



Library Board Action Tracking List

Item No.	Action Item	Updates	Target/Completion date
1.	Policy reviews	2021 Policy reviews completed: <ul style="list-style-type: none"> • Mandatory Health and Safety policies renewed September 15, 2021 • Town of Newmarket Vaccination Policy adopted for Library employees September 15, 2021 	Ongoing
2.	CEO Annual Performance Review Assigned to: Executive Committee	Next review due August, 2022	August 2022
3.	Annual Report to the Community	Last report completed October, 2017	TBD
4.	Strategic Planning Assigned to: Strategic Planning Steering Committee	<ul style="list-style-type: none"> • 2021-05 Strategic Planning Services contract awarded • 2021-09 Community, Stakeholder and Employee surveys conducted • 2021-09 Consultant Site visit conducted • 2021-10 Strategic Planning workshop held with Board members and library employees 	December, 2021

Item No.	Action Item	Updates	Target/Completion date
5.	Library Operational Efficiencies Review 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

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