



# Newmarket Public Library Board

## Minutes

Date: Wednesday, September 16, 2020  
Time: 5:45 PM  
Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Darcy McNeill, Chair  
Kelly Broome  
Darryl Gray  
Leslee Mason  
Art Weis (arrived at 5:50 pm)  
Victor Woodhouse

Absent: Jane Twinney, Vice Chair

Staff Present: Linda Peppiatt, Deputy CEO  
Todd Kyle, CEO  
Lianne Bond, Administrative Coordinator  
Jennifer Leveridge, Manager, Library Services  
Benjamin Shaw, Manager, Library Operations

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

The C.E.O. introduced the Library's new Leadership Team and advised that the Deputy C.E.O. will be retiring at the end of the month.

The Chair called the meeting to order at 5:40 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 20-09-128**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

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, June 17, 2020
- 4.2 Strategic Operations Report for June, July and August, 2020
- 4.3 Second Quarter Statistical Data
- 4.4 Second Quarter Financial Statements
- 4.5 Library Bank Account Transfer
- 4.6 Health and Safety Policy Renewals
- 4.7 Temporary Policy: Face Coverings during COVID-19 Emergency

**Motion 20-09-129**

**Moved by** Kelly Broome

**Seconded by** Victor Woodhouse

**That** 4.1 to 4.7 be approved and adopted as presented.

**Carried**

**5. Reports**

- 5.1 Recovery and Re-opening Update Report for Library

A report on the recovery and re-opening of the Library was reviewed. The current limited Library services will continue at this time. At the recommendation of the Town of Newmarket's Health and Safety Specialist the introduction of browsing services will be delayed until there is more evidence of a reduction in COVID-19 cases.

**Motion 20-09-130**

**Moved by** Darryl Gray

**Seconded by** Victor Woodhouse

**That** the Library Board receive the report on Recovery and Re-opening Update for the Library, and ratify the operational decisions taken as described.

**Carried**

## **6. Business Arising**

### **6.1 2021 Capital Budget Submission**

The Draft 2021 Capital Budget was presented to the Library Board.

**Motion 20-09-131**

**Moved by** Leslee Mason

**Seconded by** Darryl Gray

**That** the Library Board approve the Draft 2021 Capital Budget for submission to the Town of Newmarket Council.

**Carried**

### **6.2 Library Board Action List Review**

The Library Action list was revised to ensure important administrative and strategic priorities were included. The Board reviewed the revisions and recommended some changes to the Action List.

**Motion 20-09-132**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

**That** the Library Board receive the report on Action Tracking List Review and approve the revisions as amended.

**Carried**

## **7. New Business**

### **7.1 Temporary Contact Tracing Policy**

A Temporary Contact Tracing Policy has been implemented to outline the protocols and procedures required for the collection of personal contact information of users who enter the library building.

**Motion 20-09-133**

**Moved by** Leslee Mason

**Seconded by** Art Weis

**That** the Library Board approved the Temporary Contact Tracing Policy as presented.

**Carried**

**8. Closed Session (If Required)**

**9. Dates of Future Meetings**

9.1 The next Regular Board meeting is scheduled for Wednesday, October 21, 2020 at 5:30 pm. Location electronic via Zoom.

The start time for Library Board meetings will move to 5:30 pm.

**10. Adjournment**

**Motion 20-09-134**

**Moved by** Kelly Broome

**Seconded by** Darryl Gray

**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