NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	• CEO to bring drafts to Board according to agreed schedule • Board to form committee to review Governance Policy and Constitution •	
~~**12-11**~~	~~May 20 2015~~	~~Draft fundraising and development strategy~~	~~• CEO to draft report for initial consideration~~ ~~• Board to consider needed resources~~ ~~• CEO to report back on implementation of fundraising initiatives~~ ~~• CEO to follow-up with Town of Newmarket regarding naming rights sponsorship program~~	**Completed September 16, 2015**
~~**1-12**~~		~~Consider forming Friends of the Library group~~	~~• Board to consider as related to item 12-11~~	**Completed September 16, 2015** ~~Deferred to next Library Board term~~ ~~*(motion 13.03-214)*~~
2-13	May 20, 2015	CEO Annual Performance Review	• Library Board Chair and Vice Chair to prepare and report to Board	CEO annual review completed June 18, 2014 Interim review completed February 3, 2015 Next review date: May, 2015
1-15	April 2016	Annual Report to the Community	• CEO to prepare and present to board before release	Completed May 20, 2015 Next report due in April, 2016
2-15	March, 2016	Library facility and service delivery options	• CEO to report on related Town community facility plans • Board to consider referral to Library-Town Joint Task Force • Board to consider capital reserve expenditure on consultant study	Report drafted for September 16, 2015 meeting Deferred to March, 2016

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
3-15		Business measurements (including Impacts and Storytelling)	• Board to review Library Statistical Data report provided monthly in agenda package • CEO to revise report as requested CEO to update Board on status of related provincial initiatives as well as Impact Study	
4-15		Built Accessibility report	• CEO to draft report	
~~**5-15**~~	~~June 17, 2015~~	~~Budget projections~~	~~• CEO to draft 5-year projections for operating budget needs~~	**Completed June 17, 2015** ~~Reported to Library Board June 17, 2015~~
~~**6-15**~~		~~2016 budget~~	~~• Board to provide CEO with guidelines and suggestions~~ ~~• CEO to draft budget~~ ~~• Board to approve for submission to Council~~	**Completed September 16, 2015** ~~Board approved 2016 Draft Operating and Capital Budget requests~~
7-15		Collective Agreements	• Board to provide CEO with negotiation mandate guidelines • CEO to engage Town of Newmarket Director of HR as lead negotiator • Board to approve agreements	Collective agreements expired March 31, 2015. No dates set as yet for bargaining.
8-15		Strategic planning	• Board to decide on strategic planning process when current plan ends in 2016	
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	April, 2016	SOLS Trustee Representative	Attend SOLS Trustee Council Meetings	Next Trustee meeting is April 20, 2016
11-15	March 16, 2016	ARF Analysis Review	Town of Newmarket Director of Finance	Report to go to Library Board with recommendations by March 16, 2016 (120 days)