

## NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	<ul style="list-style-type: none"> <li>CEO to bring drafts to Board according to agreed schedule</li> <li>Board to form committee to review Governance Policy and Constitution</li> <li></li> </ul>	
<del>12-11</del>	May 20 2015	Draft fundraising and development strategy	<ul style="list-style-type: none"> <li><del>CEO to draft report for initial consideration</del></li> <li><del>Board to consider needed resources</del></li> <li><del>CEO to report back on implementation of fundraising initiatives</del></li> <li><del>CEO to follow up with Town of Newmarket regarding naming rights sponsorship program</del></li> </ul>	<b>Completed September 16, 2015</b>
<del>1-12</del>		Consider forming Friends of the Library group	<ul style="list-style-type: none"> <li><del>Board to consider as related to item 12-11</del></li> </ul>	<b>Completed September 16, 2015</b> Deferred to next Library Board term ( <del>motion 13.03-214</del> )
2-13	May 20, 2015	CEO Annual Performance Review	<ul style="list-style-type: none"> <li>Library Board Chair and Vice Chair to prepare and report to Board</li> </ul>	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	<ul style="list-style-type: none"> <li>CEO to prepare and present to board before release</li> </ul>	Completed May 20, 2015 Next report due in April, 2016
2-15	March, 2016	Library facility and service delivery options	<ul style="list-style-type: none"> <li>CEO to report on related Town community facility plans</li> <li>Board to consider referral to Library-Town Joint Task Force</li> <li>Board to consider capital reserve expenditure on consultant study</li> </ul>	Report drafted for September 16, 2015 meeting Deferred to March, 2016

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3-15		Business measurements (including Impacts and Storytelling)	<ul style="list-style-type: none"> <li>Board to review Library Statistical Data report provided monthly in agenda package</li> <li>CEO to revise report as requested</li> <li>CEO to update Board on status of related provincial initiatives as well as Impact Study</li> </ul>	
4-15		Built Accessibility report	<ul style="list-style-type: none"> <li>CEO to draft report</li> </ul>	
<del>5-15</del>	<del>June 17, 2015</del>	<del>Budget projections</del>	<del>CEO to draft 5-year projections for operating budget needs</del>	<b>Completed June 17, 2015</b> <del>Reported to Library Board June 17, 2015</del>
<del>6-15</del>		<del>2016 budget</del>	<ul style="list-style-type: none"> <li><del>Board to provide CEO with guidelines and suggestions</del></li> <li><del>CEO to draft budget</del></li> <li><del>Board to approve for submission to Council</del></li> </ul>	<b>Completed September 16, 2015</b> <del>Board approved 2016 Draft Operating and Capital Budget requests</del>
7-15		Collective Agreements	<ul style="list-style-type: none"> <li>Board to provide CEO with negotiation mandate guidelines</li> <li>CEO to engage Town of Newmarket Director of HR as lead negotiator</li> <li>Board to approve agreements</li> </ul>	Collective agreements expired March 31, 2015. No dates set as yet for bargaining. Negotiations to begin February 11, 2016
8-15		Strategic planning	<ul style="list-style-type: none"> <li>Board to decide on strategic planning process when current plan ends in 2016</li> </ul>	
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)
12-16	June, 2017	2017 Budget Considerations	Sunday Openings at Christmas	2017 Operating Budget submission deadline