style-type: none"> <li>Motion 18.02.265 “And that the Library Board request the Library facility needs study be considered by the Town of Newmarket Council in the first or second quarter of 2019” Board to reconsider study</li> </ul>	<ul style="list-style-type: none"> <li>Council declined to include a study in its Strategic Priorities for 2019-2023</li> <li>CEO to work with ToN staff on a joint effort to doing a facility study (Motion 19-05-32)</li> </ul>
<del>1-19</del>	<del>June 2019</del>	<del>2020 budget</del>	<ul style="list-style-type: none"> <li><del>Draft budget request to be presented to board for approval</del></li> </ul>	Completed <ul style="list-style-type: none"> <li>To Board for approval September 18, 2019</li> <li>Approved for submission September 18, 2019</li> </ul>
<del>2-19</del>	<del>TBD</del>	<del>Collective Agreements (2019 -)</del>	<ul style="list-style-type: none"> <li><del>Updates and discussions as negotiations progress</del></li> <li><del>Board to ratify agreement when negotiated</del></li> </ul>	Completed <ul style="list-style-type: none"> <li><del>Board briefed March 2019</del></li> <li><del>Negotiations began April 2018</del></li> <li><del>Library Board and Union ratified as of August 19, 2019</del></li> </ul>
8-15	TBD	Strategic planning	<ul style="list-style-type: none"> <li>TBD</li> </ul>	<ul style="list-style-type: none"> <li>Current plan ended 2016. Previous board moved to update actions only but this not completed.</li> <li>Include a long-term strategy related to fines at future strategic planning (motion 19-10-66)</li> </ul>

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<b>3-19</b>	May 2019	Library Board orientation	<ul style="list-style-type: none"> <li>• Leadership by Design presentations to be held at first 3 board meetings</li> <li>• N6 Library Board orientation session May 11</li> </ul>	<ul style="list-style-type: none"> <li>• Part 1 and 2 completed – April 17, 2019</li> <li>• 3 Board members attended N6 Orientation session May 11</li> </ul>
<b>4-19</b>	May 2019	Library Operational Efficiencies Review	<ul style="list-style-type: none"> <li>• Board to consider recommendations</li> <li>• Board to give input into marketing and IT SLAs in light of Library-IT Shared Services Review</li> <li>• Board to consider report on benefits and risks of marketing and IT recommendations May 2019</li> <li>• CEO to report on regular basis on the progress and outcome measures related to these pilots (motion 19-09-59)</li> </ul>	<ul style="list-style-type: none"> <li>• Board approved implementation of recommendations February 2018 but reserved approval of marketing and IT sections pending draft Service Level Agreements</li> <li>• Marketing and IT SLAs discussed April 2018</li> <li>• Marketing and IT Agreements to Board September 18, 2019</li> <li>• Board authorized one-year pilot Information Technology Joint Steering Committee</li> <li>• Board authorized one-year pilot Service level Agreement with Town of Newmarket Recreation and Culture/Marketing and Sponsorship</li> </ul>
<b>5-19</b>	TBD	Library Advocacy	<ul style="list-style-type: none"> <li>• CEO to bring Library Advocacy items to Board for endorsement outside of election campaigns as coordinated by library associations.</li> </ul>	