



# Newmarket Public Library Board

## Minutes

Date: Wednesday, February 17, 2021  
Time: 5:30 PM  
Location: Electronic VIA ZOOM

Members Present: Darcy McNeill, Chair  
Jane Twinney, Vice Chair  
Kelly Broome  
Darryl Gray  
Leslee Mason  
Art Weis  
Victor Woodhouse

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

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

The Chair called the meeting to order at 5:30 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 21-02-166**

**Moved by** Kelly Broome

**Seconded by** Leslee Mason

**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 January 20, 2021

4.2 Strategic Operations Report for January, 2021

**Motion 21-02-167**

**Moved by** Leslee Mason

**Seconded by** Victor Woodhouse

**That** items 4.1 to 4.2 be approved and adopted as presented.

**Carried**

**5. Reports**

There were no reports.

**6. Business Arising**

6.1 Strategic Plan Draft Request for Quotation

The Library Board discussed moving forward with the strategic planning process and reviewed the draft Library Strategic Planning Consultant Request for Quotation (RFQ). It was agreed to move forward with releasing the RFQ, with a submission deadline of March 31, 2021.

**Motion 21-02-168**

**Moved by** Art Weis

**Seconded by** Kelly Broome

**That** the Library Board receive the report on Strategic Planning Consultant RFQ;

**And that** Library Board direct the Acting CEO to proceed with the release of the draft Request for Quotation for a Strategic Planning Consultant with a submission deadline of March 31, 2021.

**Carried**

6.2 Library Board Action List

The Library Board reviewed the Action List. Board members thanked staff members for the excellent work they are doing with curbside service, online programs, and promotions of library events.

**Motion 21-02-169**

**Moved by** Darryl Gray

**Seconded by** Jane Twinney

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

**Carried**

**7. New Business**

**7.1 Correspondence from Ontario Library Service regarding Board Assembly Appointments**

As part of the amalgamation of Ontario Library Services, Board Assemblies have been set-up to provide Library Board members the opportunity to share information and hear from other Library Boards. Newmarket Public Library has been asked to appoint a member of their Library Board to participate on one of the nine Board Assemblies.

**Motion 21-02-170**

**Moved by** Leslee Mason

**Seconded by** Victor Woodhouse

**That** the Library Board appoint board member Darry Gray as the official representative of Newmarket Public Library to the respective Ontario Library Service Board Assembly.

**Carried**

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

**9. Dates of Future Meetings**

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

**10. Adjournment**

**Motion 21-02-171**

**Moved by** Kelly Broome

**Seconded by** Victor Woodhouse

That there being no further business the meeting adjourn at 5:55 pm

**Carried**

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Darcy McNeill, Chair

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Todd Kyle, Secretary/Treasurer