



438 Park Avenue
Newmarket, Ontario L3Y 1W1

Email: npl@newmarketpl.ca
Website: newmarketpl.ca
Phone: 905-953-5110

Library Board Report

To: Newmarket Public Library Board

From: Linda Peppiatt, Acting C.E.O.

Date: February 17, 2021

RE: **Library Strategic Planning Consultant RFQ**

Background:

At the board meeting on November 18, 2020, the Library Board authorized the release of a Request for Quotation (RFQ) for a Strategic Planning consultant. Attached is a draft RFQ that the previous CEO had prepared for consideration by the Board in Q1 of 2021.

Discussion:

Discussion at the board meeting on January 20, 2021, raised a few options for moving forward with the strategic planning process prior to the installation of a CEO.

- Delay issuing the RFQ until a new CEO is in place
- Issue the RFQ to initiate the collection of proposals for consideration by the Board but wait until a new CEO is in place before contracting a consultant
- Issue the RFQ and engage a consultant to begin preliminary work on some of the deliverables referenced in the RFQ such as Situation audit, Environmental scan, Market research and demographic insight, but wait until the new CEO is in place before completing plan
- Issue the RFQ and engage a consultant to complete the process

Conclusion:

The following motion is recommended:

THAT the Library Board receive the report on Library Strategic Planning Consultant RFQ;

AND THAT the Library Board provide direction to the Acting CEO on the release of the draft request for quotation for a Strategic Planning consultant.