



# Newmarket Public Library Board

## Minutes

Date: Wednesday, June 17, 2020  
Time: 5:45 PM  
Location: Electronic VIA ZOOM  
See How to Join Meeting Details

Members Present: Darcy McNeill, Chair  
Jane Twinney, Vice Chair  
Kelly Broome  
Darryl Gray  
Leslee Mason  
Art Weis  
Victor Woodhouse

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

### 1. Meeting to be held with live video interface via Zoom

#### 1.1 Instructions on how to connect to meeting

The Chair called the meeting to order at 5:55 pm.

### 2. Adoption of Agenda Items

#### 2.1 Adoption of the Regular Agenda

#### 2.2 Adoption of the Closed Session Agenda

#### 2.3 Adoption of the Consent Agenda Items

#### **Motion 20-06-117**

**Moved by** Victor Woodhouse

**Seconded by** Jane Twinney

**That** items 2.1 to 2.3 be adopted as presented.

**Carried**

### 3. Declarations

None were declared.

#### **4. Consent Agenda Items**

4.1 Adoption of the Regular Board meeting minutes for Wednesday, February 19, 2020

4.2 Adoption of Emergency Board meeting minutes - Open Session, for Thursday, April 2, 2020 and Thursday, April 9, 2020

##### **Motion 20-06-118**

**Moved by** Kelly Broome

**Seconded by** Leslee Mason

**That** Consent Agenda items 4.1 to 4.2 be approved and adopted as presented.

**Carried**

#### **5. Reports**

5.1 First Quarter Financial Statements

There were no areas of concern to report for the First Quarter Financial results which do not take into account the impact from COVID-19.

##### **Motion 20-16-119**

**Moved by** Darryl Gray

**Seconded by** Jane Twinney

**That** the Library Board receive the First Quarter Financial results as presented.

**Carried**

5.2 2019 Draft Audited Financial Statements

The Library Board reviewed the draft Audited Financial Statements for 2019 completed by Deloitte LLP.

##### **Motion 20-06-120**

**Moved by** Darryl Gray

**Seconded by** Jane Twinney

**That** the Library Board approve the draft 2019 Audited Financial Statements as presented.

**Carried**

### 5.3 Newmarket Public Library Report on Recovery Plans

The CEO provided a summary of library activities to date and how curbside pick-up is going. The Board was advised of what safety measures have been put in place and planning for Stage 2 - opening of the Library.

**Motion 20-06-121**

**Moved by** Kelly Broome

**Seconded by** Jane Twinney

**That** the Library Board receive the report on Recovery and Re-opening considerations for the Library.

**Carried**

## 6. Business Arising

### 6.1 Library Board Action List

The Library Board reviewed the Action List. The CEO and Library Board Chair will review the Action List given the current status of Library operations.

**Motion 20-06-122**

**Moved by** Leslee Mason

**Seconded by** Art Weis

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

**Carried**

## 7. New Business

### 7.1 2021 Draft Operating and Capital Budget Requests

The 2021 Draft Operation Budget request was reviewed by the Board. Due to the COVID-10 emergency and resulting fiscal pressure there is a zero increase to the 2021 base Operating Budget with the exception of some mandatory increases.

Due to changes on how capital budget requests are made and fiscal uncertainty the draft 2021 Capital Budget request will be brought to the Library Board approval at a later date, after submitting unapproved numbers to Finance for now.

**Motion 20-06-123**

**Moved by** Victor Woodhouse

**Seconded by** Art Weis

**That** the Library Board approve the draft 2021 Operating Budget for submission to Town of Newmarket Council as presented.

**Carried**

**8. Closed Session**

- 8.1 Labour relations per section(d) of the Public Libraries Act. R.S.O.1990, Chapter P.44

**Motion 20-06-124**

**Moved by** Darryl Gray

**Seconded by** Victor Woodhouse

**That** the Library Board move in to Closed Session at 6:35 pm for matters pertaining to Labour Relations.

**Carried**

**Motion 20-06-125**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

**That** the Library Board move out of Closed Session at 7:08 pm.

**Carried**

Motion Arising from Closed Session:

**Motion 20-06-126**

**Moved by** Darryl Gray

**Seconded by** Victor Woodhouse

**That** the Library Board receive the report on Labour relations.

**Carried**

**9. Dates of Future Meetings**

- 9.1 The next Regular Board meeting is scheduled for Wednesday, September 16, 2020 at 5:45 pm in the Library Board room

A Special Board meeting is scheduled for Wednesday, July 22, 2020 at 5:30 pm.

**10. Adjournment**

**Motion 20-06-127**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

**That** there being no further business the meeting adjourn at 7:12 pm

**Carried**

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Darcy McNeill, Chair

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Todd Kyle, Secretary/Treasurer