



## Library Board Action Tracking List

Item No.	Action Item	Updates	Target/Completion date
1.	<b>Policy reviews</b>	2021 Policy reviews completed: <ul style="list-style-type: none"> <li>• Mandatory Health and Safety policies renewed September 15, 2021</li> <li>• Town of Newmarket Vaccination Policy adopted for Library employees September 15, 2021</li> </ul>	Ongoing
2.	<b>CEO Annual Performance Review</b> Assigned to: Executive Committee	Next review due August, 2022	August 2022
3.	<b>Annual Report to the Community</b>	Last report completed October, 2017	TBD
4.	<b>Strategic Planning</b> Assigned to: Strategic Planning Steering Committee	<ul style="list-style-type: none"> <li>• 2021-05 Strategic Planning Services contract awarded</li> <li>• 2021-09 Community, Stakeholder and Employee surveys conducted</li> <li>• 2021-09 Consultant Site visit conducted</li> </ul>	December, 2021

Item No.	Action Item	Updates	Target/Completion date
5.	<b>Library Operational Efficiencies Review</b> Assigned to: CEO to report to Board on Service Level Agreements	Marketing & Communications Coordinator secondment extended February 2021 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	

### Library Board Action Tracking List - Completed Action Items

Action Item	Final Status	Completion/Withdrawal Date
CEO Recruitment Assigned to: CEO Selection Committee	CEO started date August 3, 2021	July, 2021

Completed items will remain on the Action List for one month before removal