



Newmarket Public Library Board

Minutes

Date: Wednesday, June 21, 2023
Time: 5:30 PM
Location: Newmarket Public Library Boardroom
Newmarket Public Library
438 Park Avenue
Newmarket ON L3Y 1W1

Members Present: Darryl Gray
Kelly Broome
Victor Woodhouse
Councillor Morrison
Neila Poscente
Beth Stevenson
Rex Taylor

Staff Present: Tracy Munusami, CEO
Lianne Bond, Administrative Coordinator

Guests: Simon Chong, Systems Manager, Newmarket Public Library
Lynn Georgeff, Human Resources Consultant, Town of
Newmarket

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 23-06-15

Moved by Kelly Broome
Seconded by Rex Taylor

That Agenda 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, May 17, 2023

4.2 Strategic Operations Report for May, 2023

4.3 2023 Budget Book

4.4 Library Bank Transfer

Motion 23-06-16

Moved by Beth Stevenson
Seconded by Neila Poscente

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

Carried

5. Presentation - Library Catalogue Presentation

The System Manager gave a demonstration of BiblioCore, the new discovery layer that will be added to the library's catalogue to improve it's searching capabilities. The new discovery layer will be launched officially to the public on July 5, 2023.

Motion 23-06-17

Moved by Kelly Broome
Seconded by Victor Woodhouse

That the Library Board receive the presentation on the New Library Catalogue.

Carried

6. Reports

6.1 2022 Draft Audited Financial Statements

The Library Board reviewed the draft 2022 Audited Financial Statements completed by the auditing firm KPGM Enterprise.

Moved by Neila Poscente

Seconded by Rex Taylor

That the Library Board approve the draft of the Audited Financial Statements as presented.

Carried

7. Business Arising

7.1 Library Board Action List

The Library Board reviewed the Action List.

Motion 23-06-19

Moved by Victor Woodhouse

Seconded by Trevor Morrison

That the Library Board receive the Action List as presented.

Carried

8. New Business

8.1 2024 Budget

The CEO presented the draft 2024 Operating and Capital Budgets to the Library Board. The Operating Budget includes growth requests for Monday openings and expanded hours of operation. The Capital Budget projects will creating welcoming and accessible spaces, IT equipment repairs and maintenance and website redesign.

Motion 23-06-20

Moved by Victor Woodhouse

Seconded by Beth Stevenson

That the Library board receive the presentation on Budget Requests for 2024;

And That the Library Board requests Library staff work with the Town of Newmarket to obtain the following funds:

- 2024 Library Operating Budget increase of 2.4%
- Monday Operating Hours
- Creating Welcoming and Accessible Spaces – previously Building Rehabilitation
- IT Hardware Integration
- Website Redesign

Carried

8.2 Update to Library Bank Account

The Library Board was informed the Signing Officers for the Library's bank account are to be updated with the new Chair, Vice Chair and CEO names.

8.3 Ontario Public Library Week Proclamation

This year National Library Workers Day is scheduled to take place on October 20, 2023 and Ontario Public Library Week (OPWL) be the third week of October. This annual celebration serves as an opportunity for the Library to acknowledge and appreciate the extraordinary efforts and dedication demonstrated by Library staff.

In order to promote OPLW to a wider audience and demonstrate appreciation for the library staff, Library administration wishes to submit a request to the Town of Newmarket. This request seeks the official proclamation of the third week of October as Ontario Public Library Week. Proclamations play a crucial role in raising awareness and generating public interest, and the Library believes that this designation will significantly enhance the visibility and impact of OPLW.

Motion 23-06-21

Moved by Rex Taylor

Seconded by Kelly Broome

That the Library Board receive the report on the Canada Library Workers Day and Ontario Public Library Week;

And That the Library Board directs staff to request the Town of Newmarket proclaim the third week of October as Ontario Public Library Week.

Carried

9. Closed Session

9.1 Labour Relations

Motion 23-06-22

Moved by Trevor Morrison

Seconded by Beth Stevenson

That the Library Board move into a Closed Session at 6:10 pm to discuss matters pertaining to Labour relations or employee negotiations.

Carried

Motion 23-06-23

Moved by Trevor Morrison

Seconded by Neila Poscente

That the Library Board move out of Closed Session at 7:05 pm.

Carried

Motion 23-06-24

Moved by Beth Stevenson

Seconded by Kelly Broome

Motion Arising from Closed Session:

That the Library Board receive the update on Labour relations.

Carried

10. Dates of Future Meetings

10.1 Library Board Workshop

A Library Board planning workshop will be schedule in late September, early October. Specific date to be determined.

10.2 The next regular Library Board meeting is scheduled for Wednesday, September 20, 2023 at 5:30 pm in the Library Board room

11. Adjournment

Motion 23-06-25

Moved by Neila Poscente

Seconded by Rex Taylor

That there being no further business the meeting adjourn at 7:55 pm.

Carried

Darryl Gray, Chair

Tracy Munusami, Secretary/Treasurer