



# Newmarket Public Library Board

## Minutes

Date: Wednesday, February 19, 2020  
Time: 5:45 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  
Victor Woodhouse

Members Absent: Kelly Broome  
Art Weis

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

The Chair called the meeting to order at 5:44 pm

### 1. Adoption of Agenda Items

#### **Motion 20-02-93**

**Moved by** Darryl Gray

**Seconded by** Victor Woodhouse

**That** 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**

- 3.1 Adoption of the Regular Board meeting minutes for Wednesday, December 18, 2019
- 3.2 Adoption of the Closed Session minutes for Wednesday, December 18, 2019
- 3.3 Strategic Operations Report for January, 2020
- 3.4 Fourth Quarter Statistical Data Report
- 3.5 Monthly Bank Transfer

#### **Motion 20-02-94**

**Moved by** Leslee Mason

**Seconded by** Darryl Gray

**That** Consent Agenda items 3.1 to 3.3 be approved and adopted as presented.

**Carried**

Board members were invited to join the Library during the Newmarket Chamber of Commerce Home and Life Style show being held April 3rd to 5th.

### **4. Reports**

- 4.1 Bridge Toolkit: Preliminary Results

Preliminary results received so far from the Bridge Technology Services Assessment Toolkit were reviewed by the Board. The Toolkit provides data on the use and outcomes of technology services offered by public library systems.

#### **Motion 20-02-95**

**Moved by** Leslee Mason

**Seconded by** Victor Woodhouse

**That** the Library Board receive the report on Bridge Toolkit preliminary results.

**Carried**

### **5. Business Arising**

5.1 Update on Reducing Barriers to Borrowing

An update on the implementation of changes to borrowing and revised Membership and Borrowing policy to incorporate the changes were reviewed.

**Motion 20-02-96**

**Moved by** Darcy McNeill

**Seconded by** Jane Twinney

**That** the Library Board receive the report on Update to Reducing Barriers to Borrowing;

**And That** the Library Board approved the Membership and Borrowing Policy as drafted.

**Carried**

5.2 Library Board Action List

The Action List was reviewed by the Board.

**Motion 20-02-97**

**Moved by** Leslee Mason

**Seconded by** Victor Woodhouse

**That** the Library Board receive the Action List as presented.

**Carried**

**6. New Business**

6.1 Strategic Planning Considerations

Considerations to undertake strategic planning was discussed by the Board. As part of the exercise would include future service delivery, the Board directed the CEO to draft a communication to Town of Newmarket Council requesting that the planned future service delivery study be expedited.

**Motion 20-02-98**

**Moved by** Victor Woodhouse

**Seconded by** Darryl Gray

**That** the Library Board receive the report on Strategic Planning Considerations;

**And That** the CEO bring back to the Library Board strategic planning options and estimated costs.

**Carried**

**Motion 20-02-99**

**Moved by** Leslee Mason

**Seconded by** Victor Woodhouse

**That** the Library Board direct the CEO to draft a letter to share with the Board a communication to Town of Newmarket Council on moving forward the Library's strategic priorities and service delivery for medium and long-term planning.

**Carried**

## **7. Closed Session**

7.1 Advice that is subject to solicitor-client privilege

**Motion 20-02-100**

**Moved by** Jane Twinney

**Seconded by** Darryl Gray

**That** the Library Board move into Closed Session at 6:55 pm to discuss advice that is subject to solicitor-client privilege.

**Carried**

**Motion 20-02-101**

**Moved by** Jane Twinney

**Seconded by** Victor Woodhouse

**That** the Library Board move out of Closed Session at 7:10 pm.

**Carried**

**Motion 20-02-102**

**Moved by** Darryl Gray

**Seconded by** Leslee Mason

**That** the Library Board receive the solicitor-client report and proceed with the recommendations from the legal advice.

**Carried**

**8. Dates of Future Meetings**

8.1 The next Regular Board meeting is scheduled for Wednesday, March 18, 2020, at 5:45 pm in the Library Board room

**9. Adjournment**

**Motion 20-02-103**

**Moved by** Darryl Gray

**Seconded by** Jane Twinney

**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