



Newmarket Public Library Board

Minutes

Date: Wednesday, March 23, 2022
Time: 5:30 PM
Location: Electronic VIA ZOOM
See How to Login Guide

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

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 5:45 pm. One item was added under New Business.

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 22-03-251

Moved by Victor Woodhouse
Seconded by Darryl Gray

That items 2.1 to 2.3 be adopted as presented

Carried

3. Declarations

There were no declarations.

4. Consent Agenda Items

4.1 Adoption of the Regular Board meeting minutes for January 19, 2022

4.2 Strategic Operations Report for January-February, 2022

4.3 Room Rental Rates

Motion 22-03-252

Moved by Art Weis

Seconded by Victor Woodhouse

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

Carried

5. Policies

5.1 Temporary Policies

The Library Board agreed to rescind the temporary policies for Face Coverings, Contact Tracing, and Vaccination Policy for Program Participation to align with the lifting of these COVID-19 restrictions on the public by the Government of Ontario.

Motion 22-03-253

Moved by Darryl Gray

Seconded by Victor Woodhouse

That the Library Board rescind the Temporary Face Covering Policy, Temporary Contact Tracing Policy and Vaccination Policy for Program Attendance.

Carried

6. Reports

There were no reports.

7. Business Arising

7.1 Draft Strategic Plan

The Library Board thanked the Strategic Planning Committee for their work on the new Strategic Plan. The Board discussed next steps for the implementation of the plan and strategic action areas.

Motion 22-03-254

Moved by Kelly Broome

Seconded by Darryl Gray

That the Library Board approve the 2022 - 2025 Strategic Plan as presented.

Carried

7.2 Strategic Plan Implementation

To achieve two strategic action items, a request for funding was presented to the Library Board. The Board discussed the funding requests and asked that a portion of the report be revised. This is to clarify the intention of the request in order that it is clear the library rebranding is in line with the new strategic plan and reflects the community.

Motion 2022-03-255

Moved by Kelly Broome

Seconded by Victor Woodhouse

That the Library Board receive the Strategic Plan Implementation report as amended;

And That the Library Board authorize the use of up to \$30,000 from the Strategic Plan Implementation Fund reserve for graphic design services and staff education;

And That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

7.3 Library Board Action List

The Library Board reviewed and updated the Action List.

Motion 22-03-256

Moved by Kelly Broome

Seconded by Victor Woodhouse

That the Library Board receive the Action List as presented.

Carried

New Business

8.1 Fundraising Opportunity

The Library has been approached by community members wanting to launch a fundraising event that would be held on Town of Newmarket property and would directly support the Library. It was recommended by the Library Board that a Third Party Fundraising policy be prepared that will guide the partnership for this event and any future opportunities.

Motion 22-03-257

Moved by Kelly Broome

Seconded by Jane Twinney

That the Library accept the fundraising event in principal pending the preparation of a Third Party Fundraising Event Policy and approval from the Town of Newmarket.

Carried

9. **Closed Session (If required)**

10. **Dates of Future Meetings**

The next regular Library Board meeting is scheduled for Wednesday, April 20, 2022 at 5:30 pm. Location electronic via Zoom.

11. **Adjournment**

Motion 22-03-258

Moved by Darryl Gray

Seconded by Victor Woodhouse

That there being no further business the meeting adjourn at 6:35 pm.

Carried

Darcy McNeill, Chair

Tracy Munusami, Secretary/Treasurer