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## Library Board Report

To: Newmarket Public Library Board  
From: Todd Kyle, C.E.O.  
Date: September 16, 2020  
RE: **Action Tracking List Review**

### Background:

At the June 17 2020 Board meeting, the Board asked the C.E.O. and Chair to meet to review the Action List to ensure that it captured all of the important administrative and strategic priorities for the Board in the coming year. The Action List is a method of tracking the progress of Board instructions or motions, or other important actions within the Board's authority.

### Discussion:

The draft revised Action List is included in this agenda package, with significant additions or revisions highlighted in yellow for convenient reference, and summarized below:

- 1-15 Annual Report to the Community: In the past this has been done as an annual progress report on the Strategic Plan. As there is no current Plan, it is suggested that the timetable for the next Report be postponed until after the first year of a new Plan.
- 2-15 Library Facility and Service Delivery Options: As a joint study with the Town is still on hold due to COVID recovery priorities, it is suggested that given the changing context of COVID recovery, the Library consider pursuing instead an independent study on alternative service delivery models for the short to medium term.
- 8-15 Strategic Planning: As the planned March 2020 report on strategic planning options was postponed due to COVID, it is suggested that the Board propose a new timetable of November 2020 to agree on a planning option and January 2021 to pursue a consultant.
- 4-19 Library Operational Efficiencies Review: As directed by the Board, progress reports on pilot integration projects for IT and Marketing are due October 2020 and February

2021 respectively. It is suggested that the C.E.O. also report to the Board on a proposed Service Level Agreement with Corporate Communications.

- 5-19 Library Advocacy: it is suggested that this item be removed as it is only an instruction to the C.E.O. in case advocacy activities are recommended by associations at any time.
- 6-19 Inclusion and Diversity: the Board had already requested further investigation into policy considerations in this area and it is suggested this be reported on at the October meeting.
- 7-19 Security Guard Pilot: This item was added to reflect a need to review the pilot as it is completed, including reviewing its current status in the Re-opening Progress report at this meeting.
- 1-20 Re-opening and Recovery Progress: This item was added to reflect ongoing reporting on this item. As well, it is suggested that a longer term review of fines be completed in light of the increasing fine-free movement as part of COVID recovery.

**Conclusion:**

The following motion is recommended:

**THAT the Library Board receive the report on Action Tracking List Review and approve the revisions to the list.**