

Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, May 18, 2016  
Newmarket Public Library Board Room

**Present:** Joan Stonehocker – Chair  
Tom Vegh – Vice Chair  
Venkatesh Rajaraman  
Joe Sponga

**Regrets:** Tara Brown  
Kelly Broome-Plumley  
Darcy McNeill

**Staff Present:** Todd Kyle, CEO  
Linda Peppiatt, Deputy CEO  
Lianne Bond, Administrative Coordinator

The Library Board Chair called the meeting to order at 5:35 pm

**Adoption of Agenda Items**

1. Adoption of Regular Agenda
2. Adoption of the Closed Session Agenda
3. Adoption of Consent Agenda items

The Chair asked if there were any additions to the agenda. Two items were added under New Business.

**Motion 16.05.114**

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

That Agendas 1) to 3) be adopted as amended.

**Carried**

**Declarations**

None were declared.

**Consent Agenda Items:**

4. Adoption of the Regular Board Meeting Minutes for Wednesday, April 20, 2016
5. Strategic Operations Report for April, 2016
6. Library Statistical Data for April, 2016
7. Monthly Bank Transfer

8. Third Annual Report to the Community 2015-2016

**Motion 16.05.115**

**Moved by Tom Vegh**

**Seconded by Venkatesh Rajaraman**

**That** Consent Agenda Items 4) to 8) be received and approved as presented.

**Carried**

9. Motion to Convene into a Closed Session

**Motion 16.05.116**

**Moved by Joe Sponga**

**Seconded by Tom Vegh**

**That** the Library Board move into a Closed Session meeting at 5:40 pm to discuss Labour Relations matters.

**Carried**

**Motion 16.05.117**

**Moved by Joe Sponga**

**Seconded by Venkatesh Rajaraman**

**That** the Library Board move out of a Closed Session meeting at 5:42 pm.

**Carried**

Motion arising from the Closed Session meeting.

**Motion 16.05.118**

**Moved by Tom Vegh**

**Seconded by Joe Sponga**

**That** the Library Board receive the report on Labour Relations matters.

**Carried**

**Policy**

**10. Customer Complaint Policy**

The CEO reviewed with the Library Board the draft Customer Complaint Policy. Clarification was requested regarding whether the role Ombudsman of Ontario would include public libraries before the policy is approved.

**Motion 16.05.119**

**Moved by Tom Vegh**

**Seconded by Venkatesh Rajaraman**

That the Library Board defer approval of the Customer Service Policy and give direction to the CEO to clarify the role of the Ombudsman of Ontario as it pertains to public libraries.

**Carried**

**11. Membership Policy**

The CEO reviewed with the Library Board the revisions to the Membership Policy.

**Motion 16.05.120**

**Moved by Tom Vegh**

**Seconded by Venkatesh Rajaraman**

That the Library Board approve the Membership Policy as presented.

**Carried**

**12. Public Relations Policy**

The CEO reviewed with the Library Board the revisions to the Public Relations Policy.

**Motion 16.05.121**

**Moved by Tom Vegh**

**Seconded by Venkatesh Rajaraman**

That the Library Board approve the Public Relations Policy as presented.

**Carried**

**Reports**

**13. Draft Audited Financial Statements for the year ended December 31, 2015**

The Library Board reviewed the draft Audited Financial Statements for 2015 completed by BDO Canada LLP.

**Motion 16.05.122**

**Moved by Joe Sponga**

**Seconded by Venkatesh Rajaraman**

That the Library Board approve the 2015 draft Audited Financial Statement as presented.

**Carried**

**Business Arising**

**14. Election of Vice Chair**

**Motion 16.05.123**

**Moved by Joe Sponga**

**Seconded by Venkatesh Rajaraman**

That the Library Board defer the election of the Vice Chair until the next scheduled Library Board meeting.

**Carried**

**15. 2017 Budget**

The CEO updated the Library Board on the timeline for the submission of the 2017 Budget to the Town of Newmarket. A draft 2017 Budget will be brought to the June Library Board meeting.

**Motion 16.05.124**

**Moved by Joe Sponga**

**Seconded by Tom Vegh**

That the Library Board receive the verbal report on the 2017 Budget.

**Carried**

**16. Library Board Action List**

The Library Board reviewed the Action List.

**Motion 16.05.125**

**Moved by Joe Sponga**

**Seconded by Venkatesh Rajaraman**

That the Library Board receive the Action List as presented.

**Carried**

**New Business**

**17. Newmarket Public Library Strategic Technology Committee**

A Board member expressed interest in reviewing the Library's technical and mobile infrastructure. The Library Board agreed to resume the activities of the Strategic Technology Committee.

**Motion 16.05.126**

**Moved by Venkatesh Rajaraman**

**Seconded by Joe Sponga**

**That** the Library Board review the Strategic Technology Committee Terms of Reference and bring interested members of the community together to review the Library's technical and mobile infrastructure.

**18. Southlake Cinemania**

A request to consider selling tickets to Southlake Cinemania screenings at the Library was received. The not-for profit organization presents Toronto Film Festival films with artistic, cultural and educational value. The Library Board considered this request and directed the CEO to discuss a partnership with Southlake Cinemania under the parameters stated by the Library Board.

**Date(s) of Future Meetings**

**19.** A Joint Town of Newmarket Council-Newmarket Public Library Board Workshop on library facility needs will be Wednesday, June 15, 2016 at 5:00 pm, in the Town of Newmarket Council Chambers.

The next regular Library Board meeting will be Wednesday, June 22, 2016 at 5:30 pm in the Library Board room.

**Adjournment**

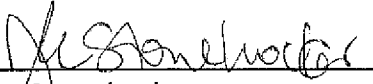
**Motion 16.05.127**


**Moved by Vekatesh Rajaraman**

**Seconded by Joe Sponga**

**That** there being no further business meeting adjourned at 6:35 pm.

**Carried**

  
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Joan Stonehocker  
Chair

  
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Todd Kyle, CEO  
Secretary/Treasurer