



Newmarket Public Library – 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"> Board to consider policies according to policy review schedule Revise Governance Policy to comply with new Code of Conduct and integrity investigations rules Revise section on Gifts Approve full revised Governance Policy 	Ongoing <ul style="list-style-type: none"> April 2019 Code of conduct and investigations sections revised except for section on Gifts May 15, 2019 Board approved revisions to Gifts section Full revised version of Governance document approved November 18, 2020
2-13	Ongoing	C.E.O. Annual Performance Review (anniversary date May 1)	Library Board Chair and Vice Chair to prepare and report to Board	Next review due May 2021 Update when new CEO has been hired.
1-15	TBD	Annual Report to the Community	<ul style="list-style-type: none"> Produce reports at the end of each anniversary year of a current Strategic Plan 	Last report completed October 2017; date for next report to be set once a new Strategic Plan is in place
2-15	TBD	Library facility and service delivery options	<ul style="list-style-type: none"> Motion 16.09.144 “And that the Library Board apportion up to \$50,000 of the Alternative Service Delivery capital project to a facility needs study, if 	<ul style="list-style-type: none"> Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review.

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2.15 cont.			<p>and when Council indicates its willingness to support it”</p> <ul style="list-style-type: none"> • Motion 18.02.265 “And that the Library Board request the Library facility needs study be considered by the Town of Newmarket Council in the first or second quarter of 2019” Board to reconsider study 	<ul style="list-style-type: none"> • Council declined to include a study in its Strategic Priorities for 2019-2023 • CEO to work with ToN staff on a joint effort to doing a facility study (Motion 19-05-32)
1-19	June 2019	2020 budget	<ul style="list-style-type: none"> • Draft budget request to be presented to board for approval 	<p>Completed</p> <ul style="list-style-type: none"> • To Board for approval September 18, 2019 • Approved for submission September 18, 2019
2-19	TBD	Collective Agreements (2019-)	<ul style="list-style-type: none"> • Updates and discussions as negotiations progress • Board to ratify agreement when negotiated 	<p>Completed</p> <ul style="list-style-type: none"> • Board briefed March 2019 • Negotiations began April 2018 • Library Board and Union ratified as of August 19, 2019
8-15	TBD	Strategic planning	<ul style="list-style-type: none"> • Include a long-term strategy related to fines at future strategic planning (motion 19-10-66) • Consider diverse Board member recruitment in future strategic planning (motion 19-11-71) • Report to Board March 18, 2020 with planning options (motion 20-02-98) 	<ul style="list-style-type: none"> • Current plan ended 2016. Previous board moved to update actions only but this not completed. • Planning options report delayed due to COVID; report now due Nov 2020 with target of Jan 2021 to secure quotes; may include

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8-15 cont.		Strategic Planning cont.		<p>consideration of alternative service delivery options</p> <p>November 18, 2020:</p> <ul style="list-style-type: none"> • Board approved to proceed with a release of a request for quotation for a Strategic Planning Consultant • RFQ released with a submission deadline of March 31, 2021 • Evaluation Team appointed at April 21/21 Board meeting to review RFQ responses • May 19, 2021 Strategic Planning Services contract awarded
3-19	May 2019	Library Board orientation	<ul style="list-style-type: none"> • Leadership by Design presentations to be held at first 3 board meetings • N6 Library Board orientation session May 11 	<p>Completed</p> <p>Part 1 and 2 completed — April 17, 2019</p> <ul style="list-style-type: none"> • 3 Board members attended N6 Orientation session May 11 • Deemed complete for 2018-2022 Board term
4-19	May 2019	Library Operational Efficiencies Review - updated April, 2021	<ul style="list-style-type: none"> • CEO to report to Board on SLA with Corporate Communications, and any implications on existing Public Relations Policy 	<ul style="list-style-type: none"> • Oct. 2019 Board authorized one-year pilot Information Technology Joint Steering Committee; to review by Oct. 2020 • Feb. 2020 Board authorized one-year pilot Service level Agreement with Town of Newmarket

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		Library Operational efficiency review cont.		<p>Recreation and Culture/Marketing and Sponsorship; to review by Feb. 2021</p> <ul style="list-style-type: none"> • Implemented organizational structure changes, October, 2020 • Marketing & Communications Coordinator secondment extended for 1 year due to COVID-19 • Information Technology Joint Steering Committee continues. Finalizing of the agreement delayed until Library CEO and IT Town Director Leaders are in place
5-19	TBD	Library Advocacy	<ul style="list-style-type: none"> • CEO to bring Library Advocacy items to Board for endorsement outside of election campaigns as coordinated by library associations. 	
6-19	October 2020	Inclusion and Diversity	<ul style="list-style-type: none"> • CEO to report back to Board if Board input and review are needed 	<p>Completed</p> <ul style="list-style-type: none"> • Policy considerations on inclusion and anti-discrimination being reviewed with Town to bring back to Board • Inclusion and Anti-Discrimination Policy approved October 21, 2020

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7-19	October 2020	Security Guard Pilot	• Review pilot after completion	• Pilot concluded Oct 2020 • Further consideration if and when the need arises as COVID-era restrictions are relaxed
1-20	Ongoing	Re-opening and recovery progress	<ul style="list-style-type: none"> Review library re-opening and recovery progress including ongoing and future revisions to fines structure 	<ul style="list-style-type: none"> Update reports presented June 2020, September, 2020, November, 2020
1-21	June 30, 2021	CEO Recruitment	<ul style="list-style-type: none"> CEO Selection Panel assigned to Library Board Chair, Vice Chair, One Library Board Director, Human Resources Director, Town of Newmarket and Commissioner of Community Services, Town of Newmarket 	<ul style="list-style-type: none"> RFP released February 12, 2021 for recruiting firm March 17, 2021 Recruitment Firm selected