



Newmarket Public Library Board

Minutes

Date: Wednesday, October 20, 2021
Time: 5:30 PM
Location: Electronic VIA ZOOM
See How to Login Guide

Members Present: Darcy McNeill, Chair
Kelly Broome
Darryl Gray
Leslee Mason
Art Weis
Victor Woodhouse

Members Absent: Jane Twinney, Vice Chair

Staff Present: Tracy Munusami, CEO
Jennifer Leveridge, Manager, Library Services
Benjamin Shaw, Manager, Library Operations
Lianne Bond, Administrative Coordinator

1. Call to Order

The Chair called the meeting to order at 5:34 pm.

2. Adoption of Agenda Items

- 2.1 Adoption of the Regular Agenda
- 2.2 Adoption of the Closed Session Agenda
- 2.3 Adoption of the Consent Agenda Items

Motion 21-10-23

Moved by Darryl Gray
Seconded by Kelly Broome

1. That items 2.1 to 2.3 be adopted as presented.

Carried

3. Declarations

None were declared.

4. Consent Agenda Items

4.1 Adoption of the Regular Board meeting minutes for Wednesday, September 15, 2021

4.2 Strategic Operations Report for September, 2021

4.3 Third Quarter Statistics

4.4 Third Quarter Financial Statements

Third Quarter Financial Statements were not available and were deferred to the next Board meeting.

Motion 21-10-24

Moved by Leslee Mason

Seconded by Victor Woodhouse

1. That items 4.1 to 4.3 be adopted and approved as presented.

Carried

5. Policies

5.1 Temporary Face Covering Policy

The revisions to the policy regarding clarification of face coverings are in line with the York Region Public health. One edit was made to the revision.

Motion 21-10-25

Moved by Darryl Gray

Seconded by Victor Woodhouse

1. That the Library Board approved the Temporary Face Covering Policy as amended.

Carried

5.2 Collection Development Policy

The Library Board reviewed the revisions made to the Collection Development Policy. One wording change was made to Appendix I, Request for Reconsideration of Materials form.

Motion 21-10-26

Moved by Darryl Gray

Seconded by Leslee Mason

1. **That** the Library Board approved the Collection Development Policy as amended.

Carried

6. **Reports**

6.1 Vaccination Requirements for Participation in Library Programs and Facility

The Library Board reviewed and discussed the options presented in the report for vaccination requirements of participants in Library Programs and the facility.

Motion 21-10-27

Moved by Art Weis

Seconded by Victor Woodhouse

1. **That** the report entitled Vaccination Requirements for Participation in Library Programs and Facility be received and,
2. **That** the Library Board direct staff to develop a hybrid Library Policy that requires proof of vaccination to attend in person programs, but vaccination is not required for other library services to be effective the week of, October 26, 2021 and,
3. **That** Library Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.2 Giving Tuesday Report

The Library reported that it will be participating in Giving Tuesday, November 30, 2021, in order to support programs to the community that are not part of the core level of funding.

Motion 21-10-28

Moved by Leslee Mason

Seconded by Darryl Gray

That the Library Board receive the Information Report on Giving Tuesday.

Carried

7. Business Arising

7.1 Strategic Planning Update

The Strategic Planning Consultants have been working on compiling the survey results from stakeholders, the community and Library employees. Gift cards have been presented to the 5 community member winners who participated in the survey.

A Strategic Planning Workshop has been scheduled for Thursday, October 28th from 1 - 4 pm for Library Board and some members of the staff to participate in.

7.2 Library Board Action Tracking List

The Library Board reviewed the revisions to the Action Tracking List.

Motion 21-10-29

Moved by Kelly Broome

Seconded by Leslee Mason

1. That the Library Board receive the Action List as presented.

Carried

8. New Business

8.1 Emergency Facilities Project

A recent rain event has caused flooding in the Adult Department work area. Emergency work to repair the damaged area could over extend the

Library's Facilities and Equipment budget line and Library Management asked for the Library Board to approve the use of Minor Capital reserve to cover any overage cost.

Motion 21-10-30

Moved by Victor Woodhouse

Seconded by Darryl Gray

1. **That** the Library Board receive the report Emergency Facilities Project;
2. **And That** the Library Board directs staff to take all necessary steps to remediate the affected area bringing back a report to the Board should it be necessary to approve the use of funds from the Minor Capital reserve.

Carried

8.2 Sunday, January 2, 2022

The CEO requested that the Library Board consider closing the Library on Sunday, January 2, 2022.

Motion 21-10-31

Moved by Art Weis

Seconded by Kelly Broome

1. **That** the Library Board approve the closure of the Library on Sunday, January 2, 2022.

Carried

9. Closed Session (If Required)

10. Dates of Future Meetings

The next regular Library Board meeting is scheduled for Wednesday, November 17, 2021 at 5:30 pm. Location electronic via Zoom.

11. Adjournment

Motion 21-10-32

Moved by Victor Woodhouse

Seconded by Leslee Mason

1. That there being no further business the meeting adjourn at 6:55 pm.

Carried

Darcy McNeill, Chair

Tracy Munusami, Secretary/Treasurer