



# Newmarket Public Library Board

## Minutes

Date: Wednesday, November 16, 2022  
Time: 5:30 PM  
Location: Newmarket Public Library Boardroom  
Newmarket Public Library  
438 Park Avenue  
Newmarket ON L3Y 1W1

Members Present: Darcy McNeill, Chair  
Kelly Broome  
Darryl Gray  
Art Weis (arrived at 6:00 pm)  
Victor Woodhouse

Members Absent: Jane Twinney, Vice Chair

Staff Present: Jennifer Leveridge, Manager, Library Services  
Tracy Munusami, CEO  
Benjamin Shaw, Manager, Library Operations

### 1. Call to Order

The Chair called the meeting to order at 5:45 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 22-11-292**

**Moved by** Darryl Gray

**Seconded by** Victor Woodhouse

**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, October 19, 2022
- 4.2 Strategic Operations Report for October, 2022
- 4.3 Third Quarter Statistical Data
- 4.4 Third Quarter Financial Statements

**Motion 22-11-293**

**Moved by** Victor Woodhouse

**Seconded by** Kelly Broome

**That items 4.1 to 4.4 be approved and adopted as presented.**

**Carried**

**5. Reports**

- 5.1 2022 Facility Projects and Improvements

The Facility Projects and Improvements report provided an update on various planned projects that have been completed or underway in 2022 and future planned projects.

**Motion 22-11-294**

**Moved by** Kelly Broome

**Seconded by** Darryl Gray

**That the Library Board receive the 2022 Facility Projects and Improvements report for information as presented.**

**Carried**

5.2 2018 - 2022 Library Board Legacy Document

The Library Board reviewed the Legacy Document and discussed what they would recommend are the priorities for the next Library Board.

**Motion 22-11-295**

**Moved by** Kelly Broome  
**Seconded by** Darryl Gray

**That** the Library Board receive the report on the 2018 - 2022 Library Board Legacy Document;

**And That** this Report be shared with the new Board once it is appointed.

**Carried**

**6. Business Arising**

6.1 Fines Free

During the COVID -19 pandemic, the Library temporarily suspended fines. It is recommended that the Library permanently remove overdue fines as outlined in the Fines Free 2023 report.

**Motion 22-11-296**

**Moved by** Kelly Broome  
**Seconded by** Art Weis

**That** the Library Board receive the Fines Free 2023 report for information;

**And That** the Library Board approve management's recommendation to eliminate overdue fines on Library material starting in 2023.

**Carried**

6.2 Library Board Action List

The Library Board reviewed the Action List.

**Motion 22-11-297**

**Moved by** Darryl Gray  
**Seconded by** Victor Woodhouse

**Carried**

**7. New Business**

There was no New Business.

**8. Closed Session (If Required)**

No Closed Session is required.

**9. Dates of Future Meetings**

The regularly scheduled Library Board meeting on Wednesday, December 21, 2022 at 5:30 pm is cancelled.

The next regular Library Board meeting is scheduled for Wednesday, January 18, 2023 at 5:30 pm in the Library Board room.

**10. Adjournment**

**Motion 22-11-298**

That there being no further business the meeting adjourn at 6:20 pm

**11. Tour of Library to show Facility projects and improvements**

---

Darcy McNeill, Chair

---

Tracy Munusami, Secretary/Treasurer