



# Newmarket Public Library Board

## Minutes

Date: Wednesday, January 20, 2021

Time: 5:30 PM

Members Present: Darcy McNeill, Chair  
Darryl Gray  
Leslee Mason  
Art Weis  
Victor Woodhouse

Members Absent: Jane Twinney, Vice Chair  
Kelly Broome

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

Guests: Lynn Georgeff, Director of Human Resources, Town of  
Newmarket (joined at 6:10 pm)  
Ian McDougall, Commissioner, Community Services, Town of  
Newmarket (joined at 6:10 pm)

### **1. Meeting to be held through live video interface**

The Chair called the meeting to order at 5:35 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 21-02-156**

**Moved by** Victor Woodhouse

**Seconded by** Darryl Gray

**That** Agenda 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 November 18, 2020

4.2 Adoption of the Special Board meeting minutes - Open Session for January 4, 2021

4.3 Strategic Operations Report - December, 2020

**Motion 21-01-157**

**Moved by** Darryl Gray

**Seconded by** Leslee Mason

**That** items 4.1 to 4.3 be adopted as presented.

**Carried**

4.4 Fourth Quarter Statistical Data

Clarification was provided regarding the reporting of new registrations statistics year over year.

**Motion 21-01-158**

**Moved by** Darryl Gray

**Seconded by** Art Weis

**That** item 4.4 be adopted as presented.

**Carried**

**5. Business Arising**

5.1 Marketing and I.T. Realignment update

As Library CEO and Town IT Director positions are currently not filled on a permanent basis, the finalizing of the Joint I.T Steering Committee agreement will be delayed until permanent leaders are in place on both sides.

Due to the COVID-19 pandemic, it is recommended that the one-year pilot Service Level Agreement Between Town of Newmarket Recreation & Culture/Marketing & Sponsorship and Newmarket Public Library be extended for one year.

**Motion 21-01-159**

**Moved by** Leslee Mason

**Seconded by** Victor Woodhouse

**That** the Library Board receive the report on Marketing and IT realignment agreements;

**And That** the Library Board authorize the C.E.O. to extend for one year the pilot Service Level Agreement Between Town of Newmarket Recreation & Culture/Marketing & Sponsorship and Newmarket Public Library.

5.2 Library Board Action List

The Board reviewed the Action List.

**Motion 21-01-160**

**Moved by** Darryl Gray

**Seconded by** Art Weis

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

**Carried**

**6. New Business**

There was no New Business.

**7. Closed Session**

7.1 Personal matters about an identifiable individual per section 16.1.4 (b) of the Public Libraries Act, R.S.O. 1990 Chapter P.44

**Motion 21-01-161**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

**That** the Library Board move in to Closed Session at 5:50 pm to discuss matters personal matters pertaining to an identifiable individual.

**Carried**

**Motion 21-01-162**

**Moved by** Art Weis

**Seconded by** Darryl Gray

**That** the Library Board move out of Closed Session at 6:51 pm.

**Carried**

**Motion 21-01-163**

**Moved by** Art Weis

**Seconded by** Darryl Gray

**Motions Arising from Closed Session:**

**That** the Closed Session minutes for the following dates be adopted as presented.

February 19, 2020

April 2, 2020

April 4, 2020

June 17, 2020

January 4, 2021

**Carried**

**Motion 21-01-164**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

**That** the Library Board Chair will investigate the direction provided by the Library Board in the Closed Session.

**Carried**

**8. Dates of Future Meetings**

8.1 The next regular Library Board meeting is scheduled for Wednesday, February 17, 2021 at 5:30 pm. Location electronic via Zoom.

**9. Adjournment**

**Motion 21-01-165**

**Moved by** Victor Woodhouse

**Seconded by** Darryl Gray

**That** there being no further business the Library Board adjourn at 6:52 pm.

**Carried**

---

Darcy McNeill, Chair

---

Linda Peppiatt,  
Acting Secretary/Treasurer