

# NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	<ul style="list-style-type: none"> <li>CEO to bring drafts to Board according to agreed schedule</li> <li>Board to form committee to review Governance Policy and Constitution</li> </ul>	
1-12		Consider forming Friends of the Library group	<ul style="list-style-type: none"> <li>Board to consider as related to item 12-11</li> </ul>	Deferred to next Library Board term (motion 13.03-214)
2-13	May 20, 2015	CEO Annual Performance Review	<ul style="list-style-type: none"> <li>Library Board Chair and Vice Chair to prepare and report to Board</li> </ul>	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	<ul style="list-style-type: none"> <li>CEO to prepare and present to board before release</li> </ul>	Completed May 20, 2015 Next report due in April, 2016
2-15		Library facility and service delivery options	<ul style="list-style-type: none"> <li>CEO to report on related Town community facility plans</li> <li>Board to consider referral to Library-Town Joint Task Force</li> <li>Board to consider capital reserve expenditure on consultant study</li> </ul>	Report drafted for September 16, 2015 meeting Deferred to March, 2016
3-15		Business measurements (including Impacts and Storytelling)	<ul style="list-style-type: none"> <li>Board to review Library Statistical Data report provided monthly in agenda package</li> <li>CEO to revise report as requested</li> <li>CEO to update Board on status of related provincial initiatives as well as Impact Study</li> </ul>	

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
4-15		Built Accessibility report	<ul style="list-style-type: none"> <li>• CEO to draft report</li> </ul>	
7-15		Collective Agreements	<ul style="list-style-type: none"> <li>• Board to provide CEO with negotiation mandate guidelines</li> <li>• CEO to engage Town of Newmarket Director of HR as lead negotiator</li> <li>• Board to approve agreements</li> </ul>	Collective agreements expired March 31, 2015. No dates set as yet for bargaining.
8-15		Strategic planning	<ul style="list-style-type: none"> <li>• Board to decide on strategic planning process when current plan ends in 2016</li> </ul>	
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
10-15	September 16, 2015	Facility and Service Delivery Options	Report deferred to March, 2016	

## COMPLETED ITEMS

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
5-15	June 17, 2015	Budget projections	<ul style="list-style-type: none"> <li>CEO to draft 5-year projections for operating budget needs</li> </ul>	Reported to Library Board June 17, 2015
6-15		2016 budget	<ul style="list-style-type: none"> <li>Board to provide CEO with guidelines and suggestions</li> <li>CEO to draft budget</li> <li>Board to approve for submission to Council</li> </ul>	Board approved 2016 Draft Operating and Capital Budget requests
12-11	May 20 2015  Sept.15 2015	Draft fundraising and development strategy	<ul style="list-style-type: none"> <li>CEO to draft report for initial consideration</li> <li>Board to consider needed resources</li> <li>CEO to report back on implementation of fundraising initiatives</li> <li>CEO to follow-up with Town of Newmarket regarding naming rights sponsorship program</li> </ul>	Completed September 16, 2015