



Newmarket Public Library Board
Regular Board Meeting
Wednesday, October 21, 2015
Newmarket Public Library Board Room

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Tara Brown
Kelly Broome-Plumley
Joe Sponga (arrived at 5:35pm)

Regrets: Darcy McNeill
Venkatesh Rajaraman

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

The Library Board Chair called the meeting to order at 5:30 pm

Adoption of Agenda Items

1. Adoption of Regular Agenda
2. Adoption of the Closed Session Agenda
3. Adoption of Consent Agenda items

The Chair asked if there were any additions to the agenda. 1 item was added to the Closed Session agenda.

Motion 15.10.50

Moved by Kelly Broome-Plumley
Seconded by Tara Brown

That Agendas 1) to 3) be adopted as amended.

Carried

Declarations
None were declared.

Consent Agenda Items:

4. Adoption of the Special Board Meeting Minutes for Saturday, September 12, 2015
5. Adoption of the Regular Board Meeting Minutes for Wednesday, September 16, 2015
6. Strategic Operations Report for September

7. Library Statistical Data for September, 2015
8. Monthly Bank Transfer

Motion 15.10.51

Moved by Tom Vegh
Seconded by Tara Brown

That Consent Agenda Items 4) to 8) be received as presented.

Carried

Motion to Convene into a Closed Session

Motion 15.10.52

Moved by Tom Vegh
Seconded by Tara Brown

That the Library Board moved into Closed Session at 5:32 pm regarding a labour relations matter.

Carried

Motion 15.10.53

Moved by Tom Vegh
Seconded by Tara Brown

That the Library Board move out of Closed Session at 5:35 pm.

Carried

Motions arising from the Closed Session:

Motion 15.10.54

Moved by Tom Vegh
Seconded by Tara Brown

That the Library Board receive the verbal report regarding a labour relations matter.

Carried

Correspondence

9. Southern Ontario Library Service (SOLS)

Correspondence was received from SOLS asking the Library Board to appoint a representative to participate in the SOLS Trustee Council. Library Board member Tara Brown agreed to represent the Newmarket Public Library Board at the SOLS Trustee Council Meeting on November 14, 2015.

Policies

10. Health and Safety Policy

No Changes were recommended to the Health and Safety Policy.

Motion 15.10.55

Moved by Joe Sponga

Seconded by Kelly Broome-Plumley

That the Library Board approve the Health and Safety Policy as presented.

Carried

11. Room Rental Rates

The Library Board reviewed the new room rate schedule proposal and discussed ways to further promote this service.

Motion 15.10.56

Moved by Joe Sponga

Seconded by Tara Brown

That the Library Board approve the proposed new Room Rental Rate schedule, effective January 1, 2016.

Carried

Reports

12. Third Quarter Financial Statements

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

Motion 15.10.57

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board receive the Third Quarter Financial Statements as presented.

Carried

Business Arising

13. 2016 Capital and Operating Budget Requests
There was no report.

14. Library Board Action List
The Library Board reviewed the Action List.

Motion 15.10.58

Moved by Joe Sponga
Seconded by Kelly Broome Plumley

That the Library Board receive the Action List.

Carried

New Business

15. Health and Safety for Board members eLearning
Deferred to next regularly scheduled Library Board meeting.

Date(s) of Future Meetings

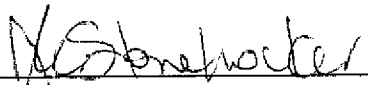
16. The next regular Library Board meeting will be Wednesday, November 18, 2015 at 5:30 pm in the Library Board room.

Adjournment


Motion 15.10.59

Moved by Joe Sponga
Seconded by Tara Brown

That there being no further business meeting adjourned at 6:10 pm.



Joan Stonehocker
Chair



Todd Kyle, CEO
Secretary/Treasurer



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, November 18, 2015
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Tara Brown
Kelly Broome-Plumley
Joe Sponga (left at 6:30 pm)
Darcy McNeill
Venkatesh Rajaraman (arrived at 5:40 pm)

Guest: Mike Mayes, Director of Financial Services/Treasurer,
Town of Newmarket

Staff Present: Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Toni Facciolo, Accounts Payable Clerk

The Library Board Chair called the meeting to order at 5:30 pm

Adoption of Agenda Items

1. Adoption of Regular Agenda
2. Adoption of the Closed Session Agenda
3. Adoption of Consent Agenda items

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

Motion 15.11.60

Moved by Kelly Broome-Plumley

Seconded by Darcy McNeill

That Agendas 1) to 3) be adopted as presented.

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, October 21, 2015
5. Strategic Operations Report for October

6. Library Statistical Data for October, 2015
7. Monthly Bank Transfer

Motion 15.11.61

Moved by Tom Vegh
Seconded by Joe Sponga

That Consent Agenda Items 4) to 7) be received and approved as presented.

Carried

Motion to Convene into a Closed Session

Motion 15.11.62

Moved by Kelly Broome-Plumley
Seconded by Darcy McNeill

8. That the Library Board move into Closed Session at 6:15 pm regarding a labour relations matter.

Carried

Motion 15.11.63

Moved by Joe Sponga
Seconded by Kelly Broome-Plumley

That the Library Board move out of Closed Session at 6:20 pm.

Carried

Motions arising from the Closed Session:

Motion 15.11.64

Moved by Tom Vegh
Seconded by Venkatesh Rajaraman

That the Library Board receive the report regarding a labour relations matter.

Carried

Policies

9. Criminal Records Checks for Volunteers

The Library Board was advised of a procedural change, consistent with the Library's Volunteer Policy, regarding criminal records checks for volunteers under the age of sixteen.

Motion 15.11.65

Moved by Tom Vegh

Seconded by Venkatesh Rajaraman

That the Library Board receive the report on criminal records checks for volunteers.

Carried

Business Arising

10. Library Board Action List

The Library Board reviewed and updated the Action List.

Motion 15.11.68

Moved by Venkatesh Rajaraman

Seconded by Joe Sponga

That the Library Board receive the Action List as amended.

Carried

New Business

11. Joint Library and Corporate Services Report – Financial Services 2015-51 regarding the Library General Reserves

The Director of Finances/Treasurer of the Town of Newmarket reviewed the Joint Library and Corporate Services Report regarding establishing a target level for the Library General Reserves.

Motion 15.11.69

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

1. **That** the Town of Newmarket Public Library Board set a target level for the Library General Reserve as proposed in this report;
2. **And That** once the Library General Reserve target is achieved, any surplus is to be returned to the Town at the year-end;
3. **And That** the Town of Newmarket do an analysis on the Asset Replacement Fund and report back to the Newmarket Public Library Board in 120 days with recommendations.

Carried

12. 2016 Ontario Library Association (OLA) Super Conference

The Library Board will advise the Administrative Coordinator by December 8th whether they will be attending the 2016 OLA Super Conference.

13. Health and Safety for Board members eLearning

Deferred to next regularly scheduled Library Board meeting.

Date(s) of Future Meetings

14. The next regular Library Board meeting will be Wednesday, December 16, 2015 at 5:30 pm in the Library Board room.

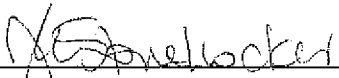
Adjournment

Motion 15.11.70

Moved by Darcy McNeill

Seconded by Tom Vegh

That there being no further business meeting adjourned at 6:37 pm.



Joan Stonehocker
Chair



Todd Kyle, CEO
Secretary/Treasurer