



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, May 20, 2015
Newmarket Public Library Board Room**

- Present:** Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Darcy McNeill
Kelly Broome-Plumley
Venkatesh Rajaraman
- Regrets:** Tara Brown
Joe Sponga
- Staff Present:** Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator

The meeting came to order at 5:15 pm

1. Introduction and Overview of Library Board Procedure and Governance

The CEO welcomed the newly appointed Board members and gave an overview of Library Board Procedure and Governance.

2. Library Board Elections

The CEO called for the nomination for the position of Newmarket Public Library Board Chair.

Motion 15.05.001

**Moved by Tom Vegh
Seconded by Kelly Broome-Plumley**

THAT Joan Stonehocker is appointed to the position of Chair for the Newmarket Public Library Board.

CARRIED

The CEO called for the nomination for the position of Newmarket Public Library Board Vice Chair.

Motion 15.05.002

**Moved by Kelly Broome-Plumley
Seconded by Venkatesh Rajaraman**

THAT Tom Vegh is nominated to the position of Vice Chair for the Newmarket Public Library Board.

CARRIED

The Library Board discussed succession planning for the Library Board and agreed that the newly appointed Vice-Chair will step aside after a term of one year in order that a Community Member can take on the role of Vice Chair.

The CEO turned the meeting over to the new Library Board Chair.

3. 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 15.05.003

**Moved by Kelly Broome-Plumley
Seconded by Venkatesh Rajaraman**

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

Carried

4. Declarations

None were declared.

5. Consent Agenda Items:

- a) Adoption of the Regular Board Meeting Minutes for Wednesday, April 15, 2015
- b) Strategic Operations Report for April, 2015
- c) Library Statistical Data for April, 2015
- d) Monthly Bank Transfer

Motion 15.05.004

**Moved by Darcy McNeill
Seconded by Venkatesh Rajaraman**

That Consent Agenda Items a) to d) be received as presented.

Carried

6. Motion to Convene into a Closed Session

Motion 15.05.005

Moved by Tom Vegh
Seconded by Kelly Broome-Plumley

That the Library Board moved into Closed Session at 5:30 pm to discuss labour relation matters.

Carried

Motion 15.05.006

Moved by Tom Vegh
Seconded by Venkatesh Rajaraman

That the Library Board move out of Closed Session at 6:10 pm.

Carried

Motions arising from the Closed Session:

Motion 15.05.007

Moved by Venkatesh Rajaraman
Seconded by Kelly Broome-Plumley

That the Library Board receive the report on the 2015 annual economic adjustments for non-union employees.

Carried

Motion 15.05.008

Moved by Tom Vegh
Seconded by Darcy McNeill

That the Library Board receive the verbal report and authorize the additional expenditure in Audit, Legal and Finance of up to \$25,000 for unanticipated professional fees.

Carried

7. Reports

a) 2014 Draft Audited Financial Statement

The Library Board reviewed the draft Audited Financial Statements for 2014 completed by BDO Canada LLP.

Motion 15.05.009

**Moved by Kelly Broome-Plumley
Seconded by Venkatesh Rajaraman**

That the Library Board approve the 2014 draft Audited Financial Statement as presented.

Carried

b) 2015 First Quarter Financial Statements

The Library is on target for the first quarter of 2015 in both expenditures and revenue.

Motion 15.05.010

**Moved by Tom Vegh
Seconded by Darcy McNeill**

That the Library Board receive the 2015 First Quarter Financial Statements as presented.

Carried

c) Annual Report to the Community

The Library Board reviewed the Second Annual Report to the Community which will be posted on the Library website and distributed to stakeholders.

Motion 15.05.011

**Moved by Darcy McNeill
Seconded by Kelly Broome-Plumley**

That the Library Board receive the Second Annual Report to the Community as presented.

Carried

d) 2015 Draft Business Plan

A draft 2015 Business Plan of expected actions to operationalize each area of the Strategic Plan was presented to the Library Board.

Motion 15.05.012

**Moved by Tom Vegh
Seconded by Kelly Broome-Plumley**

That the Library Board approved the 2015 Business Plan as drafted.

Carried

8. Policies

a) Code of Conduct Policy

The Library Board reviewed the Code of Conduct policy and agreed no changes were required.

Motion 15.05.013

Moved by Tom Vegh

Seconded by Kelly Broome-Plumley

That the Library Board approved the Code of Conduct Policy as presented.

Carried

9. Business Arising

a) Draft Suggested Revisions of Action List

A revised format of the Library Board Action Tracking List was presented for review. The Board agreed to the revisions on Action List.

Motion 15.05.014

Moved by Tom Vegh

Seconded by Venkatesh Rajaraman

That the Library Board approved the suggested revisions of the Action Tracking List.

Carried.

b) Fundraising and Development Strategy

This item was deferred to the next regularly scheduled Library Board meeting.

10. New Business

a) Long Term Disability Reserve (LTD)

The Town of Newmarket has converted most of its provider funded benefits to a fully self-funded program for LTD and has suggested that the Library participate in this self-funded LTD program through a corporate wide LTD Reserve.

Motion 15.05.015

Moved by Kelly Broome-Plumley

Seconded by Venkatesh Rajaraman

That the Library Board approve the closure and transfer of the current balance of the Library's Long Term Disability Reserve Fund to the Town of Newmarket's equivalent reserve.

Carried

11. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, June 17, 2015 at 5:00 pm in the Library Board room.

12. Adjournment

Motion 15.05.016

**Moved by Kelly Broome-Plumley
Seconded by Tom Vegh**

That there being no further business meeting adjourned at 7:05 PM.

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer