



**Newmarket Public Library Board  
Special Board Meeting  
Saturday, September 12, 2015  
Newmarket Public Library Board Room**

**Present:** Joan Stonehocker – Chair  
Tom Vegh – Vice Chair  
Tara Brown  
Darcy McNeill  
Kelly Broome-Plumley

**Regrets:** Venkatesh Rajaraman  
Joe Sponga

**Staff Present:** Todd Kyle, CEO  
Linda Peppiatt, Deputy CEO  
Lianne Bond, Administrative Coordinator

**The Library Board Chair called the meeting to order at 10:10 am**

**1. Adoption of Agenda Items**

- a) Adoption of Special Agenda
- b) Adoption of the Closed Session Agenda

The Chair asked if there were any additions to the agenda.

**Motion 15.09.34**

**Moved by Tom Vegh  
Seconded by Kelly Broome-Plumley**

**That Agendas a) to b) be adopted as presented.**

**Carried**

**2. Declarations**

None were declared.

**3. Business Arising**

- a) 2016 Operating Budget Request

The CEO reviewed the Highlights of Changes to Operating Budget 2016 over 2015 with Board members. It was noted that cost changes under materials is due to loss of electronic funding from the Province of Ontario.

#### 2016 Budget – Sunday Service

A report on the piloted project of opening Sundays throughout the period June to August, funded by a one-time transfer from Operating Reserve was presented to the Board. Usage statistics were very positive and feedback from the community was positive. The Board gave consideration to several options regarding continuing the Sunday service year round and additional funding requirements for this service.

#### **Motion 15.09.35**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

**That** the Library Board receive the report on Sunday service;

**And that** the Library Board approve closing the library on Sunday, December 20 and Sunday, December 27, 2015;

**And that** the Library Board approve opening all Sundays with the exception of the 2 Sundays of the Christmas holiday period for the 2016 operating year, subject to Town of Newmarket Council budget approval.

**Carried**

#### 2016 Growth and Enhancement Requests

The CEO reviewed the growth requests for Sunday Service and Increase staff for community outreach, and the enhancement request for Monday Service with the Library Board.

#### **Motion 15.09.36**

**Moved by Tara Brown**

**Seconded by Darcy McNeill**

**That the** Library Board approve the 2016 Operating Budget Request and Growth and Enhancement requests.

**Carried**

#### **b) 2016 Capital Budget Request**

The Library Board reviewed Town of Newmarket 2016 – 2025 Capital Project Request Form.

#### **Motion 15.09.37**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

That the Library Board receive the Town of Newmarket 2016 – 2025 Capital Project Request Form and approved the 2016 Newmarket Public Library Capital Requests.

Carried

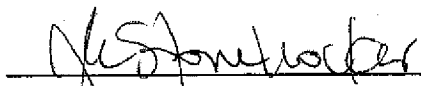
4. Adjournment

Motion 15.09.38

Moved by Tara Brown

Seconded by Darcy McNeill

That there being no further business meeting adjourned at 11:20 am.

  
Joan Stonehocker  
Chair

  
Todd Kyle, CEO  
Secretary/Treasurer



**Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, September 16, 2015  
Newmarket Public Library Board Room**

**Present:** Joan Stonehocker – Chair  
Tom Vegh – Vice Chair  
Tara Brown  
Darcy McNeill  
Kelly Broome-Plumley  
Venkatesh Rajaraman  
Joe Sponga

**Staff Present:** Todd Kyle, CEO  
Linda Peppiatt, Deputy CEO  
Lianne Bond, Administrative Coordinator

**The Library Board Chair called the meeting to order at 5:35 pm**

**1. Adoption of Agenda Items**

- a) Adoption of Regular Agenda
- b) Adoption of the Closed Session Agenda
- c) Adoption of Consent Agenda items

The Chair asked if there were any additions to the agenda.

**Motion 15.09.039**

**Moved by Kelly Broome-Plumley**

**Seconded by Joe Sponga**

**That Agendas a) to c) be adopted as presented**

**Carried**

**2. Declarations**

None were declared.

