NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	• CEO to bring drafts to Board according to agreed schedule • Board to form committee to review Governance Policy and Constitution	
12-11	May 20 2015 Sept.15 2015	Draft fundraising and development strategy	• CEO to draft report for initial consideration • Board to consider needed resources • CEO to report back on implementation of fundraising iniatives • CEO to follow-up with Town of Newmarket regarding naming rights sponsorship program	Report drafted for May 20, 2015 meeting Report drafted for September 16, 2015 meeting
1-12		Consider forming Friends of the Library group	• Board to consider as related to item 12-11	Deferred to next Library Board term *(motion 13.03-214)*
2-13	May 20, 2015	CEO Annual Performance Review	• Library Board Chair and Vice Chair to prepare and report to Board	CEO annual review completed June 18, 2014 Interim review completed February 3, 2015 Next review date: May, 2015
1-15	May 20, 2015	Annual Report to the Community	• CEO to prepare and present to board before release	Completed May 20, 2015
2-15		Library facility and service delivery options	• CEO to report on related Town community facility plans • Board to consider referral to Library-Town Joint Task Force • Board to consider capital reserve expenditure on consultant study	Report drafted for September 16, 2015 meeting

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3-15		Business measurements (including Impacts and Storytelling)	• Board to review Library Statistical Data report provided monthly in agenda package • CEO to revise report as requested CEO to update Board on status of related provincial initiatives as well as Impact Study	
4-15		Built Accessibility report	• CEO to draft report	
5-15	June 17, 2015	Budget projections	• CEO to draft 5-year projections for operating budget needs •	Reported to Library Board June 17, 2015
6-15		2016 budget	• Board to provide CEO with guidelines and suggestions • CEO to draft budget • Board to approve for submission to Council	
7-15		Collective Agreements	• Board to provide CEO with negotiation mandate guidelines • CEO to engage Town of Newmarket Director of HR as lead negotiator • Board to approve agreements	Collective agreements expired March 31, 2015. No dates set as yet for bargaining.
8-15		Strategic planning	• Board to decide on strategic planning process when current plan ends in 2016	
9-15	May, 2016	Vice Chair Position	Library Board members to hold election for Vice Chair position after one year. Vice Chair elect to be a Community member	Election to be held May, 2016