**3. Consent Agenda Items:**

- a) Adoption of the Regular Board Meeting Minutes for Wednesday, June 17, 2015
- b) Adoption of the Closed Session Minutes for Wednesday, June 17, 2015
- c) Adoption of the Special Board Meeting Minutes for Wednesday, July 15, 2015
- d) Adoption of the Closed Session Minutes for Wednesday, July 15, 2015
- e) Strategic Operations Report for June, July and August, 2015

- f) Library Statistical Data for August, 2015
- g) Monthly Bank Transfer

**Motion 15.09.040**

**Moved by Venkatesh Rajaraman**  
**Seconded by Tom Vegh**

That Consent Agenda Items a) to g) be received as presented.

**Carried**

#### **4. Motion to Convene into a Closed Session**

There were no closed session items.

#### **5. Reports**

- a) Second Quarter Financial Statements

The Library continues to be on target for the second quarter of 2015 in both expenditures and revenue.

**Motion 15.09.041**

**Moved by Joe Sponga**  
**Seconded by Venkatesh Rajaraman**

That the Library Board received the Second Quarter Financial Statements as presented.

**Carried**

- b) Second Quarter Financial Statements

The CEO reviewed the Computer Capital Budget report with the Library Board and discussed related projects recommended to pursue.

**Motion 15.09.042**

**Moved by Joe Sponga**  
**Seconded by Darcy McNeill**

That the Library Board approved the expenses from the unencumbered portion of the Computer/Hardware/Software Budget for items one and two as detailed in the Computer Capital Budget Report.

**Carried**

- c) Facility and Service Delivery Options

Board members requested that this item be deferred to a later date.

**Motion 15.09.043**

**Moved by Tom Vegh**

**Seconded by Tara Brown**

**That the Library Board defer the Facility and Service Delivery Options report to March, 2016.**

**Carried**

**6. Business Arising**

**a) 2016 Capital and Operating Budget Requests**

The Library Board confirmed their approval of the 2016 Growth and Enhancement Requests that were reviewed at the Special Budget meeting on September 16, 2015.

**Motion 15.09.44**

**Moved by Tom Vegh**

**Seconded by Kelly Broome-Plumley**

**That the Library Board approve the 2016 Growth and Enhancement requests.**

**Carried**

**b) Fundraising**

A report identifying target programs to allocate fundraising donations to was reviewed by the Library Board.

**Motion 15.09.45**

**Moved by Venkatesh Rajaraman**

**Seconded by Kelly Broome-Plumley**

**That the Library Board receive the report on fundraising.**

**Carried**

**c) Sponsorship and Naming Rights**

A report regarding aligning the Newmarket Public Library with the Town of Newmarket sponsorship program was reviewed by the Library Board

**Motion 15.09.046**

**Moved by Darcy McNeil**

**Seconded by Tara Brown**

**That the Library Board receive the report on Sponsorship and Naming Rights.**

**Carried**

d) Library Board Action List  
The Library Board reviewed the Action List.

**Motion 15.09.047**

**Moved by Joe Sponga**  
**Seconded by Venkatesh Rajaraman**

That the Library Board receive the Action List.

**Carried**

**7. New Business**

a) Fines Amnesty

The Library Board reviewed the report on having a Fines Amnesty.

**Motion 15.09.048**

**Moved by Tara Brown**  
**Seconded by Venkatesh Rajaraman**

That the Library Board receive the report on Fines Amnesty.

**Carried**

**8. Date(s) of Future Meetings**

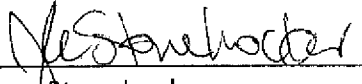
The next regular Library Board meeting will be Wednesday, October 21, 2015 at 5:30 pm in the Library Board room.

**9. Adjournment**

**Motion 15.09.049**

**Moved by Kelly Broome-Plumley**  
**Seconded by Darcy McNeill**

That there being no further business meeting adjourned at 6:20 pm.

  
Joan Stonehocker  
Chair

  
Todd Kyle, CEO  
Secretary/Treasurer